

JACOB EDWARDS LIBRARY
Annual Report FY2021

July 2020 – June 2021

Board of Trustees	Staff	Resigned
Richard (Dick) Whitney, Chairperson	Margaret Morrissey, Director	
Robin Weber, Vice Chairperson*	Stephanie Cyr, Adult Services Librarian	1/2021
Gary Bridgman (Treasurer)*	Elizabeth Gendreau, Children's Librarian	
Mary Ellen (Mel) Blake*	Debrah Gendreau, Circulation Supervisor	
Maureen Gullekson*	Michelle Garcia, Circulation Assistant	
Beth Cournoyer	Ashley Stevens, Circulation Assistant	7/2020
James Dyer	Kathryn Lapriore, Library Aide	
Tammie Darling (minutes secretary)	Caroline Lamarine, Library Page	
*Trust appointee	4 Positions were vacant	

Budget

- Operating Budget : FY2021 - \$539,817 State Aid Award: \$38,797.58

Building

- DPW custodian has been given additional assignments to other town buildings and is at the library for half day, daily.
- Requesting a small capital funding in the FY2022 budget to cover the re-pointing of the brick façade on the west side (Foster Street) of the building.
- Purchased a battery operated blower for the custodian.
- All systems were checked and maintained by vendors. The elevator needed to be re-inspected. A Phase II Stop Switch was installed in the elevator. Passed.
- State inspection of the boilers identified two issues and were rectified. The emergency shut off switches for the boilers have been installed and the air tank has a new valve installed.
- RTU#4 has failed and needs to be replaced. There are five units and RTU#2 has previously been replaced (2/2020). Renaud HVAC has reported that RTU#3 has a crack and will need to be replaced soon as well.
- Sinkhole in the rear parking lot repaired by DPW
- Work on the water/sewer line on Main Street took place for many months and was completed in August.
- Carpet in the Craft Room had to be removed due to water damage and potential mold.

Children's Room

- Robust series of programming offered including Crafty Wednesday grab and go kits are distributed weekly, *Story Time with Ms. Liz* Facebook Live generating a new audience.
- Summer Reading. Theme is *Tails and Tales*. Prizes system is being reviewed and we are offering a Treasure Chest, with a pizza party as the finale.
- Annual *Gingerbread House Workshops* had full registration.
- Children's staff continuing to review the picture book collection with a view to making room for new publications.

Collection Development

- Staff continue to read the reviews of print and nonprint materials, in the professional literature. Purchases are made on a regular basis for the adult, teen and youth collections.
- The library has accepted the
 - *Congregation Ohavath Zion* papers from Joan Greenberg. The synagogue at 69 Eastford Road has closed.
 - Kathy Bonin formerly of Southbridge, sent some photographs from the 1938 Flood and of Southbridge Finishing Company, from Florida.
- Subscribed to Newsbank for access to the Telegram & Gazette among other publications.
- Paul Mills donated a Minutes Book from Southbridge Investment Company 1931-1952
- Janet Tieri Borden gifted a framed photograph from 1918, of Federico Nicholas Verna and Chiarina (nee Campilli) Verna and a history of the family, as well as some other photographs.

Grants

- The Local Cultural Council grant from Southbridge Cultural Council and Mass Cultural Council, as well as the Olive I and Anthony A Borgatti Donor Advised Fund at GWCF are the major source of funding for programs
- Memorial donations have been received in memory of former patron Josephine Kulis and Thomas Crosbie.
- Contacted Health Department to discuss the funding of snow shoes to add to the Library of Things collection and received a positive response to this request to improve the recreational opportunities for the community and the health benefit that ensues.
- The *Telegram & Gazette* has gifted the library with print copies of approximately 100 photographs that were recently digitized by the T&G staff. Picked up from the Worcester office 2/4.
- Donation from the Charlton Southbridge Moms Club of \$100 towards Summer Reading Program.

Literacy Volunteer Services of Central MA

- Long term Executive Director Holly Christo will be retiring from her position in June.

Outreach

- Continuing to meet with local agencies and area library staff
- Request granted to New England Genealogical Society to use a photograph from the digital library – *Girls Club 1916 Centennial Float*
- September is Library Card Sign Up month and we are hoping to increase the number of card holders in the community. Currently there are 7,486 who are Southbridge residents and a total of 10,616 cards with the Southbridge barcode prefix.

Programs

- All programs have been suspended since 3/17, with the notable exception of Loren Ghiglione's presentation of his book *Genus Americanus*, in October, 2020. This was an opportunity to connect with the former publisher and editor of the *Southbridge Evening News* and professor emeritus of the Madill School of Journalism at North Western University.

- Performances (funded by the LCC 2020 grant cycle) that were postponed in 2020 due to the pandemic, have until October 15th to be presented.
- Area libraries (Charlton, Sturbridge, Sutton, Oxford and Southbridge) have joined together to offer a series of five gardening programs online through the Blackstone Gardening.

Reference

- Subscribed to *Brain Fuse* as an additional database

Safety and Security

- Restitution was provided for books that were stolen
- Police Officers regularly walk through the library and maintain a presence of safety in the building.

Service

- This year there is an additional holiday added to the staff holiday calendar: Juneteenth The library will be closed on Friday, June 18th.
- In-person use of the library has resumed since April 15, 2021. Browsing the collection, using the computers and printing services are accessible. Meeting rooms are not yet available. Regular 50 hours per week service resumed after Labor Day.
- JEL closed to the public, due to positive COVID on 3/11 and reopened 3/25

Staff

- New admin (S-8) position proposed in the FY22 budget, in recognition of the change in responsibility and supervisory structure. Approved.
- Staff turnover was high and there was a furlough in April. Positions were advertised and filled.

Technology

- Service provided by our network CWMARS, has been stellar, keeping computers and the system updated.
- CWMARS have scheduled an upgrade to the Cisco Meraki firmware for the Wifi Access Points
- Spectrum is reviewing the current status of the library and restoring the ability of the library to be able to broadcast live, when needed.