

JACOB EDWARDS LIBRARY Annual Report FY17

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

Bicentenary Town of Southbridge

- Representatives of the Trustees, Staff and Friends participated and walked behind the new JEL banner.
- Organized some programs and exhibits in support of the bicentenary celebration.
- Maintaining an archive for future research
- Trustees paid for an advertisement in the Bicentenary history book.

Budget

Operating budget FY2017 - \$497,752.00. State Aid Award: \$29,094.39

- 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. eBooks experiencing increase in use.

Building

- Lighting throughout the building upgraded to LED system by R & M Electrical Contractors.
- Lower level hallway and Children's Room painted by the custodian
- Power flush toilets were installed by Blanchets on the main level to reduce maintenance issues.

Capital and Improvements

- Copper Gutters were replaced, façade re-pointed and sealed, windows weatherized and foundation re-pointed by PO Roofing, on the 1914 section of the building.

Children's Room

- The patrons and staff welcomed Eddy, our new betta fish.
- Dept. of Children and Family visits have resumed and a memorandum of understanding in place.
- New and innovative programs were introduced and attracted many participants and is contributing to our increased door count.
- Reading Nook introduced, Tinkering and Makerspace program added and made possible due to a memorial gift from Trustee Emeritus James Puracchio and patron Katherine Colognesi.
- Weekly story hour, Construction Crew, Toddler Fun, Crafty Wednesdays, Tinkering and author visits (Jenn Bishop) as well as many other special programs are offered. Some sessions with therapy dog Drifter were offered during the winter.

Circulation

Number of Databases	Wireless sessions	Registered borrowers	Interlibrary loans sent	Interlibrary loans borrowed	Total Circulation	# public access computers
9	14,944	9,575	15,201	5,739	59,159	15

Collections

- Inventory project continues in Children's Room. Adult and Teen collections completed.
- In addition to Wii and DS games, the library now offers Xbox and Playstation games.
- Digital collections are becoming popular with patrons and promotion of these items is our focus.

Collection Holdings

Print Periodicals	Books	Audio CDs	DVDs	E-Books	Downloadable Audio	Downloadable Video	Electronic Format	Microfilm
3,267	76,394	4,686	4,280	156,653	15,999	1,229	149	526

Digitization

- DPLA (Digital Public Library of America) used one of the images from the JEL Spanish American War in an exhibit May 2017 called "Age of Empire"
- Staff attend annual Digital Commonwealth conference

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.
- 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

Friends of JEL provide generous support of activities including the annual book sale in March and the 12th Artful Friends art show and raffle throughout the month of June. Refreshments at the programs are provided by the organization. *World Wide Knit In Public Day* was held at the gazebo on the Southbridge Common 6/10. Gift basket was sponsored for the Community Baby Shower. Fundraiser in conjunction with Dale LePage and The Manhattans 10/14.

Chairwoman	Vice Chairwoman	Secretary	Treasurer	Book sale and Movie screening	Membership
Barbara Day	Isabel Lopes	Kathy Dashnaw	Vivian Deslisle	Larry Day	134

Grants and Gifts

- Southbridge Cultural Council – 11 grants for a total of \$5,050
- *Olive I and Anthony A Borgatti Donor Fund* at Greater Worcester Community Foundation \$1,200
- Claire J Birtz/Dr. & Ms. Easterly/Southbridge Cultural Council to fund the installation of Dale Rogers sculpture "Reaching for a Star" December 1, 2016, our final contribution to the bicentennial year.
- Mike Comeau, Director of Facilities presented the library with a bronze plaque that was formerly hanging in the library of the Mary E. Wells School.

Historical

- Oil portrait of Jedidiah Marcy donated by the family of Dorothy and John Seabrooke, facilitated by Old Sturbridge Village curatorial staff.

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.

Long Range Plan

- The sub committee of the Board of Trustees worked on developing the plan, having conducted a survey in the community. Anticipated that it will be published in the early part of the fiscal year.

Media

- The wide coverage from the Southbridge Evening News throughout the year was appreciated.
- Staff also used social media (890 followers) and the eNewsletter (1,490 subscribers) to promote the events.
- Many of the presentations are filmed by library staff and edited and uploaded to You Tube and the cable channel by the SCTV staff. Archived footage is being uploaded, as time permits.
- Two short interviews were conducted by Max Gullekson of SCTV.

Outreach

- Participated in the Community Health Network Area 5 (CHNA5)
- Hosted WCAC Fuel Assistance program and AARP Tax Filing Assistance.
- Attended meetings of the Dual Language and the Alternative School advisory group.
- Hosted QCC's Intl. Manufacturing Day where attendees could try out tools and equipment
- Attended Library Legislative Breakfast at Sutton Public Library.

Periodicals

- Staff is reviewing options and considering changing from current jobber. New more efficient alternatives are available and will be explored.

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.
- Due to poor response *Krosslink* – network for entrepreneurs and those interested in starting businesses – will be coordinated by the town's Economic Development office.
- A wide variety of literary, music, dance programs was offered throughout the year, including Dr. Sara Luria, College of the Holy Cross; Castle Island from the MA State Archive, Jeff Belanger, Duo Alterity, Oakes and Smith, Mark Mandeville and Raianne Richards Band, Moonshine Holler and Dr. Robert McMaster.

Safety and Security

- A new camera system with additional cameras was installed, providing wider coverage and has been used many times to review our security. Funded by MIIA (\$10,000) and the balance from State Aid.
- Increasingly the staff is relying on the security footage to research issues

Schools

- Cooperative and positive relationship continues with the district. Thanks especially to Mel Blake, Librarian and Maureen Gullekson, Assistant to the Receiver.
- Summer Reading books recommended were available through JEL.

Services

- Proctoring of exams has been added to our list of service offerings.

Staffing

- Staff availed of many training opportunities offered by the MA Library System and Web Junction, all at no cost to the town.
- Some promotions and staff changes took place, to make for a stronger more cohesive team.

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	Completed	# of Programs	Attendance
<u>Adult</u>	<u>51</u>	<u>51</u>	<u>10</u>	<u>172</u>
<u>Teen</u>	<u>18</u>	<u>18</u>	<u>6</u>	<u>18</u>
<u>Child</u>	<u>174</u>	<u>80</u>	<u>47</u>	<u>1,086</u>

- The format of the program was changed to make it more contemporary and fun for the participants. The Friends of JEL sponsored the incentive prizes.

Tax Abatement Program

- Due to ill health the program has mostly operated with three participants this year.

Technology

- Worked closely with the C/WMARS network on upgrades and security.
- Microsoft OS10 and Office 2016 is now installed on all computers
- New CBA coinbox installed compatible with Envisionware software.
- New leased copier/printer/scanner installed.

Teens

- The Adult Services Librarian participated in the annual Youth Summit and promoted the library

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.
- Linda DiBonaventura, Samantha Denault and Anjolina Fantaroni assisted during the summer food service.