



## Annual Report

## Jacob Edwards Library FY2016

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
	Anekah Ellis, Library Aide
*Trust appointee	Library Page x 2 vacant

### Budget

- Operating budget \$495,492.00. State Aid Award FY16: \$29,770
- Circulation figures have decreased but database usage is now allowed to be tracked as part of the report and is off-setting some of the decrease.

### Capital and Improvements

- The Foster Street staircase has been replaced and the wrought iron sandblasted and re-painted. The project cost \$5,500 and was paid from the operating budget.
- Copper gutters/windows to be re-caulked/façade cleaned and re-pointed approved \$125,000 at Town Council meeting 4/2016
- Roof was repaired by P and P Contractors
- Blanchet's installed a back flow preventer

### Centenary Celebration

History of JEL "First Century: Jacob Edwards Library" was published in conjunction with Navigator Graphics.

### Bicentenary of the 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 history book

### Circulation:

Number of Databases	Wireless sessions	Registered borrowers	Interlibrary loans sent	Interlibrary loans borrowed	Total Circulation	# public access computers
9	15,556	9,418	16,542	7,123	69,102	15

### Collections

- The inventory project continues.
- Started a subscription to *Zinio*, providing online access to 50 magazines titles.

### Collection Holdings:

<i>Print Periodicals</i>	<i>Books</i>	<i>Audio CDs</i>	<i>DVDs</i>	<i>E-Books</i>	<i>Downloadable Audio</i>	<i>Downloadable Video</i>	<i>Electronic Format</i>	<i>Microfilm</i>
3,552	76,507	4,440	4,060	174,052	11,324	997	209	513

### DPW/Custodian

- DPW custodian (full time) is based in the library. Summer hours – 6 am – 4 pm x 4 days
- DPW engineering staff assisted with technical information for capital requests.

### Friends of JEL

The Friends of JEL provide generous support of activities including the annual booksale in March and the *Artful Friends* art show and raffle throughout the month of June.

<i>Chairwoman</i>	<i>Vice Chairwoman</i>	<i>Secretary</i>	<i>Treasurer</i>	<i>Booksale and Movie screening</i>
Barbara Day	Isabel Lopes	Laura Tomasko	Vivian Deslisle	Larry Day

### Grants and Gifts

- Southbridge Cultural Council – 13 grants for a total of \$4,450
- *Olive I and Anthony A Borgatti Donor Fund* at Greater Worcester Community Foundation \$1,200
- Harvard Pilgrim in conjunction with Early Intervention/ KDC
- Savers Bank – 2 benches on Main Street in front of JEL

### Historical

- Felix Gatineau bas relief gift from Union St. Jean Baptiste and dedication lecture by Dr. Claire Quintal and Mr. Theodore Bartlett
- Dr. James Martel and the Gatineau Family presented a walking cane owned by Felix Gatineau
- Oil portrait of Jedidiah Marcy donated by the family of Dorothy and John Seabrooke.

### Programs

- Started a branch of *Krosslink* – a network for entrepreneurs and those interested in starting businesses.
- A wide variety of literary, music, dance programs was offered throughout the year, including Dr. Manisha Sinha UMass and Thomas Daley, Norman Rockwell Museum, My Life My Health series among others.

### Safety and Security

Increase in security issues recorded. Upgrade and increase in coverage in the camera system being considered.

### Schools

Cooperative and positive relationship continues with the district. The library director serves on the Library Advisory Committee at West Street School.

### Services

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

### Staffing

- Survey of staff salaries and job descriptions (town-wide)
- Staff turnover in Children's position and Library Aid positions
- Mentored student from ASPIRA of MA during the summer.
- 6 tax abatement personnel worked at the library

### Summer Feeding/Project Bread

Kudos to the food service staff at the SMHS for providing us with the lunches to serve and the Southern Worcester Co Educational Collaborative and Center of Hope clients for staffing the service. Food available from 11 am to 1 pm

### **Summer Reading**

166 children participated in the summer reading program offered at the library. There is an incentivized program offered to Teens and Adults too. Attendance increases significantly during the summer months.

### **Technology**

The network has upgraded JEL speed to perform at 60M download and 4M upload.  
Purchased a server and 4 new computers

### **Training**

- Staff participated in webinars as well as in-person courses offered through MA Library System and MBLC
- Additionally staff took advantage of the eMIIA courses offered by the town's insurance company.

### **Trustees**

- The Board purchased 28 Foster Street (adjacent blighted property to JEL) at the cost of \$50,000. The Town Attorney facilitated the conveyance of the property. The building was subsequently razed by the Town.
- The Board contributed \$40,000 for books and materials acquisitions.