

JACOB EDWARDS LIBRARY
Annual Report FY2018

Board of Trustees	Staff
Richard (Dick) Whitney, Chairman	Margaret Morrissey, Director
Robin Weber (Vice Chairwoman)*	Ashley Kenney, Adult Services Librarian
Gary Bridgman (Treasurer)*	Elizabeth Gendreau, Children's Librarian
Mary Ellen (Mel) Blake*	Debrah Gendreau, Circulation Supervisor
Maureen Gullekson*	Lynn Wolstencroft, Technical Services
Beth Cournoyer	Michelle Garcia, Circulation Assistant
Jessica Jimenez	April Denault, Circulation Assistant
Tammie Darling (minutes secretary)	Kathryn Lapriore, Library Aide
	Debra Mercure, Library Aide
	Anekah Ellis, Library Aide
<i>*Trust appointee</i>	Mackenzie Mercure, Library Page
	Marialys Torres, Library Page

Budget

- Operating Budget : FY2018 - \$516,207.00. State Aid Award: \$29,891.12

Building

- General preventative maintenance of equipment and building was conducted including trimming trees and landscaping.
- Plaster repaired in the 1914 section of the Reading Room by Van Gerven Plastering
- Automatic door mechanisms replaced by Overhead Door Company
- Custom metal grate fabricated and installed in window-well area on east side of the building.
- Bubbler on lower level replaced by MPC.
- Fix-It-Station and Bike Rack installed. Grant from Central MA Regional Planning Commission.
- Applied for Building Inspection (new regulation).
- Building Evolution conducted a Retro-Commissioning (RCx) of systems and infrastructure (at no cost to the town) and presented a detailed report to JEL and DPW.

Capital and Improvements

- Requested Capital funding to increase security camera coverage and network (FY19 - \$17,500). Approved.

Children's Room

- New and innovative programs were introduced and attracted many participants
- Monthly Saturday program added to the roster.
- 293 children's programs offered and 4,814 attended.
- Weekly story hour, Construction Crew, Toddler Fun, Crafty Wednesdays, Tinkering as well as author visits including: Tamra Wight, Mike Lewis and Sandra Hinds. Many other special programs are offered such as Crocodile River Music, Debbie O'Carroll, Ed The Wizard, Caravan Puppets, Animal Adventures, Ecology of Sound, The Tooth Fairy, *Bring Your Child To The Library* day, and thematic workshops such as fire safety and the annual *Gingerbread House Making*.

Circulation

Number of Databases	Wireless sessions	Registered borrowers	Interlibrary loans sent	ILL borrowed	Total Circulation	# Visits	# Public Computers
9	14,141	8,835	16,274	6,424	54,312	90,574	15

- Circulation figures have decreased, a trend in many libraries but database usage is now being tracked in state report and offsets some of the decrease. Increase recorded in eBooks use.

Collections

- Inventory project continues in Children's Room.
- Digital collections are becoming popular with patrons. Ratio of traditional materials to digital based materials is increased.
- Three various size adult bicycles are available to borrow with a library card.

Collection Holdings

Print Periodicals	Books	Audio CDs	DVDs	E-Books	Downloadable Audio	Downloadable Video	Electronic Format	Microfilm
2,556	76,114	4,617	4,494	76,240	19,271	1,236	178	510

Digitization

- 3 maps from the 1898 LJ Richard Maps of Worcester County publication have been digitized by Boston Public Library. Maps framed by Village Photo.
- Continue to digitize photos from the history collections and post to the library's Flickr account.

DPW/Custodian

- DPW custodian (full time) is based in the library. Summer hours: 6 am – 4 pm x 4 days and regular hours: 8 am – 4 pm x 5.
- DPW engineering staff assisted with technical information, contracts and procurement, in particular the repair of the 1966 section of roof.
- DPW has been responsible for the snow plowing, landscaping and lawn care as well as a myriad of projects and we appreciate being able to call on this level of expertise.

Friends of JEL

Isabel Lopes	Louise Majieweski	Katrina Eberly	Barbara Day	Larry Day	93
President	Vice President	Secretary	Treasurer	Member	Total Membership

- The Friends funded many of the programs at the library and provided light refreshments to serve. The group supports staff initiatives.
- FOJEL participated in the *Southbridge Rocks!* initiative of the Southbridge Business Partnership. It is a community-wide treasure hunt for painted rocks that has inspired art and activity! Folks are encouraged to paint rocks, hide them and hunt for others and then post photos of their found treasures to a designated Facebook page.

Grants and Gifts

- Southbridge Cultural Council *LCC Grant* Program – 11 grants for a total of \$4,630.
- *Olive I and Anthony A Borgatti Donor Fund* at Greater Worcester Community Foundation \$1,500

- *Summer Feeding program* provided a grant of \$670.40 for materials in support of programming in the children's room based around the summer lunch program.
- Memorial donations: Christopher Crosbie, Mary T White and Mary Trifone.
- Mary Mynott clock maintenance conducted by David Gow, horologist and funded by the Claire J Birtz trust.

Historical

- Portrait in oil of Theodore Jerome Harrington presented by Ted Booth and Family.
- Bronze plaque from Mary E Wells School donated by Mike Comeau, School Department.

Literacy Volunteers of South Central MA

- The free service is located on the lower level of the library, assisting the community with literacy and enrichment needs.

Media

- The wide coverage from the *Southbridge Evening News* and the recently established Citizen Chronicle online newspaper, throughout the year was appreciated. We are appreciative of the *Telegram and Gazette*, *Smart Shopper* and *Shopper's Guide* for including our programs in their calendar listing.
- Staff also used social media (1,056 followers) and eNewsletter (1,483 subscribers) to promote the events.
- Library staff record many of the presentations and work cooperatively with the SCTV staff who subsequently edit and upload to You Tube. Archived footage is being uploaded, as time permits.
- Max Gullekson of SCTV conducted some short interviews on forthcoming programs with library director.

Meetings

- Participated in the Annual Legislative Day at the State House.
- Attended area library directors meetings and CMLA (Central MA Library Association) meetings to discuss areas of mutual interest.
- Participated in meetings of the Dual Language (*Puentes/Bridges*) advisory group.

Outreach

- Participated in the Community Health Network Area 5 (CHNA5).
- Hosted WCAC Fuel Assistance program and AARP Tax Filing Assistance.
- Promoted *Red Ribbon Week* and hosted a display of information brochures on substance abuse.

Periodicals

- Staff no longer using the service of a jobber and managing the subscriptions directly, at a cost saving to the library.
- Increased the number of periodicals in the collection and trying out some new titles.

Programs

- Without the support and sponsorship of the Friends of Jacob Edwards Library, the Southbridge Cultural Council, Greater Worcester Community Foundation Donor Advised Fund and generous presenters who donate their time, programming at the library would not be as diverse, robust or interesting. We appreciate the generous funding provided in support of programs.

- A wide variety of programs was offered throughout the year, covering many diverse topics, including authors: Judge Ponsor, Dr. O’Leary Annish, Dr Fava Thomas, James Glickman; music and dance: Flamenco Worcester, Dale LePage, Mark Mandeville and Rianne Richards, and special topics such as the solar eclipse, domestic violence, travel in Africa, gardening, pottery and Thoreau’s bicentenary year.
- Staff is always trying to reach new segments of the community by covering a wide range of themes.

Safety and Security

- Requested additional cameras and improvement to the infrastructure from Capital for FY19.
- Police Department has continued to be supportive and responsive to our requests for service.

Schools

- Cooperative and positive relationship continues with the district. Thanks especially to Mel Blake, Librarian and Maureen Gullekson, Assistant to the Receiver.
- All students at Eastford Road School visited the library, coordinated by Anthony Aucoin.
- Summer Reading books recommended were available through JEL for all area schools.

Services

- Proctoring exams is one of the services offered here and we are the only library to offer this service in the area.

Staffing

- Some staff changes as high school students leave to pursue their studies.

Summer Feeding/Project Bread

- Food was available from 11:00 AM to 1:00 PM for six weeks during the summer. Kudos to the food service staff at School District for providing us with the lunches.

Summer Reading

	Registered	# of Programs	Attendance
<u>Adult</u>	<u>13</u>	<u>12</u>	<u>204</u>
<u>Teen</u>	<u>5</u>	<u>4</u>	<u>15</u>
<u>Child</u>	<u>175</u>	<u>52</u>	<u>1,316</u>

- Theme for Summer Reading 2018 was *Libraries Rock!*

Surplus Inventory

- Processed large amount of obsolete computers and peripherals, 35 mm reader/printer etc.

Tax Abatement Program

Five personnel participated in the program: Gaye Roberts, Lawrence Day, Theodore Bartlett, Virginia Rutcheo and Linda DiBonaventura completing 65 hours each.

Technology

- Worked closely with the C/WMARS network on upgrades and security.
- Evergreen ILS software upgrade required staff training.

- The four access points for WiFi service were upgraded to Meraki MR42 system.
- 15 public access computers, networked and using Windows 10 and Deep Freeze security
- Purchased Dell projector for use during public programs.
- Traffic counter purchased for accurate counting of visitors for state reporting.
- *AWE AfterSchool Edge* computer purchased for Children's Room.

Teens

- The Adult Services Librarian offered 6 programs but attendance was poor. Our experience is supported in the literature, indicating that teen are a difficult group to engage. A new format was created combining the adult and teen reading and 255 books were read in a 6 week period.

Training

- Children's Librarian completed *Basic Library Techniques 1* program, offered for professional staff by Massachusetts Library Services
- Police Department provided active shooter training to staff.
- Staff attended various trainings offered by the town's insurer: MIIA and the library bodies MLS, MBLC, Web Junction and C/WMARS.

Trustees

- Board contributed \$40,000 for books and materials acquisitions.

Volunteers

- Center of Hope clients and a job coach assisted with cleaning and dusting most weeks.
- Tantasqua/*Beyond Pathways* students in a work experience program assisted with projects, accompanied by a job coach.
- Southbridge High School student: Anjolina Fantaroni assisted during the summer food service.