

JACOB EDWARDS MEMORIAL LIBRARY

Subj: 1974 Changes of Procedure

I PERSONNEL

A. Vacation statement: Each full time employee of the library shall adhere to the vacation policy of the employees of Southbridge, Mass. as defined in its statement of personnel policies (1969). Further, it shall be understood that vacation shall be taken in a one-week segment (less than one year's tenure): a two week segment (1 - 5 years tenure); a three week segment, or a two-week segment and a one-week segment (5 - 10 years tenure): a four week segment, three and one, or two and two (10 - years tenure.)

B. Definition of duties (job descriptions and qualifications)

- BK 1. Librarian
- EP 2. Assistant librarian and head of circulation and reference
- ML 3. Children's Librarian
- RC 4. Bookkeeper - part time.
- JL 5. Acquisitions clerk and 2. Secretary
- PS. 6. Library Assistant (Circulation, overdues, and reserves)
- CG 7. Library Assistant - part time (Reference, circulation and display)
- New 8. Library assistant - part-time (Childrens and adults circulation)
- (?) 9. Pages
- TS 10. Custodian
- OG 11. Assistant custodian

The reason for the changes is an obvious lack of adult staff members: pages are used at low salaries to do the work of trained adults, and most are not able nor dedicated. Pages are used in most libraries to keep the collection in order, to help with processing, but never to wait on borrowers.

II HOURS:

III. Hours

Trustees for 1974

1. Wish to close library at 4 PM on Saturday
2. Wish to open library from 2 - 4 PM on Sunday
3. Wish to open Children's Room from 10 - 6 daily

10 - 4 Saturday

2 - 4 Sunday

JACOB EDWARDS MEMORIAL LIBRARY
SOUTHBRIDGE, MASSACHUSETTS 01550

REPORT OF THE TRUSTEES OF
THE JACOB EDWARDS MEMORIAL LIBRARY

TRUSTEES

FOR THE EDWARDS BEQUEST

Robert B. Muanzberg,
Chairman
Ellsworth D. Mitchell,
Treasurer

John J. O'Shaughnessy
Secretary
Mrs. Nerio W. Pioppi

Jacob K. Edwards
Honorary Trustee

FOR THE TOWN

Edgar V. Lewis
Raymond Lenti

Albert J. DiGregorio

LIBRARY HOURS

Open 1973

Adult Section:
Monday-Friday
Saturday

10:00 a.m. - 9:00 p.m.
10:00 a.m. - 6:00 p.m.

Children's Room:
Monday-Friday
Saturday
School Holidays

2:15 p.m. - 6:00 p.m.
10:00 a.m. - 6:00 p.m.
10:00 a.m. - 6:00 p.m.

Closed 1973

January 1
February 19
April 16
May 28
July 4
September 3
October 8
October 22
November 22
December 25

New Year's Day
Washington's Birthday
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

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In the early spring the trustees were successful in engaging Edwin B. Colburn, a man of broad background and exceptional experience in the library field, as new head librarian. His sudden death in late October was a loss felt by trustees, staff, and patrons as well as his family. We will continue to serve as well as possible as we go through another interim period.

The Central Massachusetts Regional Library System will continue to act as our back up, with their aid in reference, inter-library loans, films, workshops, special materials for the blind and physically handicapped, and numerous other ways. Our resources are no longer bound to the materials we own here locally, but are as unlimited as any large library in the state.

Our Pioppi Meeting Room has seen increased use. This year we added the area Hot Line for both executive meetings and for two series of training sessions. The Historical Society had a four day Identification Workshop with a display of four hundred of their Aaron Pease collection of photos ^{on} display. There were many visitors who were very helpful in identifying people and places. Dr. Masse loaned a beautiful display on archaeological discoveries ⁱⁿ Albania which graced the Pioppi Room for all of December. Along with school visits, summer reading club and weekly story hours year round, we feel we give an added service that the community can use and appreciate.

We had so many fine gifts of books given us this year, and one extra special gift of photos, postcards and memorabilia, all of Southbridge, given us by George Tucci. These have all been lovingly collected for years by Mr. Tucci, and were a handsome addition to our local history collection.

Our fine coverage of all these events by the Evening News was greatly appreciated. The continued support of my loyal staff, and board of trustees is greatly appreciated.

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STATISTICAL RECORD

Date of Founding	1871
Population served	17,097
Days open during year	302
Hours open each week	63
Number of volumes January 1, 1972	40,576
Number of volumes added:	
Adult	1,461
Juvenile	<u>973</u>
Total	2,434
Number of volumes discarded and lost:	
Adult	424
Juvenile	<u>766</u>
Total	1,190
Number of volumes December 31, 1972	41,820
Number of record discs	782
Number of registered borrowers:	
Adult	6,250
Juvenile	<u>2,548</u>
Total	8,798
Largest circulation for one day (July 5)	518
Smallest circulation for one day (February 19)	42
Average circulation per day	277

LIBRARY STAFF

Acting Librarian
Children's Librarian
Bookkeeper and General Assistant
Typist
Part time Assistants

Library Assistant
Janitors

Evelyn A. Petrelli
Maureen Little
Rojane Constantino
Jessie Lafontaine
Deborah Canavan
Frances Schauweker
Phyllis Shaw
Charolette Hudson
Theodore Savary
Theodore Coulet

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HIGH SCHOOL PAGES

Elaine Apostola
Diane Bentley
Lee Ann Berthiaume
Holly Condren
Paula Kowalowski

Mary Ann Lavallee
Linda Polovina
Paula Quevillion
Jane Roman
Susan Walkowiak

COMPARATIVE TABLE OF CIRCULATION

<u>ADULT</u>	<u>1971</u>	<u>1972</u>
Adult Non-fiction books	22,934	22,847
Film	76	164
Periodicals	3,637	3,903
Pamphlets	317	285
Pictures	6	132
Foreign books	193	162
Records	1,730	2,460
Sheet music	23	20
Art prints	258	153
Talking books	-	23
Fiction	<u>24,630</u>	<u>25,046</u>
Total Adult Circulation	<u>53,822</u>	<u>53,197</u>
<u>JUVENILE</u>	<u>1971</u>	<u>1972</u>
Juvenile Non-Fiction books	7,338	6,333
Periodicals	478	393
Pamphlets	16	34
Pictures	198	263
Records	-	429
Fiction - J	6,145	5,109
Fiction - JJ	11,188	11,097
School Deposits	<u>6,516</u>	<u>5,223</u>
Total Juvenile Circulation	<u>32,059</u>	<u>29,082</u>
Grand Total	<u>85,881</u>	<u>84,282</u>
Interlibrary Loans loaned	107	108
Interlibrary Loans received	219	242

Respectfully submitted,

Evelyn A. Petrelli
Acting Librarian

JACOB EDWARDS MEMORIAL LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1972

Cash balance, January 1, 1972

\$ 789.86

Receipts:

Town appropriation	\$	57,636.00
Edwards Trusts		13,909.62
Book Fines		2,667.14
Transferred from Reserve for Building		
Repairs and Improvement		2,500.00
Mynott Fund interest		52.56
For Colburn Memorial books		50.00
For Lost cards		36.00
Gift of League of Women Voters		<u>15.00</u>

76,866.32
77,656.18

Disbursements:

Payroll		48,030.45
Books and periodicals		12,415.10
Book repairs		36.60
Films and records		153.17
Staff and office expenses		3,277.86
Heat, light and sundry expenses		4,656.83
Building repairs and maintenance		2,086.34
Grounds maintenance		278.03
Equipment		<u>270.00</u>
 Total expenses		 71,204.38

Transferred to Town:

Book fines	\$	2,697.14
Return to E & D		<u>3,331.21</u>
Acc't		<u>6,028.35</u>

77,232.73

Cash balance, December 31, 1972

\$ 423.45

Represented by:

Trustees' Cash	\$	371.52
Mynott Fund interest balance		<u>51.93</u>

\$ 423.45

JACOB EDWARDS MEMORIAL LIBRARY
RESERVE FOR BUILDING REPAIRS AND IMPROVEMENTS

Balance, January 1, 1972	\$ 21,783.73
Add:	
Interest earned	<u>1,122.46</u> 22,906.19
Deduct:	
Amount transferred to operating account	<u>2,500.00</u>
Balance December 31, 1972 on deposit, Southbridge Savings Bank	\$ <u>20,406.19</u>

PILSUDSKI CLUB BOOK FUND

Balance January 1, 1972	\$ 249.05
Add:	
Interest earned	<u>13.37</u>
Balance December 31, 1972 on deposit, Southbridge Savings Bank	\$ <u>262.42</u>

ROBBINS MEMORIAL FUND

Balance, January 1, 1972	\$ 1,718.89
Add:	
Interest earned	\$ <u>91.50</u> 1,810.39
Deduct:	
Cost of books purchased	<u>38.02</u>
Balance, December 31, 1972 on deposit, Southbridge Savings Bank	\$ <u>1,772.37</u>

PIOPPI MEMORIAL BOOK FUND

Balance, January 1, 1972	\$ 319.40
Add:	
Interest earned	<u>16.23</u> 335.63
Deduct:	
Painting Pioppi Room	<u>44.02</u> \$ 291.61

JACOB EDWARDS MEMORIAL LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1973

Cash balance, January 1, 1973 \$ 423.45

Receipts:

Town appropriation	\$94,888.00	
Edwards Trusts Funds, interest	16,104.23	
Book Fines	2,431.37	
Transferred from Reserve for Building Repairs and Improvement	650.00	
Mynott Fund interest	43.95	
Lost cards and photo copies	37.50	
Donations for books:		
Coburn Memorial Fund	20.00	
League of Women Voters	10.00	
Southbridge Womens Club	6.67	
Anonymous	100.00	136.67
Donations for Music Room:		
United Lens Co.	1,000.00	
Southbridge Rotary Club	500.00	1,500.00
		<hr/>
		115,791.72
		<hr/>
		116,215.17

Disbursements:

Payroll	53,434.47	
Books and periodicals	14,382.53	
Book repairs	162.19	
Staff and office expenses	3,240.40	
Heat, light and sundry exp.	3,823.52	
Building repairs & maint.	2,139.77	
Grounds maintenance	370.94	
Equipment	677.86	
		<hr/>
Total expenses	78,231.68	
Transferred to Town:		
Book fines	2,576.37	
		<hr/>
		80,808.05

Cash balance, December 31, 1973 \$ 35,407.12

Represented by:

Trustees' Cash	\$ 7,794.85
Unexpended town appropriation	27,595.66
Mynott Fund interest balance	16.61
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	\$ 35,407.12

JACOB EDWARDS MEMORIAL LIBRARY
RESERVE FOR BUILDING REPAIRS AND IMPROVEMENTS

Balance, January 1, 1973	\$20,406.19
Add:	
Interest earned	1,070.36
	<u>21,476.55</u>
Deduct:	
Transferred to Operating account	650.00
	<u>20,826.55</u>

PILSUDSKI CLUB BOOK FUND

Balance, January 1, 1973	262.42
Add:	
Interest earned	<u>14.18</u>
Balance, December 31, 1973	<u>276.60</u>

ROBBINS MEMORIAL FUND

Balance, January 1, 1973	1,772.37
Add:	
Interest earned	94.34
	<u>1,866.71</u>
Deduct:	
Cost of puppet shows presented for children	90.00
	<u>1,776.71</u>

PIOPPI MEMORIAL BOOK FUND

Balance, January 1, 1973	291.61
Add:	
Interest earned	15.19
	<u>306.80</u>
Deduct:	
Books purchased	47.68
Balance, December 31, 1973	<u>259.12</u>

1973

JACOB EDWARDS MEMORIAL LIBRARY

STATISTICS

	CIRCULATION			ACQUISITIONS					TILL			REGISTRATIONS		
	A	J	TOTAL	PURCHASE	GIFTS	WITHDRAWALS	IN	OUT	J	A	TOTAL			
JAN.	4845	1986	6831	266	91	202	33	7	35	36	71			
FEB.	4521	2330	6851	156	56	50	30	8	32	61	93			
MAR.	5003	2560	7563	209	152	103	29	8	34	66	100			
APRIL	4500	2049	6549	197	144	52	31	5	27	0	27			
MAY	4657	4539	9196	227	112	62	27	9	36	57	87			
JUNE	3995	1802	5797	278	21	296	9	9	66	40	100			
JULY	4433	3959	8392	73	71	705	12	10	77	58	135			
AUG.	4851	2522	7383	230	34	164	21	5	43	67	110			
SEPT.	4001	1477	5478	226	18	320	27	3	17	98	115			
OCT.	4690	1658	6348	206	24	113	39	7	37	65	122			
NOV.	4581	2073	6654	194	40	488	39	6		71	71			
DEC.	3737	3108	6845	127	17	270	40	6		44	44			
TOTALS	53,814	30,073	83,891	2389	780	2825	337	83	=	=	1095			
(TOTALS) (1972)	55,197	29,685	84,882	2434	9	1190	342	108	623	551	1174			