

# JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

## NOTICE OF MEETING

Inhabitants of the Town of Amherst:  
You are hereby notified that there will be a meeting of:

**Public Body:** The Jones Library, Inc. Personnel, Planning and Policy Committee

**Date:** Tuesday, November 8, 2022

**Time:** 9-10:00am

**Location:** Zoom Webinar

ADVISORY TO THE PUBLIC: This special Jones Library Personnel, Planning and Policy Committee meeting will occur virtually via ZOOM and will be streamed live here:

You are invited to a Zoom webinar.

When: Nov 8, 2022 09:00 AM Eastern Time (US and Canada)

Topic: The Jones Library, Inc. Personnel, Planning, and Policy Committee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/87946886922>

Or One tap mobile :

US: +16468769923,,87946886922# or +16469313860,,87946886922#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 879 4688 6922

International numbers available: <https://amherstma.zoom.us/u/kewfPj5TC1>

## Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (10-18-22) \***
- III. Public Comment
- IV. **Deaccession Request (Whitcomb) \***
- V. Equity Committee Update
- VI. **Library Director Annual Goals \***
- VII. FY24 Action Plan \*
- VIII. Adjourn

Next meeting: Tuesday, December 13, 2022; 9am

*\*\* Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.*

*\* Indicates Handout(s) will be made available.*

*Red indicates vote required.*

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Jones Library Personnel, Planning, and Policy Committee  
Meeting via Zoom October 18, 2022

Attending: Farah Ameen, Tamson Ely, Sharon Sharry, Mia Cabana and members of the public.

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1. Meeting called to order at 9:01 a.m.
2. Minutes approved for July 17, 2022 and September 13, 2022.
3. No public comment.
4. Equity Committee Update: Three community members, Walter Lloyd, Ginny Hamilton, and Raphael Rogers, who were appointed by Austin need to be sworn in at town hall. Once that is completed, Farah will contact them and ask them for a quick introduction to the other committee members and work with Mia to find a date for the first committee meeting.
5. Library Director's Annual Evaluation: The 2022 evaluation of the Director was reviewed and approved as edited. It will be presented at the next Board meeting for their approval.

Meeting adjourned at 9:20 a.m.

# JONES LIBRARY

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NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

November 1, 2022

To: Jones Library Board of Trustees  
Sharon Sharry, Library Director

From: Katherine Whitcomb, Interim Head of Special Collections

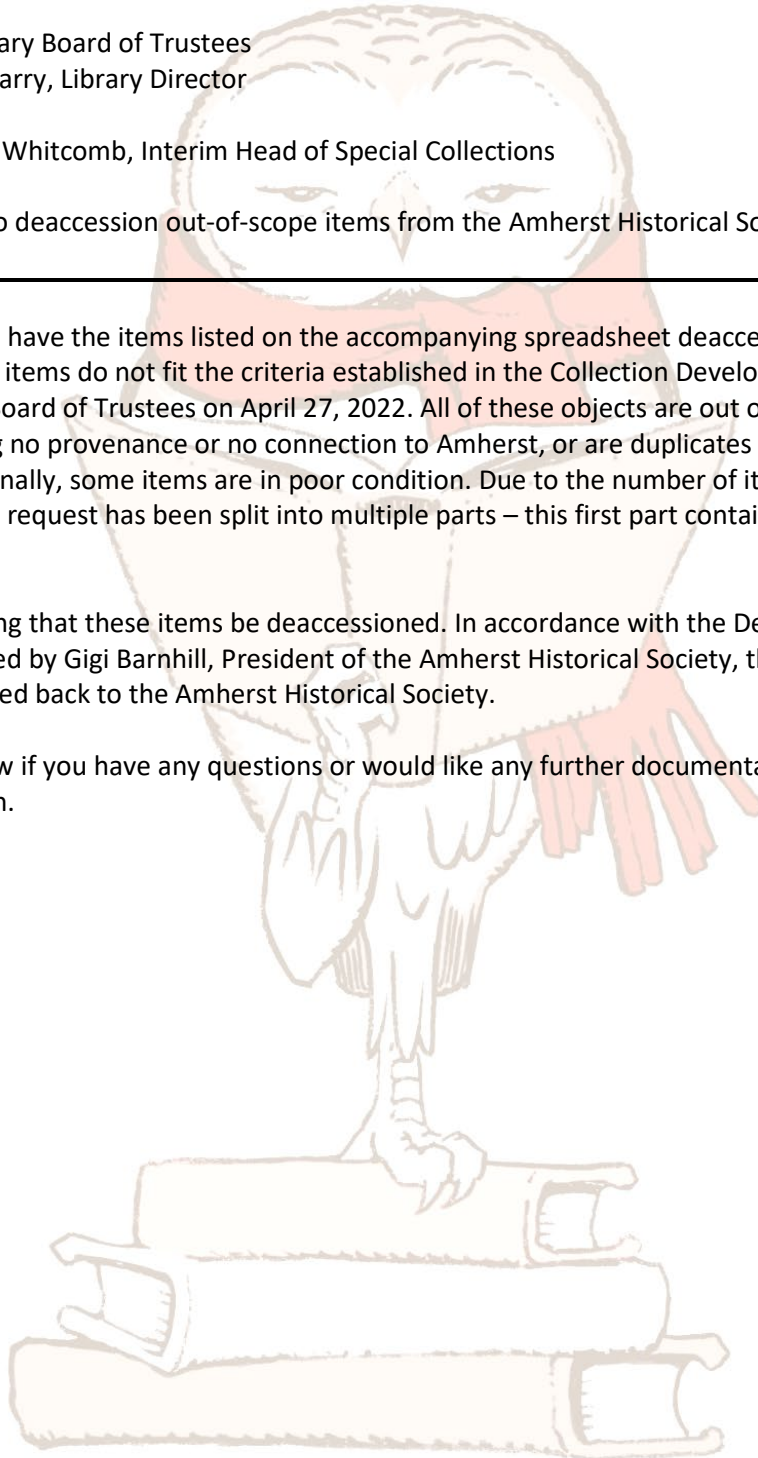
Re: Request to deaccession out-of-scope items from the Amherst Historical Society transfer

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I am requesting to have the items listed on the accompanying spreadsheet deaccessioned from Special Collections. These items do not fit the criteria established in the Collection Development Policy approved by the Board of Trustees on April 27, 2022. All of these objects are out of scope to our collections, having no provenance or no connection to Amherst, or are duplicates of items already in our collection. Additionally, some items are in poor condition. Due to the number of items under consideration, the request has been split into multiple parts – this first part contains books and pamphlets.

I am recommending that these items be deaccessioned. In accordance with the Deed of Gift dated April 26, 2022 and signed by Gigi Barnhill, President of the Amherst Historical Society, the deaccessioned items will be offered back to the Amherst Historical Society.

Please let me know if you have any questions or would like any further documentation. Thank you for your consideration.



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AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
1995.0702	Megie's Primary Geography		1854	Unknown	Very poor	Item falling apart, no known connection to Amherst
1995.0146	The Popular Reader, or Complete Scholar...		1836	Unknown	Good	No provenance, no known connection to Amherst
N/A	The Comprehensive Commentary of the Holy Bible: Genesis - Judges.	Jenks, Rev. William (Ed.)	1835	Unknown	Some spine wear	No provenance, no known connection to Amherst
N/A	The Comprehensive Commentary of the Holy Bible: Ruth - Psalm LXIII.	Jenks, Rev. William (Ed.)	1836	Unknown	Some spine wear	No provenance, no known connection to Amherst
N/A	The Comprehensive Commentary of the Holy Bible: Psalm LXIV - Malachi.	Jenks, Rev. William (Ed.)	1837	Unknown	Some spine wear	No provenance, no known connection to Amherst
N/A	The Mother Tongue: Book 1.	Arnold, Sarah Louise and George Lyman Kittredge	1901	Unknown	Good	No provenance, no known connection to Amherst
1993.0003	The Nursery: Stories in Prose and Rhyme.	Nursery Publishing Company	1883	Unknown	Loose spine, some pages no longer attached	Child's name "Henry R. Holden, Worcester, Mass" written inside front cover; poor condition, no provenance, no known connection to Amherst
1995.016	A History of the Emblem of the Codfish in the Hall of the House of Representatives		1895	Unknown	Good	Inscribed to the Amherst Historical Society; copy already in collection
N/A	Audel's Carpenters and Builders Guide (4 volumes)	Graham, Frank D. and Thomas J. Emery	1944 reprint	Unknown	Good	No provenance, no known connection to Amherst
N/A	Remarks Made, on a Short Tour, Between Hartford and Quebec in the Autumn of 1819.	Silliman, Benjamin	1820	Unknown	Some loose pages, foxing	No provenance; copy of second edition (1824) already in collection
N/A	The English reader or, Pieces in prose and poetry, selected from the best writers	Murray, Lindley (probably)	Unknown	Unknown	Poor - Leather cover tattered, back missing; pages loose, some missing	No provenance; already have copies of several other editions in collection
N/A	[The Female Review, or Memoirs of an American Young Lady]	[Mann, Herman]	[1797]	Unknown	Loose pages, broken binding	No provenance, no known connection to Amherst

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
N/A	The Night Before Christmas, Illustrated	Moore, Clement	©1883	Unknown	Front cover and first page very loose, edge binding tattered	Inscribed "Claire from Mother, Christmas 1902" inside front cover; no provenance, no known connection to Amherst
N/A	Weather Records for Honolulu and the Hawaiian Islands 1893 (Booklet)	Lyons, Curtis J.	1895	Unknown	Back cover not attached	No provenance, no known connection to Amherst (His father Lorenzo was from Colrain and a missionary to Hawaii, where all his children were born)
N/A	A Short Biblical Catechism, containing questions historical, doctrinal, practical, and experimental...	Wilbur, Hervey	1817	Unknown	Looks like old water damage - wavy pages, warped cover	No provenance, no known connection to Amherst
N/A	An Essay on Man, in Four Epistles to Henry St. John, Lord Bolingbroke	Pope, Alexander and Josiah Swett	1848 (3rd edition)	Unknown	Severely foxed pages	No provenance, no known connection to Amherst
N/A	The Book of Common Prayer...	New York Bible and Common Prayer Book Society	1929	Unknown	Good condition	No provenance, no known connection to Amherst
1994.0004	St. Nicholas: Scribner's Illustrated Magazine for Girls and Boys, Volume 1	Dodge, Mary Mapes	November 1873 to November 1874	Phyllis Joyce	A few pages loose, cover worn	Death notice for Mary Mapes Dodge pasted into front cover; no specific connection to Amherst, other than donor lived in Amherst in the 1980s
1995.706	An Exposition with Practical Observations upon the Thirty-second, Thirty-third, and Thirty-fourth Chapters of the Book of Job	Caryl, Joseph	1661?	Emerson family?	First few pages missing, cover worn	"Samuel M. Emerson" stamped on first page (Samuel Moody Emerson was an uncle of the Emerson siblings who lived in the Strong House and left it to the AHS); Emerson family possession, should remain with the house
1994.0003	Our Young Folks. An Illustrated Magazine for Boys and Girls.	Trowbridge, J. T. and Lucy Larcom (Editors)	Volume 9, 1873	Phyllis Joyce	Some loose pages, cover worn	No specific connection to Amherst, other than donor lived in Amherst in the 1980s
1995.0138	Memoir of Jonathan Leavitt, a Member of the Junior Class in Yale College...	"A Sister"	1822	Unknown	A few loose pages, some cover wear	No provenance, no known connection to Amherst (Leavitt, 1803-1821, was born in Greenfield, the son of Jonathan Esq. and Emilia (Stiles) Leavitt)
1999.0005	The Child at Home; or The Principles of Filial Duty.	Abbott, John S. C.	1833	Unknown	Good condition	No provenance, no known connection to Amherst; we already have a copy of this book in our collection

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
1995.0147	The Improvement of the Mind	Watts, Isaac	1826	Unknown	Decent condition, minor cover wear	No provenance, no known connection to Amherst; we have a copy of a later edition in our collection
1984.1972.3	The Child's Assistant	Unknown	Unknown	Unknown	Binding gone, front cover and front pages missing, all gatherings loose	No provenance, no known connection to Amherst; very poor condition
1999.007	The Juvenile Miscellany, Volumes 1-2	Child, Lydia Maria (Editor)	September 1826- July 1827	Unknown	Middle gatherings loose	No provenance, no known connection to Amherst
	The Psalms, Hymns, & Spiritual Songs, of the Rev. Isaac Watts, D. D.	Watts, Isaac and Samuel Worcester		Emerson family?	Binding covered with cloth tape, cover worn; last page/s possibly missing	Name "J. Emerson" written in several places, one "Dr. J. Emerson" - probably Dr. Joseph Emerson, father of the Emerson siblings who lived in the Strong House; Emerson family possession, should remain with the house
1999.0004	Writings of Miss Fanny Woodbury, who died at Beverly, Nov. 15, 1814, aged 23 years	Emerson, Rev. Joseph (Editor)	1815	Unknown	Cover worn, binding intact	No provenance, no known connection to Amherst (author is possibly a distant relative of the Emersons of Strong House)
1995.149	Mark Heffron: A Novel	Bailey, Alice Ward	1896	Unknown	Good condition, cover stained	No provenance, no known connection to Amherst
1996.1055	Junior Bank Book and Picture Puzzle	Childs, Elizabeth Hebert		Unknown	Used	No provenance, no known connection to Amherst
1995.0156	The New Testament	American Bible Society and the National War Work Council of Young Men's Christian Associations	1918	Unknown	Minor cover wear	No provenance, no known connection to Amherst
1996.0079	Historical Localities in Northampton	Committee on Historical Localities	1904	Doris Holden	Front cover missing	Better copy already in collection
1995.0162	Annals of the Parish; or, The Chronicle of Dalmailing...	Balwhidder, Rev. Micah	1821	Unknown	Rear cover missing, front cover detached, binding almost completely missing	No provenance, no known connection to Amherst

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
1995.0153	Holy Bible		18th century?	Unknown	Poor condition, binding looks as though it may have been repaired by hand years ago; handmade burlap cover	No provenance, no known connection to Amherst
1996.0685 & 1997.0118	Thoughts on the Services; designed as an introduction to the liturgy, and an aid to its devout use	Coxe, A. Cleveland	1863	Unknown	Front cover and cover page separated, rear cover missing, binding broken and missing	Poor condition; no provenance, no known connection to Amherst
N/A	A New English Grammar Self-Taught (in Japanese?)	Yamazaki, S.	Circa 1909?	Unknown	Good condition	Name "Dorothy W. Crane" written on interior page; no provenance, no known connection to Amherst
N/A	The Progressive Higher Arithmetic : For schools, academies, and mercantile colleges...	Robinson, Horatio N.	1867	Unknown	Binding missing, very old water damage	Names "H Omera Coolidge" and "A G Coolidge" written inside front cover - Hardin Omera and his brother Ashbel G. Coolidge lived in Plymouth, VT, and were very distant cousins of Calvin Coolidge; no provenance, no known connection to Amherst
N/A	A History of the United States of America, on a plan adapted to the capacity of youths... 35th edition	Goodrich, Rev. Charles A.	circa 1835?	Luella Anastasia	Poor condition; front cover and first section hanging on by a thread (literally)	Poor condition; no provenance, no known connection to Amherst; we have copies of several other editions already
N/A	New Language Lessons: An Elementary Grammar and Composition	Swinton, William	1887	Unknown	Good condition	No provenance, no known connection to Amherst
N/A	A Grammar of the Latin Language; for the Use of Schools and Colleges	Andrews, E. A. and S. Stoddard	1856 (58th edition)	Unknown	Poor condition, some pages detached	Many names written and over-written in front cover, with towns Mansfield, Boston, and Stoughton mentioned; no provenance, no known connection to Amherst; we have a copy of an earlier edition already
N/A	The Village Reader: Designed for the Use of Schools.		1844	Unknown	Front cover very loose	No provenance, no known connection to Amherst
N/A	Holy Bible		Unknown	Unknown	Poor condition; book hand-bound, back cover detached, possibly pages missing at the end	No provenance, no known connection to Amherst

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
N/A	Western Massachusetts: A History, Volumes 1-4	Lockwood, John H., et al (Editors)	1929	Unknown	Fair condition, 2 copies of Volumes 3 & 4	No provenance; we already have a full set in good condition in the collection
N/A	One Thousand Years of Hubbard History	Day, Edward Warren	1895	Unknown	Covers and binding loose	We already have a good copy in the collection
N/A	History of Sunderland	Smith, John Montague, et al	1899	Unknown	Front cover loose	Bookplate for "Marion S. Southwick" (she was the daughter of Dr. Joab Stowell of Amherst); we already have a good copy in the collection
N/A	History of Hadley, Massachusetts	Judd, Sylvester	1976 (reprint of 1905 edition)	Unknown	Good condition	"Elizabeth S. Cooper, 2/16/1981" written in front cover
N/A	The City of Springfield, Chicopee, Chicopee Falls, and West Springfield, Directory for 1883-84.	Springfield Printing Company	1883	Unknown	Good condition; some pages in the middle are loose	"E. R. Spaulding" written in front cover; no provenance, no known connection to Amherst
N/A	Mayflower Families Through Five Generations, Volume 2 (Chilton, More, Rogers)	Sherman, Robert M. (Editor)	1978	Unknown	Good condition	We already have a copy in the collection
N/A	Extracts from the Diary and Correspondence of the Late Amos Lawrence...	Lawrence, William R. (Editor)	1855	Unknown	Good condition	"James H. Champney" stamped inside front cover - there was a James H. Champney who lived in Boston; no provenance, no known connection to Amherst
N/A	Springfield Present and Prospective: The City of Homes...	Tower, James E. (Editor)	1905	Unknown	Pages loose	"Heywood Cooper" written inside front cover (he married Elizabeth Stowell Southwick, daughter of Marion Stowell Southwick and granddaughter of Dr. Joab Stowell of Amherst); no provenance, no particular connection to Amherst; we already have a good copy in the collection
N/A	The Stowell Genealogy: A Record of the Descendants of Samuel Stowell of Hingham, Mass.	Stowell, William Henry Harrison	1970 edition	Unknown	Good condition	Book holds a piece of stationary from Elizabeth Stowell Southwick, daughter of Marion Stowell Southwick and granddaughter of Dr. Joab Stowell of Amherst; we have a copy of the original edition in the collection
N/A	Dunham's Green Book of New England Funeral Directors, 1972-1973	Dunham Service Corporation	circa 1972	Unknown	Binding broken	No provenance, no known connection to Amherst



AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
N/A	The Mayflower Society House: Being the Story of the Edward Winslow House...	Pratt, Walter Merriam	1950	Unknown	Good condition	"For Rachel, Merry Christmas and much love - from Priscilla, Dec. 25, 1950"; no provenance, no known connection to Amherst
N/A	"America's First Trained Nurse": The Story of Linda Richards, 1841-1930	Sloan, Isabelle W.	1941	Unknown	Good condition	No provenance, no known connection to Amherst
N/A	Godey's Lady's Book and Magazine	Hale, Sarah Josepha (Editor)	1860 January-December	Unknown	Leather binding worn and cracked, some pages and binding loose	No provenance, no known connection to Amherst
N/A	Newton Genealogy... Being a Record of the Descendants of Richard Newton of Sudbury and Marlborough, Massachusetts, 1638	Leonard, Ermina Newton	1915	Unknown	Binding loose, some pages detached	No provenance, no known connection to Amherst
N/A	Mount Nelson Hotel, Cape Town [South Africa]	Unknown	Reprint of <i>Cape Times</i> from 22 September 1898	Unknown	Fair condition	No provenance, no known connection to Amherst
N/A	Stone Institute and Newton Home for Aged People	Unknown	1934	Unknown	Good condition	This is from an institution in Newton Upper Falls (Eastern Mass); no provenance, no known connection to Amherst
N/A	Proceedings of the Conference of State and Local Historical Societies held at Washington, D. C., December 28, 1939	N/A	1940	Unknown	Good condition	No provenance, no known connection to Amherst
N/A	Arthur Lord	Kellen, William Vail	1928	Unknown	Good condition	No provenance, no known connection to Amherst
N/A	A Collection of Books, Pamphlets, Log Books, Pictures, Etc., Illustrating the Whale Fishery... New Bedford, Mass.	New Bedford Free Public Library	1907 April	Unknown	Good condition	No provenance, no known connection to Amherst
N/A	The English Ancestry and American Posterity of Joseph Southwick, 1703-1980	Southwick, Neil S.	1981	Unknown	Excellent condition	Possibly owned by Elizabeth Southwick Cooper (Mrs. Heywood Cooper) - see line 51 for lineage; no provenance, no particular connection to Amherst

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
N/A	The Southwick Family Heritage Book	Bayley, Beatrice	1980	Unknown	Excellent condition	A publication containing empty charts and generic information, along with a list of Southwicks in the US; owned by Elizabeth Southwick Cooper - see line 51 for lineage; no provenance, no particular connection to Amherst
N/A	A Genealogical Register of the Descendants of Several Ancient Puritans, Volume III. (Richards family)	Morse, Rev. Abner	1861	Unknown	Broken binding, front page detached	Lots of hand-written notes tucked in the book and several names inside the front cover, all names from eastern Mass.; no provenance, no known connection to Amherst
1995.0139	The American Preceptor; Being a New Selection of Lessons for Reading and Speaking	Bingham, Caleb	1802 (Twelfth Edition)	Unknown	Fair condition, some pages loose	Handmade paper cover; "Levi Carpenter's property, February 19, 1803", written inside front cover, and note "Mendon, Mass, 1802" on a bookplate; he is listed in Pelham in the 1840 census, died in Shutesbury in 1848, and his son's death is recorded in Amherst in 1891; no provenance, no particular connection to Amherst, we already have a later edition in the collection
N/A	The Royal Standard English Dictionary ("Perry's Dictionary" on binding)	Perry, William (?)	1788-1794?	Unknown	Poor condition; possibly front couple of pages missing	Binding handstitched (do-it-yourself fix); "Joel Wait's Dictionary. 1799." written inside front cover; Joel Wait lived in Whately from at least 1790 until his death in 1820; no provenance, no known connection to Amherst
N/A	An Elementary French Grammar	Keetels, Prof. Jean Gustave and Prof. Hippolyte Dalmon (Editor)	1890 (New edition)	Unknown	Good condition	"Alice E. Mackintosh" written inside front cover, along with "Property of the City of Holyoke" stamp; Alice Mackintosh spent her life in Holyoke
1995.0142	The Imitation of Christ. In Three Books.	A Kempis, Thomas and Howard Malcom (Editor)	1845	Unknown	Good condition	"Joseph Hall 1846" written inside front cover; no provenance, no known connection to Amherst
N/A	First Lessons in Grammar, Based Upon the Construction and Analysis of Sentences...	Greene, Samuel S.	1863	Unknown	Fair (for its age)	Several names written inside front cover, including "Georgiana Fisher, Mansfield, Mass" and "Payson Fisher"; they were siblings - Georgiana spent her life in Mansfield; no provenance, no known connection to Amherst
N/A	Physical Training	Hartwell, Edward Mussey	1899	Unknown	Good condition	Author was a graduate of Amherst College (1873), AC has two copies; no need to add to our collection

AHS Accession Number (if known)	Title	Author (if known)	Publication year	Source (if known)	Condition Notes	Notes (Including reason for deaccession)
N/A	A Treatise on Arithmetic, combining analysis and synthesis...	Eaton, James S.	1858	Unknown	Good condition, a few pages loose	Names "Sarah A. Farnum" and "George W. Farnum, North Adams, Mass" on flyleaf - probably siblings from Vermont; no provenance, no known connection to Amherst
N/A	The New Franklin Second Reader	Campbell, Loomis J.	1886	Unknown	Poor condition, pages loose	Name "Lydia P. Farnum, Wardsboro, VT" inside front cover, likely the daughter of George W. Farnum (see above line); no provenance, no known connection to Amherst
N/A	Oral and Written English: Advanced Book	Potter, Milton C., H. Jeschke and Harry O. Gillet.	1920	Unknown	Good condition	Name "Helen M. Haggerty" inside front cover; no provenance, no known connection to Amherst
N/A	The Ready Reference Desk Diary	Ready Reference Publishing Company	1938, 1939, 1940	Unknown	Good condition	Daily diaries, 1/2-page per day; the 1938 diary was owned by Bessie (Hillman) LaSalle, the 1939 & 1940 diaries by her mother Jennie L. (Merriam) Hillman. Bessie and her husband Arthur lived in North Hadley, Jennie and her husband George in Templeton/Hardwick; no provenance, no particular connection to Amherst
N/A	The Rise of the Vivisection Controversy	Leffingwell, Albert	1903	Unknown	Good condition	No provenance, no known connection to Amherst

# Amherst Library System

## FY2024 Action Plan

Draft 11-2-22

### Executive Summary

#### I. Mission

The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

#### II. Vision

§ The Jones Library staff will create a welcoming atmosphere for everyone, and will be deeply engaged and committed to maintaining the highest levels of professionalism and providing exceptional customer service.

§ The Board of Trustees, Friends of the Jones Library System, and staff will provide leadership so that the town of Amherst and its residents will continue to support the Library, including financially and by volunteering.

§ The Jones Library will seek to promote informational and digital literacy to all community members, including the provision of resources, instruction, and support.

§ Special Collections, which includes works by Robert Frost and Emily Dickinson, will draw people from all over the world, helping to ensure a vibrant business community.

§ A strong base of committed volunteers will augment the Library staff and be recognized for their important contributions, helping the Jones Library remain strong and connected to the entire community. Each volunteer will have their skills and interests aligned with the needs of the Library.

§ The Jones Library will develop and maintain mutually beneficial relationships with other Amherst town departments; with libraries and other relevant departments and offices at surrounding colleges and universities; with CW MARS; and with other local businesses and cultural entities.

§ The Library will actively welcome and encourage access by members of our community with economic and social disadvantages.

#### III. Critical Success Factors

§ Fully motivated and engaged staff, including volunteer staff, who are committed to providing patrons with a welcoming atmosphere and exceptional customer service

§ A welcoming environment for and full engagement of all Amherst residents, from youth through seniors

§ Adequate financing to support current and future operations, as well as proposed building renovations

§ Innovative, reliable, and proven technology, with flexible responses to changing technologies and the ability to provide those technologies to patrons

§ Support from the residents of Amherst and surrounding townships

§ Mutually beneficial relationships with other Amherst departments, CW MARS, as well as surrounding college libraries and institutions

§ Ability to identify needs and serve the community of Amherst

§ Effective outreach and communication

§ Strong support from the Board of Trustees and the Friends of the Jones Library System

§ Visionary leadership from the Board and staff to ensure that the Jones Library continues to be a value-added entity to the Town of Amherst

#### IV. Strategies

§ Build on previous diversity efforts to ensure racial equity is a priority at the Jones Library

§ Provide a pleasant, safe, and up-to-date building

§ Provide relevant, quality materials, programs and services to our patrons

§ Maintain exceptional customer service by recruiting and retaining outstanding Library personnel

**Amherst Library System**  
**FY2024 Action Plan**  
*Draft 11-2-22*

- § Increase and enhance communication efforts through social media, an interactive website, traditional media, and other means
- § Expand funding through the Town of Amherst’s appropriations, The Jones Library, Inc., the Library’s Annual Fund, Capital Fund, Planned Giving program, Sammys event, and new resources
- § Offer and promote innovative, reliable, and proven technologies to both staff and patrons
- § Honor Amherst’s rich history through preservation, sharing, and promotion of the Special Collections
- § Advocate with local, state, and federal legislators regarding the importance of library funding

**V. Gaps**

- § Although the Jones Library patrons appreciate many aspects of the current facility, the interior is outdated and inefficient, creating difficulties in serving patrons and managing the physical plant. Resolution of these issues requires physical enhancements and additional space
- § A major drawback to patrons and non-patrons alike is inadequate parking
- § Funding from the Town of Amherst and other sources must adjust to developing service needs, future growth, and additional salary and benefits expenses due to minimum wage increases and increased health care costs

**VI. Immediate Priorities**

- § Secure necessary funding for expansion/renovations of the Jones Library building
- § Secure additional funding to ensure the Jones Library continues to provide high quality services, programs, and an engaged staff
- § Continue to implement the Branch Long Range Plans
- § ~~Reopen buildings safely~~
- § Carry out transitional work required for expansion/renovation project

Strategies, Objectives, & Action Steps	By Whom	When
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**1. Build on previous diversity efforts to ensure racial equity is a priority at the Jones Library**

A.	Hold biweekly meetings of the staff "Antiracism and Equity Collective" to plan staff trainings and share resources, and more	Director Staff	Ongoing
B.	Collaborate with the Town on antiracism work, including through the Government Alliance on Race and Equity (GARE)	Trustees Director Staff	Ongoing
C.	Seek to create a diverse workforce	Trustees Director Staff	Ongoing
D.	Seek community "allies" for feedback and advice on improving our services for community members who may be facing barriers to accessing them	Trustees Director Staff	Ongoing

**2. Provide pleasant, safe, and up-to-date building**

A.	<del>Accept MBLC Construction Grant award</del>	Town-Council	Apr-21
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**Amherst Library System**  
**FY2024 Action Plan**  
**Draft 11-2-22**

	i.	Request Town funding (Town Council; JCPC; CPAC)	Trustees- Director- Staff	FY22
A.	Complete Design Development, taking into consideration the sustainability goals approved by the Board of Trustees which are to:		Trustees Director Staff	Winter 22- 23
	i.	Reduce the Jones' Energy Use Intensity from the existing 73.2 kBtu/sf/year, to a goal of 25-30 kBtu/sf/year	Trustees Director Staff	Winter 22- 23
	ii.	Eliminate the use of fossil fuels in the building	Trustees Director Staff	Winter 22- 23
	iii.	Use low embodied carbon materials in its construction (e.g., cross laminated timber)	Trustees Director Staff	Winter 22- 23
	iv.	Build a Net Zero Energy Ready building	Trustees Director Staff	Winter 22- 23
B.	Seek grant funding and energy rebates		Trustees Director Staff	Ongoing
C.	Continue to work with the Friends of the Jones Library System to develop and implement a Capital Campaign		Trustees Director Staff	Ongoing
	i.	Implement interim operations plan including relocation, transportation, and funding	Trustees Director Staff	Winter 23- 24
	⌘	Accelerate weeding of materials	Director Staff	Ongoing
	⌘	Determine collection access needs; pack collections; install shelving at interim location(s) and relocate collections	Trustees Director Staff	Winter 23- 24
	⌘	Determine technological access needs; pack technology; relocate technology	Trustees Director Staff	Winter 23- 24
	⌘	Determine programming space needs; relocate furniture	Trustees Director Staff	Winter 23- 24
	⌘	Develop and implement plan to relocate and store the collection offsite, and make it available to the public during construction	Trustees Director Staff	Winter 23- 24
	ii.	Begin Construction	Trustees Director Staff	Winter 23- 24

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D.	Address Branch Library facility needs as detailed in Branch <i>Action Plans</i> .	Trustees Director Staff	Ongoing
E.	Update Disaster Plan	Trustees Director Staff	FY24

**3. Provide relevant, quality materials, programs and services to our patrons**

A.	Using insights and resources provided by the staff Antiracism and Equity Collective and the Town’s Core Equity Team, ensure the collections, programs and services reflect the diversity of the community	Trustees Director Staff	Ongoing
B.	Evaluate, develop, and promote collections, print as well as digital	Director Staff	Ongoing
	i. <del>Adapt as needed during the Pandemic</del>	<del>Trustees Director Staff</del>	<del>FY22</del>
	i. Increase Readers Advisory services by continuing and growing the Jones Book-of-the-Month Club	Director Staff	FY24
	ii. Evaluate, develop, and promote programs and services for operations outside the building and within the community	Director Staff	FY24
	iii. <del>When the pandemic recedes, Reassess patron interest in various formats to determine if needs have changed</del>	Director Staff	FY24
	<del>iv. Establish permanent display area for “Popular in Amherst” books (i.e., books we have multiple copies of that are no longer in the “New Section” but remain very popular)</del>	<del>Director Staff</del>	<del>FY22</del>
	iv. Continue to evaluate holdings to match current and future space and needs	Director Staff	Ongoing
C.	Work with CW MARS to improve ILS Software	Director Staff	Ongoing
D.	Digitize and preserve appropriate collections within Special Collections	Director Staff	Ongoing
E.	Collaborate with other local cultural, business, and educational entities, including the Amherst school systems, the Business Improvement District (BID), and the Amherst Area Chamber of Commerce	Director Staff	Ongoing
F.	Continue to develop and expand online programming	Director Staff	Ongoing

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**4. Maintain exceptional customer service by recruiting and retaining outstanding Library personnel**

A.	Ensure Library personnel reflect the diversity of the community	Trustees Director Staff	Ongoing
B.	Conduct annual reviews for all staff, including the Library Director	Trustees Director Staff	Ongoing
C.	Encourage collaboration between Library Departments	Director Staff	Ongoing
D.	Provide cross-training between Library Departments	Director Staff	Ongoing
E.	Provide supervisory training	Director Staff	Ongoing
F.	Provide ample opportunity for technological training and staff development	Director Staff	Ongoing

**5. Increase and enhance communication efforts through social media, an interactive website, traditional media, and other means**

A.	Promote Library services/programs using social media as well as traditional media	Trustees Director Staff	Ongoing
B.	Engage patrons with website	Director Staff	Ongoing
C.	Attend and initiate community events	Trustees Director Staff	Ongoing
D.	Continue to expand the Homebound Program	Director Staff	Ongoing
E.	Increase outreach to non-Library users by raising the Library's profile in the community	Trustees Director Staff	Ongoing
F.	Increase opportunities for group visits and Library tours	Director Staff	Ongoing

**6. Expand funding through the Town of Amherst's appropriations, Capital Fund, Planned Giving program, Sammys and new innovative resources**

A.	Request increased Town appropriation/JCPC/CPAC funds	Trustees Director Staff	Annually
B.	Support the Friends of the Jones Library System and continue working with the Friends in its fundraising activities	Trustees Director Staff	Ongoing
C.	Continue to work with the Friends of the Jones Library System to develop and implement a Capital Campaign	Trustees Director Staff	Ongoing



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D.	Re-establish a Planned Giving program	Trustees Director	FY24
E.	Consider the role of the staff in the implementation of the Sammys, and continue to evaluate and improve the Sammys so as to generate excitement and support for the Library's Development program	Trustees Director Staff	FY24
F.	Research and create innovative funding sources	Trustees Director Staff	Ongoing
G.	Expand corporate and foundation donations	Trustees Director Staff	Ongoing
H.	Advocate for increased State Aid with legislators	Trustees Director Staff	Ongoing

**7. Offer and promote innovative, reliable, and proven technologies to both staff and patrons**

A.	Develop a plan to guide the strategic choice and successful implementation of technology for staff and patrons	Director Staff	Ongoing
B.	Request additional Town Information Technology (IT) appropriation	Trustees Director Staff	Annually
C.	Implement plan for the installation of Radio Frequency Identification (RFID) technology	Trustees Director Staff	FY24
D.	Implement plan for the installation of an Automated Materials Handling System	Trustees Director Staff	FY24

**8. Honor Amherst's rich history through preservation, sharing, and promotion of the Special Collections**

A.	Preserve Special Collections materials	Director Staff	Ongoing
B.	Promote Special Collections Department	Trustees Director Staff	Ongoing
C.	Provide digital access to Special Collections materials	Director Staff	Ongoing
D.	Continue to add to the Special Collections' collections	Director Staff	Ongoing

**9. Advocate with local, state, and federal legislators regarding the importance of library funding**

Trustees Director Staff	Ongoing
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