



# Vermont Library Association

## **VERMONT LIBRARY ASSOCIATION BOARD MEETING**

Thursday, November 8, 2018, 10 am-12 pm

*Burnham Memorial Library*

9:30-10:00 am	Coffee & Refreshments
10:00-10:05 am	Introduction of our New Treasurer—Susan Smolinsky
10:05-10:10 am	Approval of Consent Agenda and Minutes from September Meeting
10:10-10:30 am	Report from Department of Libraries, Tom McMurdo  (including update on conference collaboration)
10:30 -10:50 am	2019 Budget
10:50-11:10 am	Membership Software Report
11:10-11:30 am	Workgroup Reports
11:30--11:45am	Report on specific job description
11:45-12:00 pm	Restructuring of VLA

**Vermont Library Association**  
Burnham Memorial Library, Colchester  
November 8, 2018  
**DRAFT**

**Voting Members Present:** Cindy Weber, Amy Olsen, Margaret Woodruff (remotely) Kelly McCagg, Susan Smolinsky, Emily Crist, Nancy Mark (remotely), Marti Fiske, Steve Picazio, Caitlin Coorlis, Almy Landauer,

**Non-voting Members Present** Dana Rozycki (remotely), Lara Keegan, Jason Broughton

**The meeting was called to order by Cindy at 10:09.**

**MOTION:** Amy Olsen made a motion seconded by Marti Fiske

**TO APPROVE THE MINUTES OF THE MEETING HELD ON SEPTEMBER 13, 2018**

**YES: 11**

**NO: 0**

**ABSTAIN: 0**

**MOTION:** Amy Olsen made a motion seconded by Marti Fiske

**TO APPROVE THE CONSENT AGENDA AS PREPARED BY KELLY McCAGG**

**YES: 11**

**NO: 0**

**ABSTAIN: 0**

**OFFICER'S REPORTS**

**President:** Cindy reported that she purchased the online version of Quickbooks and with assistance from an accountant, Wendelyn Duquette, transferred all of last year's transactions. Accountant said she does not do audits and that auditing is expensive. (We will need to pursue this further on our own.) She felt that the association is financially sound as we have funds to cover more than a year's expenses. Will meet up again with our new treasurer and accountant to transfer this year's financial transactions and to work towards a budget for the coming year.

Cindy also made some calls out to recruit a new treasurer, conference committee chair, scholarship chair, and interest in VP. She will report on these results at the meeting. Should we create official 'welcome aboard' letters for new leaders and official resignation letters for those leaving? How about an official binder with by-laws and responsibilities/timelines for each leader?

**Vice President:** Amy has no report at this time.

**Past-President:** Margaret reported that she, Cindy Weber, and Amy McMullen attended the Advocacy Bootcamp Pre-Conference at NELA on Sunday, October 21. They each received the bootcamp training and then went to a "Train the Trainer" session. This training was followed by practice sessions for two key components of the Advocacy Bootcamp: Community Analysis and Telling the Library Story. All three will be planning training sessions throughout Vermont, hoping to reach all libraries with this important, inspiring and straightforward approach to advocacy for libraries of all shapes and sizes. If you'd like more information in the meantime, please see any of us. We're very enthusiastic!

**Treasurer:** Welcome Susan Smolinsky! She will be finishing Sharra's term and then serving until 2021.

**Secretary:** Kelly has no report at this time.

## **SECTION & COMMITTEE REPORTS**

**College & Special Libraries Section:** Emily has no report at this time.

**Public Libraries Section:** Almy reported that she and Loona are working on several projects to serve the public librarians in Vermont.

- **Multiple Copy Lending & Borrowing Spreadsheet:** This listing of libraries' book sets available for loan will be a robust resource for anyone running book groups. We are currently in a final data gathering phase (although new data can be added at any point in the future as well, as libraries add multiple copy sets to their collections.) We plan to have a link to this resource on the VLA website before the end of the year. Books will be borrowed via Clover by using the Blank ILL Request Form. So far, the list is mostly adult books, with a smaller selection of YA and Juvenile titles. (Note that VTLIB has a large collection of multiple copy sets for youth.) If you have books to add to this spreadsheet, please contact Almy by emailing [almy@waterburypubliclibrary.com](mailto:almy@waterburypubliclibrary.com).
- **Informal Get-togethers around the state:** Some areas/counties already meet regularly to discuss library issues and share ideas. We are helping to organize a few more informal gatherings to talk, network, and socialize outside of work hours. 2 or 3 are in the works thanks to "local" librarians interested in the idea and willing to help find a local spot – restaurant, bar, etc. and help with the on-the-ground planning. If you'd like to do this in your area, contact Loona by emailing [loona.brogan@cutlerlibrary.org](mailto:loona.brogan@cutlerlibrary.org).
- During the Public Library Section meeting at the 2018 VLA conference, an attendee suggested creating a state-wide resource for finding and recommending speakers, authors, programs, presenters, etc. that libraries can bring in to enrich their community. The need for this type of resource seems evident as well from discussions on our Listserves. We hope to get this underway after the new year.

**Technical Services Section:** There is no report at this time.

**Friends & Trustees Section:** Nancy has no report at this time.

**Youth Librarians Section:** Caitlin has no report at this time.

**Awards Committee:** Lisa has no report at this time.

**Department of Libraries:** Jason's report is attached.

**Government Relations Committee:** There is no report at this time.

**Inclusion Committee:** Jessica has no report at this time.

**Intellectual Freedom Committee:** This section is in need of a new chair.

**Membership & Outreach Committee:** Christine has no report at this time.

**Personnel Committee:** Sarah has no report at this time.

**Scholarship Committee:** This section is in need of a new chair.

**Conference Committee:** There is no report at this time as we are currently looking for a new chair or co-chair.

**American Library Association Councilor:** Marti has no report at this time.

**New England Library Association Representative:** Steve reported that he attended the 2018 NELA/RILA Annual Conference from October 21<sup>st</sup> – 23<sup>rd</sup> in Warwick, Rhode Island. HE does not have the final numbers on the number of attendees yet, but the conference seemed to be a success, with many attendees and representation from all New England states.

At the NELA annual business meeting on October 22<sup>nd</sup>, Sue Edmunds moved into the position of President and Debbi Dutcher moved to Past President. Jennifer Bruneau was elected Vice President; Emily Weiss was elected Junior Director, Lucinda Walker was elected Secretary, and Amber Coughlin was elected New Hampshire Representative. Past President Mary Danko, Secretary Kathrine Ayedelott, Senior Director Kara Reiman, and New Hampshire Representative Denise Van Zanten all retired from the NELA Board.

Sadly, Vermont did not win the 2018 NELA Games; the honor was shared between Massachusetts and New Hampshire.

All NELA state representatives now have a NELA promotion box. The box contains a banner and other materials for promoting NELA membership at annual state conferences and other events. The box will be kept in the possession of the person who currently holds the position of state representative.

Steve has begun advertising for NELLs 2019. The application period will last from December 1<sup>st</sup> – March 15<sup>th</sup>.

**NEW BUSINESS**

**Report from Department of Libraries:** Jason Broughton, interim State Librarian reported on some new initiatives they are working on: healing kits, breakout kits. He also presented VT Lib’s proposal for the 2020 Decennial Census (see attachment). The first public library directors’ summit is scheduled for tomorrow. All the information presented will be available online. Cindy would like a VLA representative to attend the State of Vermont Board of Libraries meetings. According to the website they are scheduled on the second Tuesday of the month, on a quarterly basis, with the next meeting in January.

Lara reported on efforts to combine our annual conference with the Trustees & Friends Conference. Currently she is working on drafting a no-cost contract (similar to an MOU), which will include what can be expected from the State. There will be a meeting on Wednesday to discuss the contract. Margaret is stepping in as chair, with some others helping out.

**2019 Budget:** (See attachment) After talking with the accountant we were advised to keep our January to December fiscal year. She also advised keeping dues renewal in January as having them due the same time as the conference will be a lot of work and could cause confusion. Susan will be finishing Sharra’s term and then serving her own term until 2021. There was a proposed dues increase (see attachment).

**MOTION:** Kelly McCagg made a motion seconded by Amy Olsen

**TO ACCEPT THE PROPOSED MEMBERSHIP FEE INCREASES AS AMENDED**

**YES: 11**

**NO: 0**

**ABSTAIN: 0**

Marti suggested spreading the institutional fee increase over a two year period. Amy suggested rolling out a membership drive at the same time. An institutional membership allows for a discounted conference price for three individuals associated with that institution.

The board will investigate increasing the Conference Chair stipend at our next retreat. The budget was approved by the executive committee.

**Membership Software Report:** Amy reported that she and Jessica attended a webinar with StarChapter. She found the information easily shared. YourMembership was also investigated, along with Wild Apricot. Yourmembership was geared more toward a cooperate audience. Marti recommends talking to other NE chapters about the software they use. The board is comfortable with the executive board making the decision by November 15<sup>th</sup> after hearing from Jessica and Jessamyn.

*Added 11/15/18: After discussion, the executive board decided to go with Wild Apricot.*

**Workgroup Reports:** Jason and Kelly presented their findings (see attachments).

**Job descriptions:** Cindy wants roles/responsibilities/calendar of duties submitted and online as soon as possible. The board is working on continuity.

**Restructuring of VLA:** (See attachment) Cindy reported that she sees the board's business as running the organization—the heavy lifting. The roundtables are meant to get people involved with the engaging activities—the direct services. The sections were developed on the organizational level (PLA, ACRL). The proposed structured would allow individuals to move up through the organization. The board would like to present this to the membership in May for approval. In order for this to be successful there needs to be information made available: FAQ, announcement of roundtables, etc. Caitlin would like to talk other youth librarians to get their input. Absentee ballots will be available for this vote to ensure everyone who wants to have input, has the opportunity.

Meeting adjourned at 12:00

**Next Meeting:** January 10 at Castleton University

Respectfully submitted,

Kelly L. McCagg  
VLA Secretary

**TO: Vermont Library Association**

**FROM: Jason Broughton, Interim State Librarian**

**DATE: 11/02/2018**

**SUBJECT: Vermont Department of Libraries Projects & Programs Update**

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**STATUS OF STATEWIDE DEPARTMENT PROGRAMMATIC PRIORITIES:**

**STEM/STEAM      WORKFORCE DEVELOPMENT      LITERACY      HEALTH & WELLNESS**  
**FINANCIAL LITERACY      YOUTH SERVICES      GOVERNMENT INFORMATION**

- VTLIB is reviewing information on Science, Technology, Engineering, and Mathematics concepts targeted at increase awareness and participation to the sciences for girls. The department is collaborating with the Girls Who Code Project.
- VTLIB is discussing with representatives of VSAC to talk about ways that their adult career counselors could be part of VTLIB's partnerships with public libraries to address issues of employment, job searching, and second careers. Discussions included how the Adult Outreach Counselors could potentially meet with people at VT libraries to talk about jobs, changing careers, financial aid, and financial literacy.
- The Northeast Organic Farming Association of Vermont (NOFA-VT), along with the Vermont Department of Libraries, and the Vermont Agency of Agriculture, Food & Markets, announces the 8th annual Agricultural Literacy Week, November 12th through the 17th, 2018. For this year's Agricultural Literacy Week, NOFA-VT is proud to present *Celebrating Our Ancestral Roots*. Four main events will feature renowned Abenaki storytellers, sharing aspects of their agricultural heritage, at public libraries around the state. The week's opening event is being held at the Vermont Historical Society Museum, in Montpelier on Tuesday, November 13th, 6:00 to 7:30 p.m., featuring a new exhibit called, "Seeds of Renewal," curated by Dr. Fred Wiseman, an Abenaki ethno-botanist. Dr. Wiseman and Chief Donald Stevens will speak about the project as well as share Abenaki stories and song. Light refreshments will be available. This event is free and open to the public.
- VTLIB is discussing the 2020 Census and Complete Count with the Vermont State Data Center. Key take-aways for potential collaboration between the VT State Data Center and VT Dept. of Libraries.
- The VT SDC would like to engage with Vermont Department of Libraries on coordination of its VT library networks in conducting outreach that communicates the importance of citizen participation in the 2020 Decennial Census. This work would be constructed through libraries' participation in

the VT Complete Count Committee program that is just now getting underway.

- As a member of the Prevention Council and the Governors Opioid Coordinating Council, VTLIB is launching the following response as a form of social therapy for Vermonters. VTLIB's healing kits were designed to complement the state's wraparound services for families affected by the opioid epidemic. Library consultants curated these kits to address issues of grief, anger, sadness and addiction for a spectrum of ages and relationships through multi-sensory exploration. Each kit contains process-based activities, nonfiction resources (for adults, teens and children) as well as works of literature that seek to address the complex emotional realities confronting our communities in the face of this public health crisis. Through a partnership with our local public and school libraries, the healing kits will be disseminated across the state for use in programming or in-home settings with the aim of supporting both the recovery of individuals and the social-emotional learning of family units as they strive to move forward. This will be launched in the Spring of 2019. This idea was inspired by [The Healing Library](#).
- VTLIB has partnered with Vermont Health Connect to ensure Health Care Insurance Information can be provided to Vermonters in a variety of ways. In some areas, public libraries want to do more for their communities. Vermont Health Connect is helping train library staff in specific and strategic locations across Vermont to assist Vermonters with navigating information and who to contact for assistance. Four workshops are being scheduled across Vermont in the areas of the Southern, Central Vermont, and two workshops in the Northeast Kingdom location.
- The Department of Libraries attended the Preservations Trust Retreat and provided insight and solutions to public libraries wanting to understand the process of preserving their facilities. With a strain on town budgets, what help is there to ensure that these critical facilities are maintained and well-used in an evolving environment? Discussions examined the challenges and opportunities for libraries, nonprofit-owned, and public buildings.

**EVOLVING ISSUES:**

**IDEAS:**

**GENERAL INFORMATION/OTHER:**

- As Vermonters use libraries to seek out information on services and programs, VTLIB is reinforcing use of Vermont 2-1-1 to public libraries directors and staff to ensure they can direct those seeking information can contact the most appropriate officials.



- VTLIB is working to provide all public libraries with Family Emergency Preparedness booklets to distribute to libraries by Vermont Emergency Management.
- VTLIB has updated the portal to the Department of Libraries Catalog, known as VTLIBCAT. Use of the digital carousel will quickly allow you to explore the many books and materials for check as a state employee. To view the portal, <https://vtdl-verso.auto-graphics.com/MVC/>
- VTLIB conduct a very fruitful discussion the Agency of Administration and the Department of Finance & Management on the tentative budget, pressures and innovation considerations for the FY 2020 fiscal year. All budgets within state government are to be level funded. The department was pleased to know that compliments and accolades were given on the departments budgetary rework, update, compliance, and innovation.
- The Department of Libraries will host its first Public Library Directors Summit at its new location in Barre, VT on Nov 9<sup>th</sup>. Current registered attendees are 75 public library directors.
- The ABLE Library will be hosted an event on October 15<sup>th</sup> for White Cane Day. White Cane Safety Day is a national observance in the United States, celebrated on October 15 of each year since 1964. The date is set aside to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and tool of independence, the white cane.
- VTLIB is reengaging with College & Special Libraries across Vermont. VTLIB will be attending and presenting at the VLA College & Special Libraries Fall Conference titled, People at the Center: User Focused Librarianship.

**Department of Libraries Proposal for the 2020 Decennial Census  
and The Complete Count Initiative. IDEAS & SUGGESTIONS  
10/22/2018**

**THE STRATEGY:**

The Department of Libraries will work with a variety of state, non-profit and informational professionals statewide to ensure that Vermont has a complete count that will be leveraged by existing relationships and trusted community voices and institutions to connect with all Vermonters and to identify strategies to increase participation among hard to count populations.

Here are items that the American Library Association and State Library Agencies are considering issues we should understand and address if we can.

**KEY ISSUES:**

**Privacy and Trust Concerns** – Vermonters may be unfamiliar with the safeguards and may be wary about sharing information with the Census. Further, others may harbor an inherent distrust of government in general and prefer to remain uncouncted.

**Unfamiliarity with Census** - growth in foreign born residents since the 2010 Census presents the challenge of educating individuals who may not be familiar with the concept of a “census”. The learning curve with many of these individuals may be too large to rely on their children in public schools to educate them. Many individuals will want someone to walk them through the process. Eliminating fear with these groups will be critical and will require additional time and education in partnership with trusted voices in their community.

**Discomfort with technology** - This will be the first Census that is conducted primarily online. For some residents, lack of internet in the home or discomfort with technology will provide a significant barrier to completing the Census.

**Unequal sense of “duty” to fill out the Census** - while many were raised to understand the Census as a patriotic or civic duty akin to voting, many residents may lack this connection. For these individuals, other benefits will need to be highlighted to help them understand the importance of the Census.

**The “Citizenship” question** - regardless of the motives behind the inclusion of a question about citizenship, many potential respondents may become wary of the Census as a result. Even for those who are in the country legally, there may be fears about answering this question due to family or cohabitants.

**Uncertainty regarding “households”** - many members of the community, such as college students, may assume that their parents will count them as part of their household and that they do not need to complete the Census themselves.

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**Faith Communities** - Faith communities provide a place of gathering and of guidance for many Vermonters. As trusted sources, leaders in faith communities will have a unique ability to connect with many hard to count populations - many who are foreign immigrants or refugees who may not speak English or be familiar with the Census. To help congregants become familiar with the 2020 Census, some recommended strategies include:

- Highlight the Census from the pulpit (reading letter from the Governor)
- Host a Census Information Night to educate congregants and answer questions
- Post information in bulletins and newsletters - especially in foreign languages
- Work to educate public facing volunteers and staff - especially those working with refugees, immigrants, and other hard to count populations.
- JustServe.org - Using the JustServe.org portal can be an effective way to attract volunteers (potentially with language skills) to help in outreach.

**Community Organizations** - many non-profit or quasi-governmental organizations are in a unique position to reach hard to count residents of our state. From cultural and ethnic groups, to groups serving specific demographics, such as the Commission on Aging, can offer valuable insights into how to assist and educate the groups and individuals they serve. In short, any agency or organization that connects with the public in any way could be involved in promoting the Census.

- Educate the educators - ensure that home care or group quarter nurses, for example, understand how individuals in their care would be counted and if it differs from a single-family residence situation.
- Identify group-specific barriers - some demographics, such as older adults, may be less likely to embrace technology. Others may need a message that resonates with them beyond vague phrases such as “planning” or “population projections.”



# Libraries and the 2020 Census

## Vital Partners for a Complete Count

**T**he 2020 Census will have far-reaching impacts on political representation and government funding: ensuring a complete and accurate count is crucial. But the Census faces significant challenges. The 2020 Census will take place primarily online, even as many residents lack home internet access. Many people also are not aware of the importance of the Census and how it will affect their lives or may have online privacy or security concerns.

America's libraries are ideal partners to help address these challenges. Libraries are trusted institutions and experienced collaborators—providing information, technology, and training resources to enable Americans to connect with government for many purposes. With a convenient presence in communities across the country, from inner-city neighborhoods to remote tribal lands, libraries can help Census stakeholders reach the full range of audiences. **State and local policymakers, the Census Bureau, Congress, foundations, and other stakeholders should partner with libraries as they work to ensure a successful 2020 Census.**

**Libraries are essential, trusted partners in achieving a complete count in the 2020 Census. Libraries:**

**Deliver information** about the Census and host community outreach activities.

**Provide internet access** and enable respondents to complete the Census form online.

**Serve as trusted messengers**, including in hard-to-count communities.

**Train data users** and provide access to Census statistics for businesses and community members.

### Partners for Civic Success

Libraries often work with public agencies to achieve community priorities. Library staff connect people with the information they need to access government services and benefits, complete online forms, and engage with civic issues. For instance, library ►



**99%** OF HARD-TO-COUNT CENSUS TRACTS HAVE A PUBLIC LIBRARY LOCATED WITHIN FIVE MILES.

Census tracts identified with the lowest response rates in 2010—and 79% of the time, a library is within a single mile.

Libraries serve people of all ages and backgrounds and are well-positioned to reach some demographic groups that are at heightened risk of being undercounted in the Census. Children younger than 5 years old, for instance, are the most undercounted age group. The Annie E. Casey Foundation recommends libraries as a trusted messenger of information about Census participation to parents and guardians.

American Indians and Alaska Natives also are historically undercounted. Tribal leaders consulted by the Census Bureau recommended libraries as a communication channel to provide information about the Census to tribal citizens.

Through partnerships with Complete Count Committees and other community efforts, libraries can deliver accurate information about the importance of Census participation, options for responding, confidentiality and data security, and other topics critical to enabling a fair and inclusive count.

### Using Census Data to Inform Communities

Libraries' involvement with the Census and its data will continue well after 2020. As information experts, library staff provide access to statistical information compiled by the Census Bureau. Libraries work with businesses, government agencies, community organizations, and students in using Census data to better understand their communities. For example:

**The Chelsea (MI) District Library** offered courses for local businesses on using Census data to research markets and locate workers.



Librarians from **Rutgers University in Newark (NJ)** teach entrepreneurs how to use Census data for business planning through workshops for the Small Business Development Center.

**The Hannibal (MO) Free Public Library** partnered with the city finance department to utilize Census data in the city's efforts to encourage investment on the South Side of Hannibal.



**The University of California, Berkeley Libraries** provided a workshop and online guide to enable Contra Costa County's Children & Families Commission to use Census data when updating its strategic plan.



**The Palm Beach County (FL) Library System** provided Census statistics about grandparents raising grandchildren that a local non-profit organization, Families First of Palm Beach County, used in a successful grant application.

**The Drexel University Libraries in Philadelphia (PA)** partner with the Dornsife School of Public Health to train graduate students on using Census data in community health assessments.



### TAKEAWAYS FOR DECISION MAKERS

America's libraries are well-positioned to support a complete and accurate count in the 2020 Census. Decision makers should:

- Invite local libraries to participate on Complete Count Committees and related activities
- Partner with libraries to assist local residents in applying and training for Census jobs
- Host community meetings and outreach activities in libraries
- Provide resources so libraries can meet technology needs for online Census response
- Promote library services that provide access to Census data and training for data users

Category Description	2016 Budget	2017 Budget	Actual thru 9/30/17	Difference	Notes	Budget 2018
<b>Income</b>						
Amazon Smile Income	\$ -	\$ -	\$ 70.23	\$ (70.23)		\$ 70.00
Conference Income VILC	\$ 16,000.00	\$ 16,000.00	\$ 11,839.60	\$ 4,160.40	0 if NELA is here 2017	\$ 16,000.00
Interest Income	\$ 50.00	\$ 50.00	\$ -	\$ 50.00		\$ 50.00
Membership Income VLA	\$ 10,500.00	\$ 10,500.00	\$ 16,954.41	\$ (6,454.41)		\$ 17,000.00
Scholarship Income	\$ -	\$ -	\$ -	\$ -		
Technical Service Income	\$ -	\$ -	\$ -	\$ -		
Trustees Section Income	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00		\$ 2,500.00
Uncategorized	\$ -	\$ -	\$ -	\$ -		
<b>Total Budgeted Income</b>	\$ 29,050.00	\$ 29,050.00	\$ 28,864.24	\$ 185.76		\$ 35,620.00
	2016 Budget	2017 Budget	Actual thru 10/31/2017		Notes	
<b>Expenses</b>						
<b>Administrative Expenses</b>			\$ 424.98			\$ 450.00
ALA Councilor Expense	\$ 2,927.00	\$ 3,313.00	\$ 4,113.47	\$ (800.47)	Raised from 2016 due to > in costs	\$ 4,500.00
(ALA) Conference Scholarship	\$ -	\$ -	\$ -	\$ -		\$ 1,000.00
(ALA) Annual Dues	\$ 150.00	\$ 150.00	\$ 150.00	\$ -		\$ 150.00
(ARSL) Annual Dues	\$ 150.00	\$ 150.00	\$ 150.00	\$ -		\$ 150.00
Awards Committee Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Bulk Mailing Permit & Post Office Box Rental	\$ 122.00	\$ 130.00	\$ -	\$ 130.00		\$ 130.00
Career Facilitator Expense	\$ -	\$ -	\$ -	\$ -	One Time	\$ -
(CSJ) Section Expense	\$ 550.00	\$ 400.00	\$ -	\$ 400.00		\$ 450.00
Comic Con	\$ 600.00	\$ 600.00	\$ 1,200.00	\$ (600.00)	600.00 in Feb & 600.00 in Jul	\$ 600.00
Conference Committee Expense	\$ 12,193.00	\$ -	\$ 9,480.30	\$ 2,712.70	If NELA's conference is here 2017	\$ 10,000.00
(DCF) Award Annual Sponsorship	\$ 400.00	\$ 400.00	\$ 400.00	\$ -		\$ 400.00
Executive Board Expense	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	Administrative	\$ 1,000.00
Government Relations Committee Expense	\$ 500.00	\$ 500.00	\$ 95.99	\$ 4.01	Includes Washington Trip	\$ 1,000.00
Inclusion Committee Expense	\$ -	\$ 100.00	\$ 1,029.95	\$ (1,029.95)	New in 2017	\$ 100.00
Legal & Auditing Fees	\$ 950.00	\$ 950.00	\$ -	\$ 950.00	One Time	\$ 950.00
Marketing Expense	\$ 500.00	\$ 500.00	\$ 10.00	\$ 490.00		\$ 500.00
Membership and Outreach Committee Expense	\$ -	\$ 13.60	\$ 424.98	\$ (411.38)	Administrative	\$ -
Miscellaneous Expense	\$ 150.00	\$ 150.00	\$ 1,800.00	\$ 1,500.00	New in 2016	\$ 150.00
NELA Advocacy Summit	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00		\$ -
NELA Conference Expense	\$ -	\$ -	\$ 1,655.00	\$ (1,655.00)	Includes Extended Memberships	\$ 2,000.00
NELA Membership	\$ 350.00	\$ 500.00	\$ 2,000.00	\$ (2,000.00)	Released from 2016 due to > in costs	\$ 500.00
(NELA) Representative Expense	\$ -	\$ -	\$ 600.00	\$ 1,800.00	Includes mentor	\$ 2,400.00
(NEILS) Conference Expense	\$ -	\$ -	\$ 250.00	\$ 350.00		\$ 350.00
(NEILS) Scholarship	\$ 600.00	\$ 600.00	\$ -	\$ 600.00		\$ 600.00
Passport to Vermont Libraries	\$ 100.00	\$ 100.00	\$ -	\$ 100.00		\$ 100.00
Personal Committee Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Public Libraries Section Expense	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 500.00		\$ 2,000.00
Scholarship Committee Expense	\$ 25.00	\$ 25.00	\$ 162.00	\$ (137.00)	New in 2016	\$ 75.00
Survey Monkey Expense	\$ 250.00	\$ 250.00	\$ -	\$ 250.00		\$ 250.00
Technical Services Committee Expense	\$ 90.00	\$ 90.00	\$ 90.00	\$ -		\$ 90.00
Treasurer's Bond Expense	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00		\$ 4,000.00
Trustees Section Expense	\$ 102.00	\$ 102.00	\$ -	\$ 102.00		\$ 102.00
Vermont Library Association News	\$ 160.00	\$ 160.00	\$ 160.00	\$ -	US Webhost for VILC.org	\$ 160.00
Website Design and Maintenance	\$ 250.00	\$ 250.00	\$ 160.00	\$ 90.00		\$ 250.00
Youth Librarians Section Expense	\$ -	\$ -	\$ -	\$ -		\$ -
<b>Total Budgeted Expenditures</b>	\$ 27,969.00	\$ 16,283.60	\$ 25,431.69	\$ (9,148.09)		\$ 31,397.00
<b>Net</b>	\$ 1,081.00	\$ 12,766.40	\$ 3,432.55			\$ 4,223.00

2019 Proposed Budget

35930



**Vermont  
Library  
Association**

**PROPOSED VLA MEMBERSHIP FEES  
November 2018**

<b>SINGLE MEMBERSHIP</b>	Currently	Proposed
Salary up to \$10,000	\$15	\$25
Salary \$10,000 – \$20,000	\$25	\$35
Salary above \$20,000	\$35	\$50
Friend	\$15	\$25
Retired	\$15	\$25
Student	\$15	\$25
Trustee	\$15	\$25
Unemployed	\$15	\$25

<b>INSTITUTIONAL MEMBERSHIP</b>	Currently	Proposed
Population 0 – 999	\$ 50	\$ 50
Population 1000 – 2499	\$ 50 <i>\$100</i>	\$ 75
Population 2500 – 4999	\$ 50 <i>\$75</i>	\$100
Population above 5000	\$ 50 <i>\$85</i>	\$125
Library Advocate	\$100	\$150

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2020

# Vermont Library Workgroups

## Topic: Coordination of Statewide Services

### What are we doing well?

- Courier service
- GMLC
- VLA has renewed energy
- VTLib has renewed energy
- Conference is improving—great for networking & continuing ed
- Started conversation with school libraries
- CLOVER
- Level of technology is adequate for our needs

### What do we want to improve/change?

- Improvements to CLOVER, especially for the smaller libraries
- Expand courier services
- Update standards
- Take action with schools (VSLA, VCAL)
- Resource sharing committee (#4 priority)
- Statewide card and borrowing privileges
- Lack of succession planning, especially for smaller libraries
- Need for equipment lending (tablets, etc)
- More use of available resources (ex. Listserv)
- Statewide databases for students of all grade levels (AASL's State Ecosystem Initiative)

## First Priority: Partner with Schools

### **PROS**

*(what is working in our favor)*

Advocacy with schools

Resource Sharing

Sharing of tech resources

Similar goals

VSLA required continuing ed hrs

### **CONS**

*(what obstacles must we overcome)*

Lack of communication

Troubled history—must avoid prior mistakes

### **Suggestions/Action Items:**

- Liaison to attend VLA/VSLA meetings
- Invite VSLA to conference (possible joint conference?)
- Public/school librarian exchange
- Reciprocity scholarship VLA/VSLA



## Second Priority: Updated Standards

### **PROS**

*(what is working in our favor)*

Advocate for funding  
Can be used to strengthen all libs  
Extremely old & outdated

### **CONS**

*(what obstacles must we overcome)*

Difficult/long process to get approved

### **Suggestions/Action Items:**

- Create committee to work on this
- Use level structure similar to ME
- Require continuing education hours for larger library administrators
- Reflect today's library (more modern)

## Third Priority: Statewide Card

### **PROS**

*(what is working in our favor)*

Wanted by many libraries/patrons  
Successful models in other states  
Grant opportunities  
Good branding for all concerned  
Unifying force  
Benefit for those moving into VT  
Instant access to millions of items

### **CONS**

*(what obstacles must we overcome)*

Long term project—need committed people  
Social challenges: tradition, territory  
Technology challenges—not all libs automated  
Possible loss of funds

### **Suggestions/Action Items:**

- Create committee
- Research other state card systems
- Lucinda at Norwich is a good resource
- CLOVER training—well timed so that schools can participate

### **Participants:**

Janet Clapp—Adult Services Library, Rutland Free Library

Mary Danko—Director, Fletcher Free Library

Martine Larocque Gulick—Vermont School Library Association

Wendy Hysko—Director, Brownell Library

Sussanna Kahn—Tech librarian, Charlotte Library

Kelly L. McCagg—Director, Burnham Memorial Library

Jessamyn West—Tech librarian extraordinaire

Joy Worland—Consultant for Continuing Education and Small and Rural Libraries, VT Lib

# VLA – Communication/Advocacy/Education/Outreach

10/16/2018

10:00am

Members: Jason Broughton, Vermont Department of Libraries, Barre  
John Levin, Donald. B. Watt Library, School for International Training,  
Brattleboro  
Margaret Woodruff, Charlotte Library, Charlotte

## Topics for discussion

- Challenges / Opportunities
- Creation of a Work Plan
- Work Group Reports to VLA Board

What are the methods and modes of communication that VLA is currently doing?

1. National Legislative Day
  - a. Foster better relationship on national items while understanding the Department of Libraries can not advocate it is posture or role. Education is the best mode for VTIB to communicate its support while being bipartisan or neutral.
2. Membership Recruitment & Retention
  - a. Communicating the value of VLA and its impacts for all libraries
3. National Topics (ALA, PLA, ARSL, ARCL, etc.)
  - a. What are the items that are important to libraries universally or specific to the various types that are of national importance? School, Public, Academic, Special
4. Communication from VLA
  - a. Listservs
  - b. Newsletter
    - i. Can the newsletter be reviewed for engaging content and robustness?
    - ii. Delivery- Monthly, Quarterly, Seasonally?
5. Outreach/ VLA Presence
  - a. Pride Parade
  - b. ComicCon
  - c. Other areas for possible outreach for communicating VLA efforts... Vermont School Library meetings/conference, collaborations with VTLIB on presenting at specific meetings, University & Academic meetings/conferences
6. Continuing Education
  - a. Increased collaboration while reducing duplication
7. Universal Library Topics that are relevant and timely
  - i. Considerations:
    1. Marrakesh Treaty – Uses & Importance
    2. Sustainability & Libraries

3. Efficient & Effective Libraries

4. Social Justice, Diversity, Inclusion

8. Future Discussions/Considerations

a. Jessamyn West and the VLA website

b. Communicating VLA's value, efforts, and mission across Vermont

c. Creation of a survey on needs, wants, wishes, and requests from VLA membership discussing education, grants, opportunities for professional growth, and leadership topics.

**VERMONT LIBRARY ASSOCIATION  
ORGANIZATIONAL CHART PROPOSAL  
2018**

**Objectives:**

1. **To provide a hierarchical structure that will promote mentorship.** It is the hope that board members on the lower tiers will strive for roles with voting rights further up the hierarchy as they become more familiar with the leadership structure.
2. **To provide a clearer distribution of roles / responsibilities and to ensure accountability.** The Vice-President, Past President, Treasurer, Secretary, will report to the President. Each section leader and each committee chair will report to a specific executive board officer. Representatives, Round Table Leaders, and the Archivist will advise the executive board.
3. **To legitimize voting authority.** Currently there are 17 VLA board members with the right to vote with no clear guidelines on why some members have the right and some do not. Determining if there is an official quorum (2/3 of those with voting power) is somewhat arbitrary / murky. The proposal gives 9 VLA board members the right to vote with a proposed quorum of 7. All parties will be encouraged to attend VLA meetings, but the executive officers and the section leaders will have voting power.
4. **To elevate member priorities.** Providing a VLA Membership Section that will prioritize our members' needs.
5. **To provide a space for discussion of relevant topics (Round Tables).**
6. **To promote collaboration with others in the library community (representatives).**
7. **To ensure archival activities.**

**EXECUTIVE BOARD - Tier 1**

**CURRENT – 5 VOTING MEMBERS:** President, Vice President, Past President, Treasurer, and Secretary

**PROPOSED – SAME 5 VOTING MEMBERS:** President, Vice President, Past President, Treasurer, and Secretary

**SECTIONS - Tier 2**

**CURRENT - 5 VOTING MEMBERS:** College & Special Libraries, Friends & Trustees, Public Libraries, Technical Services, and Youth Services

**PROPOSED – 4 VOTING MEMBERS:** College & Special Libraries, Friends & Trustees, Public Libraries, and VLA Membership

**COMMITTEES – Tier 3**

**CURRENT – 5 VOTING MEMBERS:** Government Relations, Intellectual Freedom, Membership & Outreach, Personnel, and Conference. **3 NONVOTING MEMBERS:** Awards, Inclusion, and Scholarship.

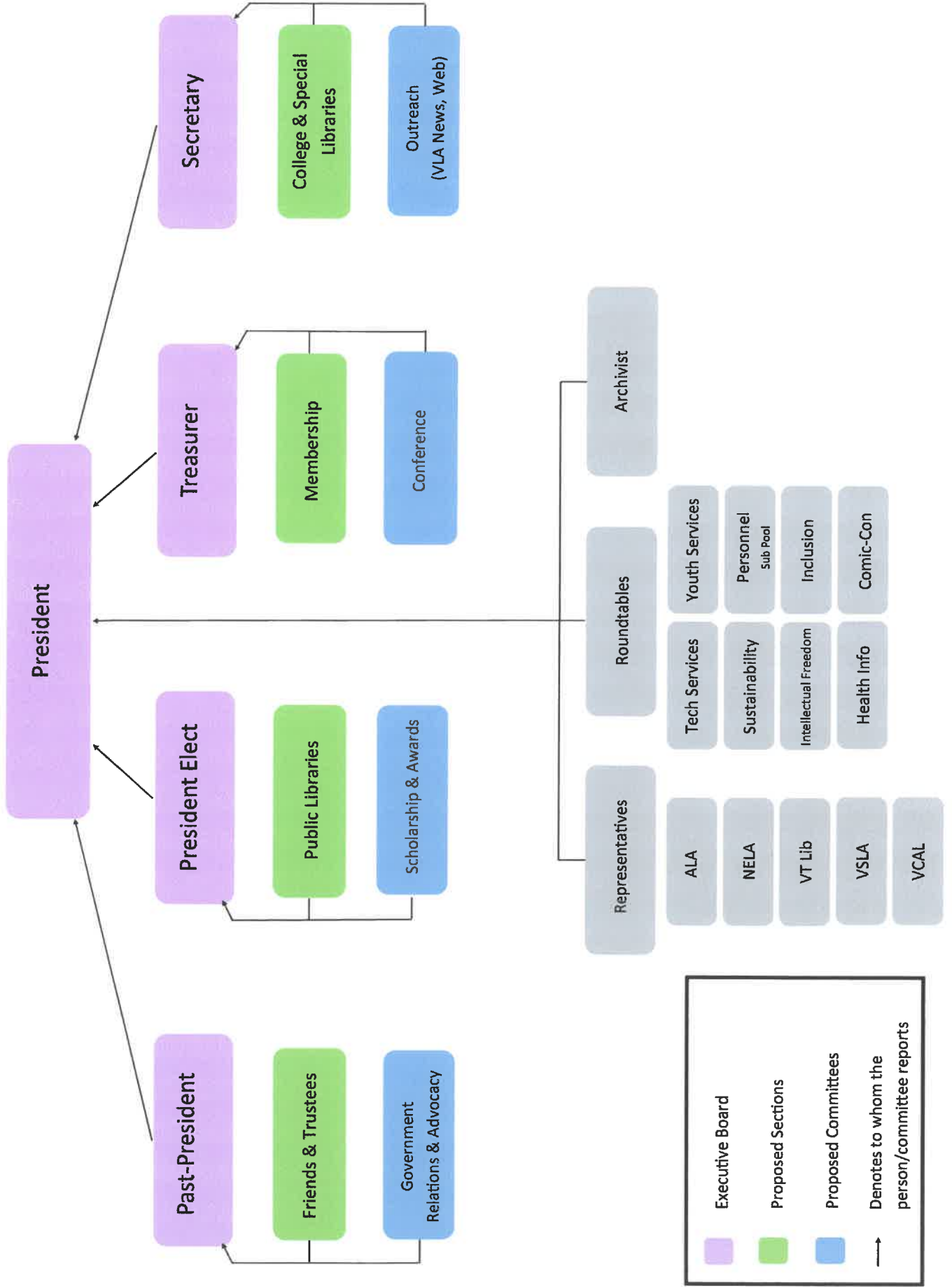
**PROPOSED – 4 NON-VOTING MEMBERS:** Advocacy and Government Relations, Scholarship / Awards / Nominations, Conference, and VLA Outreach including VLA News and the Web Team.

**ADVISORY BOARD – Tier 4**

**CURRENT – 2 VOTING MEMBERS:** ALA Councilor and NELA Representative. **5 NON-VOTING MEMBERS:** Archivist, VTLib Representative, Sub Pool Coordinator, VLA News Editor, and Web Team.

**PROPOSED – 12 – 14 NON-VOTING MEMBERS:** Representatives (ALA Councilor, NELA Representative, and Vermont Department of Libraries Representative), Round Tables (Technical Services, Health Information, Youth Services, Comic Con, Sustainability, Intellectual Freedom, Inclusion, Personnel / Sub Pool Coordinator), and Archivist.

Vermont Library Association  
Organizational Diagram



<span style="display:inline-block; width:15px; height:15px; background-color:#d8bfd8;"></span>	Executive Board
<span style="display:inline-block; width:15px; height:15px; background-color:#90ee90;"></span>	Proposed Sections
<span style="display:inline-block; width:15px; height:15px; background-color:#add8e6;"></span>	Proposed Committees
<span style="display:inline-block; width:15px; height:15px; border-bottom: 1px solid black;"></span>	Denotes to whom the person/committee reports