

# JACOB EDWARDS LIBRARY

## FY2024 Annual Report



### Library Mission Statement

The Jacob Edwards Library enjoys a rich legacy of excellent service and is committed to the promotion of reading, education, literacy, culture, and lifelong learning for persons of all ages in our community.

### Vision Statement

Jacob Edwards Library will be the community hub, the place for any and all of our community's residents to gather, learn and discover.

Staff	Title	Salary	Tenure
Margaret Morrissey	Library Director	\$92,459.12	9/1995-
Jessi McCarthy	Adult Services Librarian	\$62,271.72	12/2021-
Elizabeth (Liz) Gendreau	Children's Librarian	\$60,552.18	11/2004-
Debrah (Debbie) Gendreau	Circulation Supervisor	\$16,946.14	10/2016-10/2023
Samuel Korstvedt	Circulation Supervisor	\$42,782.08	10/2023-9/2024
Samuel Korstvedt	Circulation Assistant	combined	5/2022-10/2023
Megan Garlie	Circulation Assistant	\$6,196.88	5/2022-8/2023
Jillian Ciapocha	Circulation Assistant	\$25,324.28	10/2023-
Noah Wallace	Circulation Assistant	\$19,517.95	11/2023-8/2024
Deborah (Deb) Tatro	Circulation Assistant	\$31,328.48	11/2022-
Kathryn (Kathy) Lapriore	Library Aide	\$8,721.60	9/1995-
Jeffrey (Jeff) Skonieczny	Library Aide	\$8,429.60	9/2021-
Jeanne Dupuis	Library Aide	\$8,408.88	9/2021-
Rileigh Zacek	Library Page	\$7,527.60	4/2023-7/2024
Yerilian Miranda Colon	Library Page	\$7,027.95	8/2022-
TOTAL 12 Positions	297.5 staff hours per week		

<b>Board of Trustees</b>	<b>Position</b>		<b>Friends of JEL</b>	<b>Position</b>
James Dyer	Chair		Caroline McKinley	President
Berandette Meade*	Vice Chair		Louise Majewski	Vice President
Gary Bridgman*	Finance		Kathy VanCamp	Secretary
Mel Blake*			Barbara Day	Treasurer
Elizabeth (Liz) Golz*				
Janet Jenkins				
Dick Whitney				
Tammie Darling	Minutes Secretary			
<i>*Trust appointee</i>				

Operating Budget: FY2024 = \$574,884

Municipal Appropriation Requirement \$566,473

State Aid Award: \$59,581.81

### Building

Custodian is a DPW staff member and works 20 hours per week at the library. DPW staff were assigned to special tasks at JEL, as directed by the DPW Operations Manager, working from a task list generated by JEL. Repairs to the building structure completed and various leaks repaired. Equipment and systems inspected and repairs conducted, as needed. Elevator is in need of a 'modernization service' and has been having issues since 6/2023. Mahogany signs were refurbished. Trees were planted by Opacum Land Trust 1,000 Tree Project. Trees trimmed. 1966 attic weatherized with incentives from MassSave.

### Capital Budget

6 Year Capital Budget request was presented - RTU replacement was approved

- Ceilings repairs throughout the building - funded
- Copper gutters on the west side of the building (Foster Street) - funded
- Elevator modernization - grant applied for through MA Office of Disability.
- Windows in the 1914 and 1966 sections need to be restored, insulated and painted.

### Children's Room

Children's staff prepared thematic craft kits. Story Time, Lego Club, Crafty Wednesday, and other programs are offered. YMCA/YFCP offered STEM, and Wiggles & Giggles programs. AmeriCorp staff from OSV provided programming on crafts. Special Programs offered during spring and winter vacations, and the ever popular Gingerbread House Making, sponsored by FOJEL. The penultimate event is the visit from Santa and Mrs. Claus. Summer reading programs were funded by LCC grants and Borgatti Trust.

### Chess Park

The Southbridge Chess Club presented a proposal to the Board of Trustees to install a chess park on the south east corner of the property. Project approved and a subcommittee was formed. Joseph Coan,

landscape architect, created a rendering, posted on the website.

### Collection Development

Selectors continued with book purchasing with increased focus on eBooks and eAudio materials to support online access. Thematic displays set up to promote the collection and increase circulation. Inventory of the collection ongoing, Library of Things cataloged. Archival movies were digitized by East Coast Video and a reel of 35mm footage was digitized by George Eastman Museum, funded by Savers Bank, Cornerstone Bank and the Historical Commission.

### Friends of JEL

FOJEL reported 91 members for the ARIS (state) report. Provided financial support for programs and museum passes. An application for a 501 (c) (3) entity (non profit) submitted. Book Sale raised \$1,054.

### Grants and Gifts

22 LCC grants awarded by Southbridge Cultural Council for performances hosted at the library. Awarded \$1,200 from Library of America, participated in a training with the ED&P Director, offered by NEFA that provided a \$15,000 grant to *Make a Call for Public Art*. Donations received from Olive I. and Anthony A. Borgatti Advised Fund (GWCF) memorial fund for Jeanne Ayott and Ann Hamel, Miami Foundation *et al*

### Literacy Volunteers of South Central MA

The Town offers an office on the lower level of the library for the group, led by Emily Farrell, Executive Director. Provides free, confidential, and individualized tutoring to adults in basic adult literacy and English for Speakers of Other Languages. Services are provided by trained volunteer tutors. Citizenship preparation classes, and a "Literacy Cafe" English conversation group are also offered.

### Long Range Plan

The strategic plan for the next 5 years was finalized.

### Outreach

JEL monthly electronic newsletter has more than 1,600 subscribers. Attended meetings with area library directors. Visited area schools to promote the library. Staff conducted some library card sign up drives. Met with social and human service groups. WCAC provided fuel assistance and tax preparation.

### Poet Laureate

Bill Tremblay, was appointed as the first poet laureate of Southbridge, in April 2024.

### Programming

In partnership with Southbridge Community TV, programs are recorded and archived on YouTube. Events are also broadcast on Facebook Live. Hosted monthly: art exhibits, author talks, book club,

concerts, and celebrated Black History, Women's History, Juneteenth and Hispanic Heritage, Indigenous People and more. Presentations: mindfulness, beekeeping, paranormal, pride, golf, pottery, history and a dramatic performance. The Adult Services Librarian has been offering a monthly Teen Take and Make.

#### Safety and Security

The staff continue to be assisted by the Police Department on various issues. Cameras assist with safety.

#### Staff

Staff is availing of the training offered by various library agencies online. There has been some turnover in staff. Five tax abatement participants assisted staff with various activities throughout the year.

#### Statistics

<b>Hours Open</b>	<b>Number of Visits</b>	<b>Registered Borrowers</b>	<b>Live Programs</b>	<b>Program Attendance</b>	<b>Computer Usage</b>	<b>WiFi Sessions</b>
2,397	58,386	9,358	505	15,474	3,900	6,359

<b>Holdings Physical</b>	<b>Electronic Holdings</b>	<b>Circulations: Physical Materials</b>	<b>Electronic Circulations</b>	<b>ILLs Provided</b>	<b>ILLs Received</b>	<b>Database Usage</b>
87,445	240,856	35,201	8,072	13,781	6,488	9,616

#### Summer Reading

Incentive prizes offered to youth, teens and adults. 102 adults, 30 teens, and 180 children participated. Since 2011, the library has partnered with the School District to offer food for 6 weeks in the summer.

#### Technology

CWMARS network provides excellent service. New catalog (Aspen) is more intuitive. Software and hardware updates done regularly. The library's internet speed has been increased to 600 mbps download and 35 mbps upload. Smart TVs and audio systems were installed.

#### Trustees

Gift policy approved. Added donations page to the website. Reviewed bylaws and policies. Contributed \$45,000 towards purchases to qualify for state aid. Chess Park - the board commissioned a site survey and hired Joe Coan, Landscape Architect. Okers installed upgrades in the Pioppi Room and Reading Room, funded by the Trustees.