ADVISORY TO THE PUBLIC:
Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Board of Trustees meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

You are invited to a Zoom webinar.
When: May 13, 2024 09:00 AM Eastern Time (US and Canada)
Topic: The Jones Library, Inc. Board of Trustees

Please click the link below to join the webinar: https://amherstma.zoom.us/j/85110407531
Or One tap mobile:
+13052241968,85110407531# US
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Or Telephone:
Dial(for higher quality, dial a number based on your current location):
+1 646 876 9923 US (New York)
Webinar ID: 851 1040 7531
International numbers available: https://amherstma.zoom.us/u/kd7mtGKe7A

1. Call to Order/Attendance. (1 minute)
2. Changes/Additions to Agenda.
3. Approval of Minutes from Previous Meeting(s) (4-22-24). (5 minutes) *
4. Public Comment. (5 minutes)
5. President’s Report. (15 minutes) *
   a. Library Trustees/Friends of Library MOU (November 2019)
   b. Library Trustees/Town of Amherst MOAs (April 2021, October 2022, December 2023)
6. Committee Reports/Questions for Committees.
   a. Library Building Committee (Sarat). (15 minutes)  
      (Jones Library Project Status/Options)
   b. Buildings and Facilities Committee (Ameen). (5 minutes)
   c. Development (Edwards). (5 minutes) *
      (Annual Fund Report; Capital Campaign Report)
   d. Personnel, Planning, and Policy (Ely/Ameen). (5 minutes)
      (JEDI Committee Report)
   e. Budget (Pam). (15 minutes) *
      (Credit Card Proposal; FY24 Budget)
   f. Investment (Pam). (5 minutes)
      ()
7. Friends of The Jones Library System Report (Mainzer/Morse). (5 minutes)
8. Director’s Report (Sharry). (5 minutes) *
Handouts *

1. Budget Committee Minutes
   a. BCG
2. Building Committee Minutes
   a. Design Committee Minutes
   b. Outreach Committee Minutes
3. Buildings and Facilities Committee Minutes
4. Development Committee Minutes
5. Investment Committee Minutes
   a. Endowment Summary – Foundation Account and Woodbury Fund
6. Personnel, Planning and Policy Committee Minutes
   a. JEDI Committee Minutes 4-26-24

Upcoming Meeting Dates/Times

1. Trustees – Monday, June 10, 2024; 9am; Zoom
2. Budget Committee – 2nd Tuesday; 1pm (6-11-24)
   a. BCG - TBD
3. Building Committee - TBD
   a. Design Committee – TBD
   b. Outreach Committee – TBD
4. Buildings and Facilities – 3rd Tuesday; 9am (5-21-24)
5. Burnett Gallery – 2nd Wednesday
6. Development – TBD
7. Friends –
   a. Friends Annual Meeting – Sunday, June 9, 2024; 3pm; Munson Memorial Library Hall
   b. 2nd Monday; 5pm; Woodbury (7-8-24)
8. Investment Committee – Tuesday, May 21, 2024; 1pm
9. PPP – 2nd Tuesday; 9am (5-14-24)
   a. JEDI – 5-17-24; 12:30pm
10. Monthly Town Manager/Library Director Meeting – 2nd Thursday; 11am (5-9-24)
11. Monthly BID Meeting – 4th Friday; 8:30am (5-24-24)
12. Town Leadership/DH Meeting – 1st Tuesday; 8:30am; monthly (6-4-24)
13. Weekly Library Department Heads Meeting – every other Wednesday; 10am; Zoom
14. Town Employee Summer Picnic – Friday, June 7, 2024 (Library closes at 12pm)
15. Sharon’s Vacation – June 20-28, 2024

* Indicates Handout(s) May be Made Available.
RED Indicates Vote Required.
Proposed Motions

I. Trustee President Motion (proposed):

**MOTION:** To recommend the Town Manager reject all Jones Library Expansion/Renovation Project bids from April 2024, including the Filed Sub-bids and the General Bids.

II. Budget Committee (proposed):

**MOTION:** To approve the proposal dated May 9, 2024 for an organizational credit card for the Jones Library, Inc.

* Indicates Handout(s) Will be Made Available.

**RED** Indicates Vote Required.
Meeting of the Town’s Library Board of Trustees, and the Jones Library Inc

22 April 2024 - 9 a.m. – meeting conducted online via Zoom Webinar

Members Present: Austin Sarat, Tamson Ely, Lee Edwards, Bob Pam, Eugene Goffredo, Farah Ameen

Member Not Present: None at start; Trustee Goffredo left at 9:42am

Also Present: Sharon Sharry, Richard Morse, John Shannon. Members of the Public (5 attendees at start of meeting)

1. Call to Order/Attendance – Austin call to order @9:00am.
2. Changes/Additions to Agenda. None
3. Approval of Minutes from Previous Meeting(s) (3-25-24). Approved
4. Public Comment. None.
5. President’s Report.
   a. Robert Pam Leaving Celebration, 6-5-24; 4pm; Goodwin Room.
6. Committee Reports/Questions for Committees.
   a. Library Building Committee (Sarat). (15 minutes)
      i. Waiting for GC bid, due on April 26, other bids received so far have been slightly under budget. Once rec’d and if on budget with begin to move to selection then construction
      ii. Per Director Sharry, interim location chosen, 101 University Drive. Additionally, 65 University Drive will store the paging collection, for adult collection (8,000) items will be hosted by Amherst College for free for 2 years. Still looking for a location for fine arts collection, some items that to not fit into our collection policy will be auctioned off. Research for how to store a large mural is ongoing. ESL programming will be held at St. Bridget’s meeting house. Timelines are still approximate: close Jones in May, and while interim space is being prepped, branch hours will be increased. Packing and moving will be in June. July will see interim spaces open to the public, and branch hours go back to normal.
      iii. Director Sharry stated, in response to President Sarat’s question, that as staff start planning for the move, some programming bandwidth reduced. Referenced how services were reworked by the staff during the pandemic.
      iv. Trustee Pam asked about how the budget is impacted by the move and costs associated with it. Per Director Sharry, costs are covered in existing budget. Trustee Pam asked about follow-up answer around who pays for insurance relating to Strong House risk, per Austin, to be covered by contractor. Trustee Pam asked about the budget impact of removing ceilings during renovations and installing insulation. Per Director Sharry, additional insulation will not be added as there is no budget for that.
   b. Buildings and Facilities Committee (Ameen).
      i. Nothing new, not met this year.
      ii. Trustee Ameen mentioned N. Amherst Library opening next week, all Trustees are encouraged to attend if possible.
   c. Development (Edwards).
      i. Annual fund: slightly ahead year over year
      ii. Capital campaign 44K last month, 86K year to date
      iii. A lot of activities, as mentioned in the packet, ongoing, including the PBS Viewpoint video which starts airing in May across the PBS stations. Plus we will have access to all the video footage for additional use.
      iv. So far about 100 people have gone through the Jones Library tours, including special tours for potential large donors, follow-up with those who have taken the tour for fundraising opportunities.
v. Efforts to reach out to younger Amherst residents or school graduates, even living outside of Amherst to tap into their networks for fundraising opportunities.

vi. Trustee Pam asked about the ‘grand opening’ of the capital campaign fundraising, and if that will happen. Per Trustee Edwards, the public launch will happen when construction starts.

vii. Trustee Pam asked about trying to reach the colleges, for example alumni magazines. Per Trustee Edwards, will look into UMass, due to her professional connections there.

viii. President Sarat asked about donor process. Trustee Lee explained the complexity of courting donors, especially those who could donate large sums, including cultivation of relationships with them via tours, house parties, coffee meetings, to raise over $9M. Mentioned difficulties due to project stopping and starting repeatedly. Also the complexity and volume of work identifying and applying for various available grants.

ix. Trustee Pam asked about meeting with the capital campaign to get visibility into how the Friends of the Jones are running the campaign. It was suggested that the Jones Board of Trustees would be the ones to arrange that. President Sarat suggested if there are questions that are not answered by the monthly report the Friends supply, they could be asked explicitly, in a Trustee meeting. Trustee Pam stated one reason why he wants the meeting is the rate of receipts are lower than he expected and wants to know if that will continue. Also stated he wanted a better understanding of the specific policies that govern how monies move from the Friends to the Town. President Sarat suggested the next Trustee meeting could include a reading and discussing the MoU between the capital campaign and the town.

   i. Has not met since last Board meeting. There will be PPP meeting in May to discuss the evaluation process, the results of which will be presented at the June Board of Trustees meeting.
   ii. Trustee Ameen discussed the JEDI meeting: discussed the collection development benchmarks around how to distribute that information via website or newsletter.
   iii. Trustee Pam asked about whistleblowing, retention/destruction of records, and conflicts of interest policies at the library. Trustee Ely stated that Sharon is checking to see what the town policies for those are.

e. Budget (Pam).
   i. Budget committee did not meet this last week.
   ii. Proposal for 2 organizational credit cards for the Jones Library, one for small items, one for larger purchases that would include an approval process. Trustee Pam had discussions with business manager John Shannon, who explained why we need a credit card both for workflows that include staff paying small invoices on personal cards then seeking reimbursement; also some vendors do not want to get paid via check, and talked about the process and governance capabilities of a purchasing card specific to non-profit organizations that map to an organization instead of an individual.
   iii. FY2025 budget has been submitted to the town.

f. Investment (Pam).
   i. As of March 31, endowment is valued at $9,176,576 and the Woodbury fund at $750,507.
   ii. Transition for Vanguard to Mercer continues.

7. Friends of The Jones Library System Report (Mainzer/Morse).
   a. Friends are looking to have more one-on-one meetings with Trustees, looking for each Trustee to come to one meeting before the end of the year, to draw the two boards closer together.
   b. Rich to send calendar of the Friends board to the Trustees, on President Austin’s suggestion

8. Director’s Report
   a. Friends approved $4K withdrawal from Woodbury Fund for yearly museum passes for the library. Trustees needed to vote to withdraw from Woodbury. **Motion passed.**
b. President Sarat asked if there is any pending Massachusetts legislation about protecting libraries and librarians from various censorship activities. Director Sharry indicated that right now MA does not have specific legislation around protections for libraries or librarians, and will find out if there are any pending.

c. Trustee Pam stated that he has printed out examples of a library newsletter from a library in CT that he and family used to patronize and offered to leave them at the library as an example of how another library is doing this.

d. President Sarat asked Trustee Pam when his official resignation would occur, so the process can minimize interruption around full membership of the board. Trustee Pam responded that it would happen next month (May) sometime, that there were probably one more meeting of the investment and budget committees.

9. Adjourned at 10:15am by President Sarat.

Respectfully submitted by Eugene Goffredo
Capital Campaign Memorandum of Understanding
Approved by the Board of Trustees 10-23-19
Approved by the Friends of the Jones Library System 11-18-19

The Trustees of the Jones Library, Inc. hereby invite the Friends of the Jones Library System to undertake the private fundraising component for the proposed renovation and expansion of the Jones Library's physical facility and to establish a structure under which to conduct a Capital Campaign; this structure will include a Capital Campaign Committee. The purpose of this agreement is to define the relationship between the Trustees and the Friends, rather than to dictate how the work will be accomplished.

OVERSIGHT
The Friends' Capital Campaign Committee (FCCC) is authorized to undertake fundraising with such committees, volunteers, and consultants as they deem appropriate. A Mediation Committee composed of two Friends' Board Members appointed by said Board, and two Trustees of the Library appointed by said Trustees, shall be constituted to resolve any disputes which may occur during the course of the Capital Campaign.

SCOPE
Unless otherwise agreed, the FCCC will undertake all private fundraising appeals. Payments received by the Friends for the Capital Campaign shall be deposited into a segregated account. The Friends shall expend such funds as may be required to raise, record, invest, and disburse funds and earnings thereon in this Capital Campaign. All funds raised, net of these expenses, shall be spent on the proposed renovation and expansion project as specified by the Trustees of the Jones Library. The Jones Library may requisition such net funds by written requests signed by the Library Director.

ACCOUNTABILITY
The Friends will receive, acknowledge, and track all donations for the Capital Campaign, including any conditions set by donors. The Friends will submit Capital Campaign Income and Expenditure reports to the Trustees at least monthly. Mechanisms for confirmation of funds received and expenditures shall be established.

TERMINATION
This arrangement may be dissolved at any time by majority vote of either the Library Trustees or the Friends' Board. At that time, the Friends will turn over to the Trustees any funds raised, less expenses incurred or committed.

Signed:

Nancy Campbell, Co-Chair
Friends of the Jones Library System

Elaine Donoghue, Co-Chair
Friends of the Jones Library System

Austin Sarat, President
Jones Library, Inc. Board of Trustees

Date

11/26/19

11/25/19

Page 1 of 2
ADDENDUM:
In order to insure the smooth and efficient operation of this agreement, the Mediation Committee will monitor the same. On behalf of the Boards which its members represent, it will attempt to resolve any disagreements over the way in which the Friends conduct their fundraising activities, including but not limited to:

1. The selection, deployment, compensation, and termination of any consultants employed by the Friends;
2. The timing, recipients, and content of any mailings;
3. The content and look of any written materials provided by the Campaign;
4. The conduct of any solicitations;
5. The designation, award, and recognition of any gift naming opportunities;
6. The timing, content, and amounts requested in any application for major grant opportunities, particularly those for which the Jones Library, Inc. or the Jones Library must be the applicant;
7. The identification and solicitation of major donors, including members of the Town Council, other Town officials, or other prospects in which either Board may have a particular interest;
8. Such other aspects of the Friends Campaign as may be of particular importance to either of such Boards.

The Mediation Committee will attempt to resolve any disagreements that have arisen over Friends' fundraising activities, thereby freeing both Friends' and Trustees' Boards from unnecessary involvement in details and freeing the Campaign from delays. The Mediation Committee may refer any disagreements to their full Boards when they believe that they do not, themselves, have the authority to resolve such a dispute, or when they wish to consult their respective Boards.
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this “Agreement”) is entered into by and between the Town of Amherst (the “Town”), acting by and through its Town Manager, and The Jones Library, Incorporated (the “Library”), a Massachusetts nonprofit corporation, acting by and through its Board of Trustees.

Recitals

Whereas, the Library is the owner of a parcel of land with the improvement thereon known as the Jones Library (the “Building”), located 43 Amity Street, Amherst, MA 01002 (the “Property”);

Whereas, the Building, originally constructed around 1928, is in urgent need of capital repairs and improvements, including, without limitation, repairs to seal the Building to the elements, the HVAC system, and improvements to make the Building fully handicapped-accessible, all as documented in an existing-conditions survey/study;

Whereas, the Building is a significant building in the Town of Amherst, not just as a unique historic building that is worthy of preservation, but also as an essential part of the culture, education, and community of the Town of Amherst and requires expansion to enable it to continue to meet the current and future needs of the community;

Whereas, the Library has, through diligent efforts, obtained a grant in the amount of $13,871,314 from the Massachusetts Board of Library Commissioners (“MBLC”) to undertake the renovation and expansion of the Building (the “Project”) as shown more particularly on plans and specifications entitled “Schematic/Sustainability Study,” dated September 8, 2020, prepared by Finegold Alexander Architects (the “Project Plans”);

Whereas, the Project is estimated to cost $36,279,700 (the “Total Project Cost”), and the Town has, at the request of the Library, appropriated the sum of $15,751,810 to contribute to the Total Project Cost (the “Town Share”);

Whereas, the Library has agreed to provide funds in the amount of $6,656,576 for the balance of the Total Project Cost (the “Library Share”), $1,000,000 has been granted under the Community Preservation Act (“CPA”), and the Library intends to raise the remaining $5,656,576 by applying for grants available to it, whether governmental or private, and gifts to it from individuals or other sources, and, further, has agreed that if the Library Share is not obtained through such sources, the Library shall use either the Library’s endowment, valued at $9,118,837 (the “Endowment”) as of February 28, 2021, or other sources of funds available to it, to pay the Library Share; and

Whereas, the Town and the Library wish to enter into this Agreement to memorialize their understanding and agreement on the Project funding.

Now, Therefore, for good and valuable consideration, the parties agree as follows:
Agreement

1. **Library Share.** The Library hereby agrees, confirms, and irrevocably commits that, in consideration for the Town appropriating the Town Share, the Library is responsible for and shall pay the full Library Share of the Total Project Cost in accordance with the terms of this Agreement.

2. **CPA Funds.** The Library agrees that the Amherst Community Preservation Committee has approved, and the Amherst Town Council has appropriated, funds in the amount of $1,000,000 from the CPA for the Special Collections area of the Library Renovation/Addition to be applied toward the Total Project Cost (the “CPA Funds”), and that said CPA Funds shall be deposited with the Town Treasurer in the Project Account (defined below) and count toward the Library Share.

3. **Fundraising Deposit.** The Library agrees that it will exercise good faith and diligent efforts to raise the balance of the Library Share (that is, $5,656,576) through grants, gifts, donations and other fund-raising efforts (the “Library Project Donations”), and that the Library shall deposit with the Town Treasurer all amounts of the Library Project Donations as and when the same is received by the Library, less any direct and reasonable fundraising costs and expenses. The Library Project Donations shall not be added to the Library Endowment. Nothing in this paragraph shall enjoin the Library from continuing to solicit, receive, and use gifts and grants for its annual fund, operations, programs and endowment which are not earmarked for the Project.

4. **Library Account.** The Town shall maintain a separate account into which the CPA Funds and the Library Project Donations shall be deposited (the “Project Account”), and the Town shall have the right to use the same from time to time, at the Town’s discretion, to pay debt service and other costs associated with borrowing the Town’s Share with prior notice to the Library.

5. **Reports, Records.** The Library agrees to provide the Town with the following reports, records, and information:

   (a) Annually, the audited financial statement of the Library, federal tax filings (Form 990), state tax filings (Form PC), and the Endowment Statement used for its annual tax filings, simultaneously with the filing of the same;

   (b) Annually, a summary of the results of the Library’s fundraising efforts over the past Fiscal Year, including pledges made, receipt of funds, and status of other initiatives such as tax credits and grants; and

   (c) Such other relevant information as the Town Manager may reasonably request from time to time to apprise itself of the financial status of the Library and/or the Endowment.

6. **Due Date.** The Library agrees that the remainder of the Library Share shall be paid in full to the Town (a) simultaneously with the final payment made to the Town by the MBLC for the Total Project Cost (the “Library Share Due Date”), which is projected to occur on or after June 30, 2026, or (b) in the event that the MBLC final payment is delayed for any reason, one (1) year from the date on which a certificate of occupancy is issued for the Project, unless the Town, through the Town Council, approves a later date.

7. **Town’s Rights and Remedies.** In the event that the full Library Share is not paid by the Library Share Due Date, the parties agree that the Town shall have all available rights and remedies to enforce the Library’s obligations under this Agreement, including, without limitation, the right to compel the Library to use the Endowment to pay the Library Share. The Library shall reimburse the Town for
any and all reasonable costs, expenses, loss, penalties, interest, damage and/or liabilities (including, without limitation, attorneys' fees), in enforcing the Town's rights to obtain the Library Share from and after the Library's default.

8. **Restriction.** The Library agrees that, in consideration of the public funds contributed by the Town, the Library shall, record with the Hampshire Registry of Deeds a restriction, providing that the Library shall hold the Property as a free library for the benefit of the public at large and the Town, on terms reasonably acceptable to the parties, initially for thirty (30) years (from the recording of said restriction) consistent with the requirements of the CPA, and that said restriction shall be recorded with the Hampshire Registry of Deeds within thirty (30) days from the date of this Agreement.

9. **Notice.** Any and all notices or other communications required or permitted by this Agreement to be served on or given to any party hereto by any other party hereto shall be personally served upon the party to whom it is directed, sent by recognized overnight courier, by certified or registered, by confirmed facsimile transmission or by electronic mail addressed to the respective parties at the following addresses:

   **Town:**
   Amherst Town Hall
   4 Boltwood Avenue
   Amherst, MA 01002
   Attn: Town Manager
   Tel: (413) 259-3002
   Fax: (413) 259-3405
   Email: townmanager@amherstma.gov

   **Library:**
   Jones Library, Inc.
   43 Amity Street
   Amherst, MA 01002
   Attn: Library Director
   Tel: (413) 259-3106
   Fax: (413) 256-4096
   Email sharrys@joneslibrary.org

8. **Miscellaneous.** The parties to this Agreement represent, warrant, and agree as follows:

   (a) Each representative of any entity executing this Agreement on behalf of that entity is empowered to do so and thereby binds such entity;

   (b) The parties agree to execute all additional documents and take such additional actions as shall be reasonable and necessary to carry out the provisions of this Agreement;

   (c) If any portion of this Agreement is declared to be illegal, unenforceable or void, then all parties to this Agreement shall be relieved of all obligations under that portion; provided, however, that the remainder of this Agreement shall be enforced to the fullest extent permitted by law;

   (d) The captions in this Agreement are inserted for convenience of reference only and in no way define, describe or limit the scope or intent of this Agreement or any of the provisions thereof;

   (e) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any disputes regarding this Agreement shall be brought in the courts of Hampshire County;
(f) This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which when taken together shall constitute one fully executed original Agreement, binding upon the parties hereto, notwithstanding that all of the parties hereto may not be signatories to the same counterpart. Additionally, telecopied, DocuSigned or e-mailed signatures may be used in place of original signatures on this Agreement. Each party intends to be bound by the signatures on the telecopied, DocuSigned or e-mailed document, is aware that the other party will rely on the telecopied, DocuSigned or e-mailed signatures, and hereby waives any defenses to the enforcement of the terms of this Agreement based on the form of signature, and

(g) The recitals to this Agreement are true and accurate and incorporated herein by reference.

[signature page follows]
Signed under seal as of this ______ day of ____________, 2021.

TOWN OF AMHERST,
By its Town Manager

[Signature]
Paul Bockelman, Duty Authorized

THE JONES LIBRARY, INCORPORATED

By: [Signature]
Name: Austin Sarat
Title: President, Jones Library, Incorporated

By: [Signature]
Name: Robert Pam
Title: Treasurer, Jones Library, Incorporated

BOARD OF TRUSTEES OF THE JONES LIBRARY, INCORPORATED

[Signature]
Austin Sarat, President

[Signature]
Christopher Hoffmann, Vice President

[Signature]
Alexandra Lefebvre, Clerk

[Signature]
Robert Pam, Treasurer

[Signature]
Lee Edwards, Vice Treasurer

[Signature]
Tamson Bly
AMENDMENT TO MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (this “Amendment”) is entered into on this 27th day of October, 2022, by and between the Town of Amherst (the “Town”), acting by and through its Town Manager, and The Jones Library, Incorporated (the “Library”), a Massachusetts nonprofit corporation, acting by and through its Board of Trustees.

Recitals

Whereas, the Town and the Library entered into a Memorandum of Agreement (“MOA”), setting forth, among other things, the funds to be contributed by the Town and by the Library to undertake and complete the Project. Capitalized terms used but not defined in this Amendment shall have the meaning ascribed to such terms in the MOA;

Whereas, at the time the parties entered into the MOA, the Total Project Cost was estimated to be $36,279,700 (the “Original Total Project Cost”), of which $13,871,314 was to be paid by the Massachusetts Board of Library Commissioners, $15,751,810 was to be paid by the Town (the “Town Share”), and the remaining $6,656,576 was to be paid by the Library (the “Library Share”) on the Library Share Due Date;

Whereas, since the time the parties entered into the MOA, given the Covid-19 pandemic and shortfalls in materials and labor, the new Total Project Cost, as of the date of this Amendment, is expected to be between $43.5 million and $49.8 million (the “New Total Project Cost”);

Whereas, the Library has agreed to fund the difference between the New Total Project Cost and the Original Total Project Cost (together with the Library Share, the “Library Adjusted Share”) through its fundraising efforts;

Whereas, as of the date of this Amendment, the Town is at the end of the schematic design phase and will expend an additional sum of approximately $1,800,000 to complete the design development, preparation of construction drawings, and bidding (the “Design, Construction Plans, and Bidding,” and this portion of the Project is referred to herein as the “Bidding Phase”);

Whereas, the parties agree that in the event the Project does not proceed past the Bidding Phase, the parties will address the urgent repairs required to the Building including, but not limited to, its roof and HVAC system (the “Building Repairs”); and

Whereas, given that the Town will proceed with the Design, Construction Plans, and Bidding notwithstanding such uncertainty, the Town seeks assurance from the Library that the Library will invest at least $1,800,000 of its own funds toward designing, planning, and carryout of the Building Repairs;

Whereas, the Library, in the interest of advancing the Project, agrees to contribute $1,800,000 towards the Building Repairs from its Endowment or other sources provided those sources are not from the Town’s operating budget if the Project does not proceed past the Bidding Phase; and

Whereas, the parties wish to amend the MOA to reflect the understanding of the parties as set forth above.

Now, Therefore, for good and valuable consideration, the parties agree as follows:

1. The Library shall be responsible for the Library Adjusted Share.
2. The Library agrees that, given the urgent need of the Building Repairs, it will work with the Town to develop a repair plan and schedule for the Building Repairs should the Project not proceed.

3. Notwithstanding the provisions of Section 6 of the MOA to the contrary, the Library agrees in the event that the Project does not proceed past the Bidding Phase, as determined by the Town, the Library shall pay the full $1,800,000 towards the cost of the Building Repairs within three (3) years from the date the Town decides to end the Project or such other time as agreed to by the Town Manager and the Library (the "Building Repair Due Date"). This contribution shall be from its Endowment or other sources provided those sources are not from the Town's operating budget. If the Project does not proceed beyond the Bidding Phase, the Town Manager will memorialize the date of the decision in writing.

4. The Town's decision to proceed with the Project past the Bidding Phase may occur under the following circumstances:

   (a) The Town Council appropriates funds to cover all eligible costs of the Project as required by the MBLC, and

   (b) The Town Manager determines, in his or her sole discretion, that the Project is financially feasible, taking into account the funds received by the Library, including secured commitments and/or obtained grants, and progress in meeting fundraising goals, as of the opening of construction bids.

5. The parties agree that if the Library does not pay $1,800,000 to the Town in full by the Building Repair Due Date, the Town shall have the right to exercise the remedies set forth in Section 7 of the MOA.

6. All references to the Library Share in the MOA will refer instead to the Adjusted Library Share, which, except as provided for in this Amendment, will be paid on the Library Share Due Date.

7. Other than as amended herein, the MOA is hereby ratified and continues in full force and effect.

8. The recitals to this Amendment are incorporated herein by reference.

[signature page follows]
Signed under seal as of this 27th day of October, 2022.

TOWN OF AMHERST,
By its Town Manager

Paul Bockelman, Duly Authorized

THE JONES LIBRARY, INCORPORATED
By:
Name: Austin Sarat
Title: President, Jones Library Incorporated

By:
Name: Robert Pam
Title: Treasurer, Jones Library Incorporated

BOARD OF TRUSTEES OF THE JONES LIBRARY, INCORPORATED, AND OF THE AMHERST TOWN LIBRARY

Austin Sarat, President

Tamson Ely, Vice President

Alex Lefebvre, Clerk

Robert Pam, Treasurer

Lee Edwards, Vice-Treasurer

Farah Ameen

Farah Ameen

8341241A/AMHR/0129
AMENDMENT #2 MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("#2 Amendment") is entered into on this ___ day of December, 2023 by and between the Town of Amherst (the "Town"), acting by and through its Town Manager, and The Jones Library, Incorporated (the "Library"), a Massachusetts nonprofit corporation, acting by and through its Board of Trustees.

Recitals

Whereas, a Memorandum of Agreement was entered into between the Town and the Library in 2021 (attached) regarding the renovation and expansion of the Jones Library building ("Project"); and

Whereas, an Amendment to the Memorandum of Agreement was entered into between the Town and Library in 2022 (attached); and

Whereas, since the time the parties entered the Memorandum of Agreement and the Amendment to the Memorandum of Agreement (together, the "Agreements"), updated estimates have been procured based on more detailed designs; and

Whereas, since the time the parties signed the Agreements, the Massachusetts Board of Library Commissioners (MBLC) increased the grant for the Library by $1,694,158, bringing the total of the grant from MBLC to $15,565,472; and

Whereas, having secured substantial commitments for Federal grants and from Amherst College in addition to pledges from community fundraising, the Library agrees that it shall deposit with the Town Treasurer all funds once received less fundraising costs and expenses; such fundraising costs which shall neither increase nor reduce the New Library Share; and will use due diligence in accelerating receipt and deposit of funds raised as part of the New Library Share; and

Whereas, the Town and Library seek to amend the Agreements by clarifying the expectations of the parties, including financial commitments;

Now, therefore, for good and valuable consideration, the Town and Library agree to this Second Amendment to the Memorandum of Agreement as follows:

1. The New Total Project Cost is estimated to be $46,139,800 ("New Total Project Cost") based on recent estimates;

2. The Town has appropriated the sum of $15,751,810 ("Town Share") to contribute to the New Total Project Cost;

3. The Massachusetts Board of Library Commissioners has committed the sum of $15,565,472 ("MBLC Share") to contribute to the New Total Project Cost;
4. The Library has been granted $1,000,000 under the Community Preservation Act ("CPA Share");

5. The Library has agreed to provide funds ("New Library Share") estimated to be in the amount of $13,822,518 for the balance of the New Total Project Cost (Town Share + MBLC Share + CPA Share + New Library Share = New Total Project Cost);

6. The Library intends to raise the New Library Share in the amount of $13,822,518 by applying for grants available to it, whether governmental or private, and through gifts to it from individuals or other sources, and, further, has agreed that if the New Library Share is not obtained through such sources, the Library shall use either the Library’s endowment or other sources of funds available to it, which may include taking out a bank loan, to pay the New Library Share;

7. The Library agrees that the remainder of the New Library Share shall be paid in full to the Town (a) simultaneously with the final payment made to the Town by the MBLC for the New Total Project Cost, which is projected to occur on or about June 30, 2027 or (b) in the event that the MBLC final payment is delayed for any reason, one (1) year from the date on which a certificate of occupancy is issued for the Project, unless the Town, through the Town Council, approves a later date;

8. During construction, the Town will be paying for the principal and interest on short-term loans/BANS necessary for construction and a long-term loan;

9. The Library and the Town will do everything possible to expedite providing funds to the Town to minimize the amount and length of time of borrowing the short-term loans/BANS during construction. Expedited payments will not increase the New Library Share of the Project.

10. The Library agrees that during FY25 and FY26 it will not make requests for funding through the Town’s Joint Capital Planning Committee for any items related to the Jones Library, except reasonable requests such as those associated with normal wear and tear and replacement.

11. The Library also understands that the Town will not pay more than its Town Share committed by this agreement and the previous Agreements.

12. All other provisions of the Agreements remain in force.

(signature page including all Trustees, the Town Manager, and a date follows)

Nov-23
Projected Project Cost $46,139,800

Town's Local Share (no change) $15,751,810
MBLC Grant Contribution (increased) $15,565,472
Jones Library, Inc. Commitment (increased) $13,822,518

Subtotal $45,139,800

Community Preservation Act Funding (debt) $1,000,000

Total Funding Sources $46,139,800

Attachments:
Memorandum-of-Agreement -- April, 2021
MOA Amendment 10-27-22
Town Manager Memo to Town Council 11-27-23 (including Updated Cash Flow)

[signature page follows]
Signed and effective as of this _____ day of _____________, 2023.

TOWN OF AMHERST,
By its Town Manager

[Signature]

Paul Bookelman, Duly Authorized

THE JONES LIBRARY, INCORPORATED

By: [Signature]
Name: Austin Saret
Title: President, Jones Library Incorporated

By: [Signature]
Name: Robert Parn
Title: Treasurer, Jones Library Incorporated

BOARD OF TRUSTEES OF THE JONES LIBRARY, INCORPORATED, AND OF THE AMHERST TOWN LIBRARY

[Signature]
Lee R. Edwards

[Signature]
Farah Ameen

[Signature]
Tamirah Ely

[Signature]
[Signature]
[Signature]
[Signature]
Fiscal Year 2024 Comparisons

<table>
<thead>
<tr>
<th>Month</th>
<th>As of 4/30/24</th>
<th>As of 4/30/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>$99,342.32</td>
<td>$94,896.67</td>
</tr>
<tr>
<td>April</td>
<td>$95,050.42</td>
<td>$90,165.08</td>
</tr>
<tr>
<td>March</td>
<td>$90,786.68</td>
<td>$85,752.28</td>
</tr>
<tr>
<td>Feb</td>
<td>$88,244.20</td>
<td>$81,315.04</td>
</tr>
<tr>
<td>Jan</td>
<td>$79,541.55</td>
<td>$72,972.73</td>
</tr>
<tr>
<td>Dec</td>
<td>$46,881.83</td>
<td>$41,122.19</td>
</tr>
<tr>
<td>Nov</td>
<td>$29,541.00</td>
<td>$14,763.89</td>
</tr>
<tr>
<td>Oct</td>
<td>$11,261.61</td>
<td>$13,089.44</td>
</tr>
<tr>
<td>Sept</td>
<td>$7017.34</td>
<td>$6,417.90</td>
</tr>
<tr>
<td>Aug</td>
<td>$4,201.70</td>
<td>$1,258.44</td>
</tr>
</tbody>
</table>
Friends of the Jones Library  
Annual Fund Report ongoing

**Fiscal Year 2023 Comparisons**

**July 1**  
as of 6/30/23: $112,279.87 with 757 gifts  
as of 6/30/22: $142,510.03 with 900 gifts

**June 1**  
as of 5/31/23: $101,462.40 with 686 gifts  
as of 5/31/22: $137,347.58 with 850 gifts

**May 1**  
as of 4/30/23: $94,896.67 with 627 gifts  
as of 4/30/22: $127,928.54 with 798 gifts

**April 1**  
as of 3/31/23: $90,165.08 with 582 gifts  
as of 3/31/22: $119,467.11 with 728 gifts

**March 1**  
as of 2/28/23: $85,752.28 with 522 gifts  
as of 2/28/22: $117,092.66 with 683 gifts

**Feb 1**  
as of 1/31/23: $81,315.04, with 490 gifts  
as of 1/31/22: $106,533.55 with 576 gifts

**Jan 1, 2023**  
as of 12/31/22: $72,972.73 with 450 gifts  
as of 12/31/21: $102,503.83 with 530 gifts

**Dec 1**  
as of 11/30/22: $41,122.19 with 232 gifts  
as of 11/30/21: $60,714.77 with 341 gifts

**Nov 1**  
as of 10/31/22: $14,763.89 with 83 gifts  
as of 10/31/21: $31,555.08 with 210 gifts

**Oct 1**  
as of 9/30/22: $13,089.44 with 63 gifts  
as of 9/30/21: $16,264.93 with 91 gifts

**Sept 1**  
as of 8/31/22: $6,417.89 with 37 gifts
Friends of the Jones Library
Annual Fund Report ongoing

as of 8/31/21: $9,439.49 with 55 gifts

Aug 1
as of 7/31/22: $1,258.44 with 19 gifts
as of 7/31/21: $6,856.65 with 30 gifts
Proposal for an Organizational Credit Card for the Jones Library, Inc.

BACKGROUND
Currently, the Jones Library, Inc. does not have an organizational credit card. All transactions that require a credit card, are made by library staff who use their personal cards and then must request reimbursement from the library. In addition, large invoices that are currently being paid by paper check using the library’s approved method of payment, require mailing the check using the USPS which creates risk and uncertainty. While the majority of the library’s vendors still process paper checks, a number of them are moving in the direction of only accepting electronic payment.

The proposal is that authorized Jones Library staff use this credit card for those purchases where there is no possibility to pay using our current paper check method, or the cost of the product or service is high enough that we do not want to send a paper check through regular mail. The use of a credit card is not intended to replace the existing accounts payable process, but to provide a payment alternative.

An organizational credit card with the appropriate controls and processes as approved by the Board of Trustees will remove the burden of having library employees pay for library invoices on their personal credit cards, and will additionally remove the risk of sending checks for large amounts through regular mail.

PURPOSE
The credit card is designed as a payment method for the purchasing of goods and/or services that are not able to be purchased through the normal accounts payable process, or that are deemed necessary to purchase with a credit card.

CREDIT CARD PROVIDER
The Jones Library will apply for a credit card through Charity Charge, a company that specializes in offering credit cards to non-profit organizations. The card is branded as a Charity Charge credit card, and is issued by MasterCard and Commerce Bank. Unlike other credit card issuers, Charity Charge does not require a non-profit to have the guarantee of a Board member or library staff. The library is the customer. Charity Charge will set an approved limit for the card based on the library’s application.

ONE CREDIT CARD
There will be one credit card for approved use by Department Heads and the Library Director. The card will have the name “Staff” on it, and will be for use only by Department Heads and the Library Director. The account limit for the card will be determined by Charity Charge. The card is not to leave the Jones Library Business Office, and must be kept in a secure fire-proof cabinet when not in use.

POLICY FOR CARD USE
The purchaser must inform all vendors that the Jones Library, Inc. is a tax-exempt entity and that items purchased are not subject to tax. A copy of the Jones Library, Inc. tax-exempt policy may be provided upon request by the Business Office.

It is the responsibility of the Department Head/Purchaser to be sure that an account is created for each vendor prior to making the purchase request. If the account is for an online purchase, the login information must be provided to the Business Office at the time of purchase.
CREDIT CARD ORDER PROCESS
An authorized Department Head will present the Business Office with an invoice or purchase order that has been approved by both the Library Director and the Treasurer/Vice Treasurer, and request to pay with the credit card. The Department Head or their appointed representative will make an appointment to meet with the Business Office and make the payment. The Business Office will enter the invoice into the library bookkeeping/accounting system for payment to the credit card issuer.

Purchases deemed to be out of compliance with the Jones Library’s policies will be denied by the Business Office and use of the credit card will not be permitted. Misuse of the credit card includes – but is not limited to – use for unapproved purchases or personal purchases, copying the credit card for future use, set up of recurring fees or removal of the card from the Business Office.

CREDIT CARD RECONCILIATION AND PAYMENT PROCESS
At the end of each monthly billing cycle, the Business Office will reconcile the credit card statement against the report of all approved invoices associated with the card for the current billing period. The Library Director will then review and approve the reconciliation, after which the Treasurer/Vice Treasurer will also approve the reconciliation. The Business Office will prepare and complete a payment transfer form listing all invoices that have been paid by credit card and the current statement. After the Library Director, and the Treasurer/Vice Treasurer approve the payment transfer form, the Business Manager will log in to credit card account and make the payment which will come from the library’s corporate checking account.

JONES LIBRARY VENDOR CREDIT CARD PAYMENT FORM
The form will have fields for the date, vendor, product or service, amount billed, account to be billed to, signature field for the Library Director, signature field for the Treasurer/Vice Treasurer.

PAYMENT SETUP
Paying the credit card balance will require setting up the Charity Charge online account to pay the balance electronically using the library’s corporate checking account at PeoplesBank.

CREDIT CARD ACCOUNT TERMS
Charity Charge will determine the account limit for the credit card account. The full account balance will be drafted at least 20 days after your monthly statement is issued.

The Charity Charge credit card is a pay-in-full monthly credit card with a 30-day billing cycle followed by a 20-day draft period. Any late payments can be subject to a flat 2.5% late fee.
## FY24 Actual Summary

**Updated 4-12-24**

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>FY19 Actual</th>
<th>FY20 Actual</th>
<th>FY21 Actual</th>
<th>FY22 Actual</th>
<th>FY23 Actual</th>
<th>FY24 Budget</th>
<th>FY24 Actual Spent</th>
<th>FY24 to be Spent</th>
<th>% Spent</th>
<th>FY25 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Work Study</td>
<td>1,678,257</td>
<td>1,723,167</td>
<td>1,693,864</td>
<td>1,724,826</td>
<td>1,810,681</td>
<td>1,938,547</td>
<td>1,430,857.52</td>
<td>507,689.48</td>
<td>73.8%</td>
<td>$2,013,246</td>
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<tr>
<td>Benefits</td>
<td>403,385</td>
<td>375,226</td>
<td>364,308</td>
<td>345,583</td>
<td>331,877</td>
<td>376,202</td>
<td>376,202.00</td>
<td>0.00</td>
<td>100.0%</td>
<td>$423,639</td>
</tr>
<tr>
<td>Materials</td>
<td>211,649</td>
<td>186,503</td>
<td>185,425</td>
<td>228,496</td>
<td>250,565</td>
<td>239,000</td>
<td>213,111.69</td>
<td>25,888.31</td>
<td>89.2%</td>
<td>$245,000</td>
</tr>
<tr>
<td>Operations</td>
<td>77,095</td>
<td>156,809</td>
<td>85,971</td>
<td>71,350</td>
<td>87,584</td>
<td>76,383</td>
<td>51,305.00</td>
<td>25,078.00</td>
<td>67.2%</td>
<td>$92,340</td>
</tr>
<tr>
<td>C/W MARS</td>
<td>53,632</td>
<td>56,656</td>
<td>58,498</td>
<td>57,354</td>
<td>54,046</td>
<td>49,408</td>
<td>49,408.00</td>
<td>0.00</td>
<td>100.0%</td>
<td>$47,256</td>
</tr>
<tr>
<td>Maintenance/Repairs</td>
<td>61,737</td>
<td>66,697</td>
<td>70,224</td>
<td>79,352</td>
<td>128,590</td>
<td>85,600</td>
<td>53,035.62</td>
<td>32,564.38</td>
<td>62.0%</td>
<td>$23,567</td>
</tr>
<tr>
<td>Utilities</td>
<td>107,347</td>
<td>77,506</td>
<td>73,623</td>
<td>96,263</td>
<td>130,624</td>
<td>95,800</td>
<td>82,207.20</td>
<td>13,592.80</td>
<td>85.8%</td>
<td>$60,000</td>
</tr>
<tr>
<td>Programming</td>
<td>35,554</td>
<td>25,752</td>
<td>28,656</td>
<td>29,262</td>
<td>60,244</td>
<td>71,787</td>
<td>15,808.55</td>
<td>55,978.45</td>
<td>22.0%</td>
<td>$48,714</td>
</tr>
<tr>
<td>Special Collections</td>
<td>11,097</td>
<td>12,127</td>
<td>6,389</td>
<td>10,673</td>
<td>11,533</td>
<td>6,000</td>
<td>0.00</td>
<td>6,000.00</td>
<td>0.0%</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,639,754</td>
<td>2,680,443</td>
<td>2,566,958</td>
<td>2,643,159</td>
<td>2,865,744</td>
<td>2,938,727</td>
<td>2,271,935.58</td>
<td>666,791.42</td>
<td>77.3%</td>
<td>$2,959,762</td>
</tr>
</tbody>
</table>

| Municipal Appropriation | 1,993,466   | 2,043,302   | 2,043,302   | 2,068,531   | 2,149,058   | 2,213,530   | 2,213,530.00      | 0.00            | 100.0%  | $2,302,071  |
| Endowment               | 371,862     | 348,194     | 351,263     | 317,653     | 332,543     | 351,501     | 351,501.00        | 0.00            | 100.0%  | $354,619    |
| State Aid               | 87,880      | 67,864      | 1,623       | 26,487      | 232,483     | 104,719     | 273,098.31        | (168,379.31)    | 260.8%  | $151,788    |
| Restricted Gifts/Sammys/Grants | 121,827 | 166,488 | 135,108 | 161,111 | 86,797 | 210,852 | 146,263.64 | 64,588.36 | 69.4% | $115,284 |
| Friends/Woodbury        | 34,865      | 25,237      | 25,324      | 43,376      | 49,651      | 44,625      | 20,663.79         | 23,961.21       | 46.3%   | $26,000     |
| Sale of Goods           | 749         | 1,439       | 95          | 105         | 397         | -           | 218.91            | (218.91)        |        |             |
| Fees/Lost Books         | 18,008      | 11,907      | 3,854       | 7,188       | 3,283       | 3,500       | 3,253.09          | 246.91          | 92.9%   | $2,000      |
| Special Collections     | 11,097      | 11,777      | 6,389       | 10,673      | 11,533      | 6,000       | 49.40             | 5,950.60        | 0.8%    | $6,000      |
| Building Expansion and Renovation | 0 | 4,235 | 0 | 8,036 | 0 | 4,000 | 7,301.99 | (3,301.99) | 182.5% | $2,000 |
| **TOTAL**               | 2,639,754   | 2,680,443   | 2,566,958   | 2,643,159   | 2,865,744   | 2,938,727   | 3,015,880.13      | (77,153.13)     | 102.6%  | $2,959,762  |

## FY25 Budget
<table>
<thead>
<tr>
<th>Description</th>
<th>FY24 Beginning</th>
<th>FY24 Expenses</th>
<th>FY24 Income</th>
<th>FY24 Balance</th>
<th>FY25 Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. ENDOWMENT DRAW</strong> (PeoplesBank Corporate Checking)</td>
<td>$351,501.00</td>
<td>$172,819.29</td>
<td>$0.00</td>
<td>$178,350.98</td>
<td>$354,619</td>
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<tr>
<td>Corporate Resources</td>
<td>$40,444.54</td>
<td>$178,947.55</td>
<td>$149,516.73</td>
<td>$10,548.12</td>
<td>$17,213</td>
</tr>
<tr>
<td>Library Fundraising</td>
<td>$3,265.01</td>
<td>$81,265.01</td>
<td>$129,500.84</td>
<td>$51,500.84</td>
<td>$0</td>
</tr>
<tr>
<td>Friends Annual</td>
<td>$12,629.16</td>
<td>$18,490.04</td>
<td>$9,950.00</td>
<td>$3,719.50</td>
<td>$100,071</td>
</tr>
<tr>
<td>Woodbury</td>
<td>$23,588.35</td>
<td>$18,947.87</td>
<td>$14,663.79</td>
<td>$18,919.27</td>
<td>$26,000</td>
</tr>
<tr>
<td><strong>TOTAL CORPORATE CHECKING</strong></td>
<td>$79,927.06</td>
<td>$297,650.47</td>
<td>$303,631.36</td>
<td>$84,687.73</td>
<td>$143,284</td>
</tr>
<tr>
<td><strong>III. SPECIAL COLLECTIONS</strong> (PeoplesBank SC Money Market)</td>
<td>$64,853.50</td>
<td>$10,080.55</td>
<td>$49.40</td>
<td>$54,822.35</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>IV. SPECIAL COLLECTIONS - ADAMS &amp; WESTCOTT</strong> (PeoplesBank SC MM)</td>
<td>$65,201.03</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$65,201.03</td>
<td>$0</td>
</tr>
<tr>
<td><strong>V. TD BANK</strong> (Business Convenience Plus Account)</td>
<td>$1,838.45</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,838.45</td>
<td>$0</td>
</tr>
<tr>
<td><strong>VI. BUILDING EXPANSION &amp; RENOVATION</strong> (PeoplesBank MM)</td>
<td>$8,215.22</td>
<td>$1,429.79</td>
<td>$0.00</td>
<td>$6,785.43</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>VII. VANSTEENBERG ESTATE</strong> (PeoplesBank Money Market)</td>
<td>$157,975.28</td>
<td>$160,055.14</td>
<td>$2,079.86</td>
<td>$(0.00)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>VIII. TOWN-HELD TRUSTS</strong> (Interest; Books)</td>
<td>$2,636.22</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,636.22</td>
<td>$0</td>
</tr>
<tr>
<td><strong>IX. COMMUNITY PRESERVATION ACT</strong> (Town)</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
<td>$0</td>
</tr>
<tr>
<td><strong>X. JCPC &amp; STATE GRANTS</strong> (Town) 9610c-</td>
<td>$46,263,222.09</td>
<td>$2,158,885.65</td>
<td>$87,961.07</td>
<td>$44,192,297.51</td>
<td>$0</td>
</tr>
<tr>
<td><strong>XI. TOWN APPROPRIATION - PERSONNEL</strong> (Town) 1000</td>
<td>$1,825,828.00</td>
<td>$1,430,526.79</td>
<td>$0.00</td>
<td>$395,301.21</td>
<td>$1,866,932</td>
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<tr>
<td><strong>XII. TOWN APPROPRIATION - OPERATING BUDGET</strong> (Town) 1000</td>
<td>$387,702.00</td>
<td>$376,202.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>$435,139</td>
</tr>
<tr>
<td><strong>XIII. STATE AID</strong> (Town) 211400-500001</td>
<td>$123,504.00</td>
<td>$88,947.99</td>
<td>$149,594.31</td>
<td>$184,150.32</td>
<td>$151,788</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$50,332,403.85</td>
<td>$4,696,597.67</td>
<td>$543,316.00</td>
<td>$46,171,071.23</td>
<td>$2,959,762</td>
</tr>
</tbody>
</table>
I. Statistics
   A. Jones Circulation

   ![Graph showing total circulation by checkout month for Jones Library, 2023-2024]

   B. North Amherst Circulation

   ![Graph showing total circulation by checkout month for North Amherst Library, 2023-2024]

   C. Munson Memorial Circulation

   ![Graph showing total circulation by checkout month for Munson Memorial Library, 2023-2024]

* Indicates Handout(s) May be Made Available.

**RED** Indicates Vote Required.
II. Programming/Outreach
   A. I was honored to be asked to participate as a judge for this year’s annual Amherst College 3 Minute Thesis competition!

   B. Spiderwick Chronicles debuts at the Jones!

* Indicates Handout(s) May be Made Available.
RED Indicates Vote Required.
C. You can watch the show for free here after creating a free account: [https://therokuchannel.roku.com/lp/spiderwick](https://therokuchannel.roku.com/lp/spiderwick)

D. And everything else in between!
Public Body: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee
Date: Friday, April 26, 2024
Time: 12:30-1:30p
Location: Zoom Webinar

Attending: Melissa Giraud, Raphael Rogers, Farah Ameen, Ginny Hamilton, Walter Lloyd, Mia Cabana, Sharon Sharry

Meeting Minutes

I. Call to Order

II. Minutes - We will approve minutes next month.

III. Public Comment - None

IV. JEDI Survey
   A. We will continue to run the survey until the library closes; one final push for the end of the school year (Superintendent's letter, library weekly newsletter, Friend's newsletter).
   B. We will create a report to share. Raphael and Melissa can share examples of reports with Mia; Mia volunteers to work on report and share link to survey on website.

V. Future Agenda Topics
   A. Programming strategies and outreach opportunities while we're in the temporary location
   B. Visual art on display in the new library-- CPA restrictions and must-display policies we could review? Can we start by looking into local guidelines? Can we draft guidelines for the art that doesn't have other factors attached
   C. Revisit the purpose and charge of our group before the next meeting, and evaluate where we are. What should we prioritize next?
   D. This committee/ the library being present in community DEI work sponsored by the town
   E. Documenting what we've done as a group-- where are we with our action plan? Engage with the community about previous efforts and what progress we're making toward racial equity, serving different marginalized groups, disability and access work (our first meeting was 12.16.22).

VI. Next meeting: May 24, 2024; 12:30-1:30p

VII. Adjourn