

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

Staff Recognition:

1. Employee service is acknowledged by the Board with an appropriate gift up to a value equal to \$10/year of service, awarded at 5 year increments starting at the 5th year of employment.
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 Library Manager will determine which area of the collection to install the recognition after input from the retiring Board Member.

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

Approved by: _____

Board Chair

Date Approved: January 27th, 2020