

Purpose: The Brooks Library Board actively recognizes the hard work and dedication demonstrated by Library staff and Board members.

**Staff Recognition:**

1. Employees' years of service are acknowledged by the Board in the following way:
  - 1.1. With an appropriate gift:
    - 1.1.1. Up to a value of \$50 at 5 years of service
    - 1.1.2. Up to a value of \$100 at 10 years of service
    - 1.1.3. Up to a value of \$150 at 15 years of service
    - 1.1.4. Up to a value of \$200 at 20 years of service
    - 1.1.5. Up to a value of \$300 at 25 years of service
  2. Upon retirement, after 10 years of full time employment, employees shall receive:
    - 2.1. An honorary lifetime library card
    - 2.2. A gift to be determined at the Board's discretion
    - 2.3. A letter from the Board thanking the employee for service to the library
3. Presentations are to be made at a staff and Board function following their term of service.

**Board Member Recognition:**

4. When trustees conclude their service with the Board, a thank you letter will be sent to recognize their contribution of time and effort as trustee.
5. The Library will dedicate one (1) book plate in recognition for each year of service by the Board Member.
6. The Head Librarian will determine which area of the collection to install the recognition after input from the retiring Board Member.

Responsibility: The Head Librarian and/or the Board Chair, will be responsible for purchasing and facilitating the presentation of letters and gifts.



Approved by: \_\_\_\_\_  
Board Chair  
Date Approved: March 10, 2014  
Replaces Policy: 2-A-96