

**APPENDIX F:  
JACOB EDWARDS LIBRARY  
SOUTHBRIDGE, MA  
BASE DATA**

**INTRODUCTION**

The following information provides a brief overview of the Jacob Edwards Library. It includes data from FY2003, the last year self-reported compiled statistics are available from the Massachusetts Board of Library Commissioners (MBLC).

**RESOURCES**

	<b>FY2003</b>
Total Print Collection	63,884
Children's Collection	17,931
Total Periodical Subscriptions	161
Total Audiovisual Collection	9,409
Holdings per capita	4.21
Adult & Young Adult Internet Workstations	6
Children's Internet Workstations	2
Word-processing Workstations	1

**LIBRARY HOURS**

	<b>Winter</b>	<b>Summer</b>
Hours Open per Week	50	46
Evenings Open	2	2
Evening Hours Open	5.2	5.2
Saturdays Open	39	0
Sundays Open	0	0

Evening hours equal 11.2% of total hours

Weekend hours equal 6.5% of total hours

**LIBRARY STAFFING LEVELS**

	<b>FY2003</b>
Total Number of Employees	9.1 FTE
Number of Part-time employees	10
Number of Full-time Employees	5
Number of Volunteer Hours /week	8.8

Educational levels of staff: 2 Master's Degrees and 4 Bachelor Degrees

## FINANCIAL INFORMATION

The Jacob Edwards Memorial Library FY2002 annual budget was \$343,334. The library budget is slightly more than 1 percent of the entire town budget. Typically a library's total operating expenditures budget as a percentage of the total town budget is 1.5 times the Jacob Edwards Memorial Library figure.

FY2002 there were 52 libraries in the 15,000-24,999 population group. The average library percent of total municipal expenditures was 1.42%. The average library per capita expenditure was \$30.16. The same year the median library percent of total municipal expenditures was 1.36%. The average library per capita expenditure was \$28.30. Southbridge's library percent of total municipal expenditures was 1.16%. Southbridge's library per capita expenditure was \$19.73. The FY2002 state average library percent of total municipal expenditures was 1.29%.

	<b>FY2003</b>	<b>Per Capita</b>
Total Municipal Expenditures for Library Services	\$383,974	\$22.07
Total Operating Expenditures	\$401,191	\$23.06
Total Salary Expenditures	\$271,042	\$15.58
Expenditures on Books, Periodicals, Videos, etc.	\$65,537	\$3.77

## LIBRARY USE

	<b>FY2003</b>
Number of Registered Borrowers	10,278
Total Circulation	87,194
Total Holdings	73,293
Circulation of Children's Materials	29,520
Non-resident circulation	18,665
Reference Questions Answered (not counted)	NA
Users of Electronic Resources (97/wk)	4,850
Attendance in Library	101,550
Children's Programs/Attendance	188/4,370
Adult Programs/Attendance	14/530
Meeting Room Uses	749
Quiet Study Room Uses	588
Interlibrary loan materials borrowed for patrons	1,065
Interlibrary loans provided to other libraries	3,083

## FRIENDS OF THE LIBRARY

The Friends of the Jacob Edwards Library, with approximately 60 members, provide financial support for three museum passes and fund most of the library's adult and children's programs. The group also runs book and bake sales.

## AFFILIATIONS

The Jacob Edwards Library is a member of Central/Western Massachusetts Automated Resource Sharing, Inc (C/WMARS) of 140 plus libraries. The Jacob Edwards Library is a member of the Central Massachusetts Regional Library System, which provides access to databases, backup reference services, training opportunities for staff, consulting and other services.

## CURRENT LIBRARY SERVICES

Preschool programs (Stories and Crafts)  
Reserve requests for materials  
Summer reading program for children  
Internet and Word processing PCs  
Circulating collections of books, videos, etc.  
Reference assistance  
Museum passes

Interlibrary Loan service  
Copy machine  
Meeting Rooms  
Quiet Study Rooms  
Literacy Training  
Telephone renewals  
Local History Collection

## LIBRARY GOVERNANCE

The Jacob Edwards Library is a tax-supported department of the Town of Southbridge. The Jacob Edwards Library is a department of the Town of Southbridge. The library is governed by a seven-member Board of Trustees, three of whom are appointed by the Town Manager and four are also Trustees for the Edwards Trust. Responsibility for library management, collection development, and provision of library services to the public is delegated by the Board to the library director.

## JACOB EDWARDS LIBRARY RANKINGS WITHIN POPULATION GROUP

There are 370 public libraries in Massachusetts. Within Southbridge's population group (15,000-24,999) there are 54 public libraries. Southbridge's population in 2002 is 17,398.

The rankings listed in Figure E-1 are taken from the *Massachusetts Public Library Data: 2003 Rankings Report* compiled by the Massachusetts Board of Library Commissioners in February 2004 (1 is best/largest and 54 is worst/smallest in group).

FY2003	Southbridge	Rank in Group of 54 libraries	Rank in State
Size of Population	17,398	37	106
Per Capita Total Operating Income	\$24.63	42	224
Per Capita Total Appropriated Municipal Income	\$22.07	42	216
Per Capita Total Operating Expenditures	\$23.06	43	231
Per Capita Salary Expenditures	\$15.58	43	216
Per Capita Materials Expenditures	\$3.77	44	257
Per Capita Attendance	6.07	17	94
Per Capita Holdings	4.21	32	239
Per Capita Total Circulation	5.01	50	287
Average Hours Open per Week	46.5	45	158

Figure D-1. Jacob Edwards Library Ranking within Population Group

## PEER GROUP MEDIANS

The MBLC releases a featured report intermittently entitled *The Peer Group Medians*. FY2002 (the last *Peer Group Medians* report compiled FY1999 data). As the report states, "The purpose of the report is to assist readers identify similar, peer libraries based on the population and per capita equalized property valuation (EQV) of the municipality in which the library is located."<sup>1</sup>

<sup>1</sup> The Peer Group Medians, FY2002. Massachusetts Board of Library Commissioners. p. i. Jacob Edwards Library, Southbridge, MA. Long Range Plan FY2005-FY2009 Appendix F

According to the MBLC, Per Capita Equalized Property Valuation (EQV) is the property “valuation divided by the municipality’s population. EQV’s are the determination of the fair cash value of all property in each municipality that is subject to local taxation.”<sup>2</sup> The MBLC median figures for *The Peer Group Medians FY2002* were calculated by ranking the values from lowest to highest and selecting the mid-point value.<sup>3</sup>

The report provides medians as indicators of library service including annual hours open, adult and children’s programs held, and per capita direct circulation, reference and attendance. Per capita total appropriated municipal income, materials expenditures and total operating expenditures are provided as indicators of library support.

Municipality /Library	2000 Pop.	2002 EQV /Capita	Annual Hours Open	Direct Circ. /Capita	Reference Trans. /Capita	Attendance /Capita	Programs Offered	Total Operating Expenditures /Capita	Materials Expenditures /Capita	Appropriated Municipal Income /Capita
Easthampton	15,994	\$50,532	2,574	7.32	0.2	NA	124	\$15.57	\$2.42	\$10.19
Gardner	20,770	\$37,618	2,608	6.23	0.6	NA	170	\$22.77	\$3.96	\$21.78
Greenfield	18,168	\$47,879	2,542	10.15	0.6	7.78	227	\$30.22	\$4.66	\$29.01
Ludlow	21,209	\$53,614	2,460	5.02	0.6	NA	565	\$14.33	\$2.20	\$14.61
South Hadley	17,196	\$55,975	3,290	10.05	0.7	7.73	187	\$31.18	\$6.26	\$28.05
Webster	16,415	\$53,868	2,600	6.59	0.2	NA	13	\$14.75	\$3.66	\$13.51
<b>Southbridge</b>	<b>17,214</b>	<b>\$37,269</b>	<b>2,394</b>	<b>4.83</b>	<b>NA</b>	<b>NA</b>	<b>177</b>	<b>\$21.11</b>	<b>\$3.48</b>	<b>\$19.94</b>

Figure D-2. Southbridge Per Capita data compared to the FY2002 Peer Group Per Capita data

In Figure D-2 Southbridge is compared to six libraries in the same population group (15,000-24,999) with an EQV of Less than \$62,451 (the lowest of the five EQV ranges). Southbridge’s 2002 EQV Per Capita was \$37,269.

Like Southbridge, three of the Peer Group Median communities (Gardner, Greenfield, and Webster) are urbanized centers (a manufacturing and commercial center, densely populated, culturally diverse). Easthampton is a Rural Economic Center (historic manufacturing and commercial communities, moderate levels of economic activity), Ludlow is a Growth Community (rapidly expanding communities in transition), and South Hadley is an Economic Development Suburb (suburb with high levels of economic activity, social complexity, and relatively high income levels). The above descriptions are part of a classification of communities developed by the Massachusetts Department of Education in 1985.

Southbridge has the lowest EQV per capita of all the municipalities, the lowest circulation per capita, and only three communities have a lower total operating expenditure per capita and a lower municipal income per capita. Southbridge needs to provide better support for its library.

Figure D-3 compares the per capita medians for the Peer Group Medians and Southbridge per capita data.

<sup>2</sup> Ibid. p. 33

<sup>3</sup> Ibid. p. 34.

	2000 Pop.	2002 EQV /Capita	Annual Hours Open	Direct Circ. /Capita	Reference Trans. /Capita	Attendance /Capita	Programs Offered	Total Operating Expenditures /Capita	Materials Expenditures /Capita	Appropriated Municipal Income /Capita
Median for 15,000-24,999 Population Group	18,168	\$50,532	2,574	6.59	0.62	7.76	177	\$21.11	\$3.66	\$19.94
Southbridge	17,214	\$37,269	2,394	4.83	NA	NA	177	\$21.11	\$3.48	\$19.94

Figure D-3. The FY2002 Medians for Peer Group and Southbridge Per Capita data

In comparing Southbridge to the median for the 15,000-24,999 population group it is apparent that the town must provide better financial support for the library. In every category the library is under-funded. Circulation is significantly lower than the median for the group. Southbridge needs to provide better support for its library.