

2016 ANNUAL REPORT OF THE TRUSTEES THAYER MEMORIAL LIBRARY

MISSION STATEMENT

The Thayer Memorial Library brings people, information, and ideas together to enrich lives and build community.

CORE VALUES

Passion

We love the Library, we love Lancaster, and we love what we do.

Free and Open

We promote intellectual freedom and privacy for all.

Inspiration

We enhance learning, the free flow of ideas, and civic responsibility.

Respect

We respond to all with courtesy and compassion.

Integrity

We uphold a bond of trust between the Library and the community as stewards of our collections and our building.

Legacy

We treasure the history of Lancaster and its Library as we embrace the future.

Board of Library Trustees

Chair: Emily J. Rose
Vice-Chair: Frank T. MacGrory
Secretary: Frank Streeter
Member: John Schumacher-Hardy
Member: Stephanné Fiori
Member: Stephen Piazza

Library Staff

Director: Joseph J. Mulé
Assistant Director / Adult Services Librarian: Karen Silverthorn
Children's Librarian: Susan Mello-Conroy
Senior Library Technician: Linda Ledoux
Special Collections Assistant: Marcia L. Jakubowicz
Library Technician: Janet Baylis
Library Page: Janet Baylis
Library Page: Lisa D'Ambrosio
Library Page: Dorothy McCandless
Library Page: Gail Prewandowski
Library Page: Jo Agnes Santangelo
Custodian: Nancy Record

Hours:

Monday 10:00 AM – 8:00 PM
Tuesday 12:00 PM – 8:00 PM
Wednesday 10:00 AM – 8:00 PM
Thursday 10:00 AM – 8:00 PM
Friday 10:00 AM – 5:00 PM
Saturday 10:00 AM – 2:00 PM

Many library resources are available 24/7 online at:

www.thayermemoriallibrary.org

Our 154th Year as a source of real facts!

In 2016 Thayer Memorial Library (TML) continued its proud tradition serving the Town of Lancaster as a free public library. Lancaster citizens could participate in workshops and activities; attend lectures, movies and meetings; read and access the Internet, all simply by entering our historic building. More than 60% of Lancaster citizens, from children to seniors, have library cards which enabled them to borrow from over 185,000 circulating items: books, magazines, CD's, DVD's, e-books, e-magazines, museum passes, and even a telescope. Fulfillment of the Commonwealth's Certification standards allowed TML card holders to additionally utilize materials and services at hundreds of libraries in Massachusetts and to take advantage of extensive resource-sharing networks. Through Massachusetts public library information portals, TML users could connect to an abundance of popular magazines, scholarly journals, historical digital collections, and programs.

In July 2016 the Board and staff began implementation of a 5-year Strategic Plan designed to transform TML into an even more dynamic and community-centered institution aligned with the best practices of public libraries of our times. Over the coming years TML will focus on five service response areas in implementing the plan:

Be a Dynamic and Adaptive Community Institution

All about Lancaster

Visit a Comfortable Space

Nurture Young Readers and Thinkers

Stimulate Imagination

This Strategic Plan became our guide as TML continues to provide the services Lancaster citizens appreciate and expect in alignment with our Mission and Values. Please see our website to read the full plan.

Administrative activities:

Administrative policy reviews were begun in January by the Board in anticipation of the Strategic Plan. Library Director Mulé completed a six-session Mass Municipal Personnel Association Supervisory Leadership Development Program. Three trustees and three staff members participated in the Digital Commonwealth 10th anniversary conference. Throughout the year additional professional development trainings were attended by staff members. The Board resolved to annually reserve a portion of non-appropriated funds for staff development, especially in light of Strategic Plan activities.

The library's 1754 sampler was sent to Museum Textile Services in Andover for cleaning and conservation. In addition, a Preservation Survey by a specialist from the New England Document Conservation Center (NEDCC) was performed to facilitate development of a comprehensive preservation plan. Non-appropriated funds were approved for these activities, as well as towards development of a TML app.

In December Director Mulé submitted unique volumes from TML Special Collections for review by NEDCC specialists in anticipation of grant submission in 2017.

The Board completed negotiations with Director Mulé for renewal of his contract In December. A renewal of Director Mule’s contract was unanimously approved beginning in FY18.

Circulating collections and displays:

In 2016 TML technical services processed and added 7,709 items the general collection. Notable were an online magazine database (Zinio), streaming video service (InstantFlix) and new Great Courses purchased from The Teaching Company. In addition, participation in e-media networks effectively doubled the number of titles available for public borrowing. The circulating collection breaks down as follows:

2016	Adult	Young Adult	Juvenile	Totals
Books	23,246	2,732	13,797	39,775
Magazines	2,363	26	184	2,573
Audio	7,957	94	591	8,642
Video	6,995	3	1,652	8,650
eBook	113,633			113,633
eMagazine	50			50
eAudio	9775			9,775
eVideo	997			997
Games	266	0	196	462
Micro	87	0	0	87
Misc	680	15	304	999
	166,049	2,870	16,724	
				185,643

Circulating Museum Passes:	
Animal Adventures	Mass Audubon
Butterfly Place	Mass State Park Parking Pass
Davis Farmland/Megamaze	Museum of Russian Icons
Animal Adventures	Mystic Aquarium
Discovery Museums	Salem Witch Museum
Ecotarium	Southwick’s Zoo
Fitchburg Art Museum	Tower Hill Botanic Garden
Fruitlands	USS Constitution Museum
Garden in the Woods	Worcester Art Museum

Throughout the year a variety of displays in the rotunda of Memorial Hall highlighted collection areas. Poems written by Lancaster students were displayed thanks to the 7- Bridge Writer's Collaborative poetry competition. The Current Topics Club display case featured items from TML Special Collections with displays on: Lancaster's famous trees, Lancaster in the Revolution, John James Audubon, and Lancaster's water.

The Library was honored to receive a donation from the Veterans of Foreign Wars of a flag which is a replica of that carried by Lancaster's soldiers in the Civil War. The flag is displayed in the Reference Room near the Civil War memorial plaque.

Programs:

Programs at TML were led by library staff members, patron volunteers, and outside guests. These provided opportunities for community members to listen, learn, and engage with each other during presentations and group meetings. Some of the 503 programs held in 2016 are highlighted below along with funding sources:

Weekly	Monthly
Story Hour	Young Adult Book Group
LEGO Club	Thomas the Tank Engine Club
	Every Child Learn to Read
7 Bridge Writer's Collaborative – 5 weekly groups	
Blockbuster Movie	7 Bridge Writer's Collaborative Author Event
Scrabble Club	Adult Book Group (2 groups)
Knitting Club	Computer Help with Jon Roper (2 per month)
Adult Coloring	
Toastmaster's Public Speaking Club	

Highlights:	
Big Truck Night	Rosemary Davis Environmental Series (5 programs)
Pajama Story Hour	Nature of My Backyard
Malik the Magic Guy	Going Green with your Pets
Edible Bird Feeder	Animal Adventures: Dino Adventures
World Class Frisbee	Wolf Talk
Diane Kordas Puppets	Animal Invaders: Sharing Space
4H Babysitting Class	H ₂ O the Series (7 programs)
	Salamanders, salamanders!
	Magic of the Quabbin
	Whatever Happened to the Birds of John J. Audubon?
Freedom's Way Heritage Treasures: Memorial Hall-A Civil War Footprint on Lancaster's Green	

Funding Sources:
Friends of Thayer Memorial Library
George K. Progin Foundation
Rosemary Davis Memorial Fund at Greater Worcester Community Foundation
Lancaster Cultural Council

Building:

Early in the year roof issues found during work done in 2015 were repaired by Olde Mohawk Historic Preservation. In October the older of the two library boilers failed and was replaced.

As the TML Board and staff began to prepare for implementation of the Strategic Plan, a Building Subcommittee was established to review physical infrastructure issues and propose solutions. The committee reviewed HVAC issues in the Museum and suggested a building HVAC survey. At this time the Town is unable to cover the cost. Repairs will continue to be done as needed.

The committee also contacted CBT Architects, the architecture firm for the 1998-99 renovation and expansion, to learn about building envelope issues. They reported the envelope is sound, and cautioned that current recommendations in the profession specify that no insulation should be added between exterior brick and interior walls in buildings of this age (150 yrs.) When this is done moisture may be trapped, causing catastrophic failure of the brick exterior.

Blinds were replaced in administrative offices and meeting rooms with funds from the TML Foundation. The Board met with the Town Administrator about changes to library parking areas and walkways resulting from renovations to the Prescott Building. The Board requested to be included in future discussions involving changes to the Town Green campus.

In May the building was highlighted when TML participated in a Freedom’s Way National Heritage Area regional event entitled “Hidden Treasures”. *Memorial Hall – A Civil War Footprint on Lancaster’s Town Green* included tours of the building by staff members with the Museum also open for viewing.

How was TML able to provide information and services to the public?

Thayer Memorial Library provided wide-ranging services to meet the needs of its users through the financial support of Lancaster voters, the Commonwealth of Massachusetts, grants awarded by non-municipal agencies, and gifts from generous supporters. In 2016 the Library’s municipal income was \$345,518. TML augmented its municipal appropriation with \$46,548 in non-appropriated funds.

Funding sources:

Municipal support:

Calendar year 2016 spanned the second half of Fiscal Year 2016 and the first half of Fiscal Year 2017. TML’s municipal appropriation supports operational expenses including wages, new media, CW/MARS membership, office supplies, and housekeeping.

2016											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fiscal Year 2016						Fiscal Year 2017					
Appropriated Municipal Income				\$324,889		Appropriated Municipal Income				\$341,899	
										change:	5.2%

State Aid:

The Town of Lancaster met the Minimum Appropriation Requirement required for certification under 605 CMR 4.00: M.G.L. c. 78, ss.19A and 19B in both Fiscal Years. In addition to the Minimum Appropriation Requirement, State certification requirements which were met included

- Library open to the public 49 hours per week
- Minimum Expenditure Requirement met by spending at least 16% of the municipal appropriation on books and other media (magazines, CDs, DVDs, e-content) Certification under Commonwealth standards in both Fiscal Years assured that TML received State Aid awards. The total State Aid awarded to TML in 2016 was \$14,425.

Grants:

The Library was able to sustain a vibrant selection of programs for children, adults, and families through the support of several grant organizations. In addition to programs, grants funds were also used to purchase museum passes, materials for the collection, equipment, and professional training for staff members.

Notable are two local charitable organizations dedicated to directly supporting TML: the Friends of Thayer Memorial Library, and the Thayer Memorial Library Foundation. The Lancaster Cultural Council also provided support through funds from the Massachusetts Cultural Council.

In 2016 TML received generous support from the George K Progin Foundation for the continued advancement of Children’s services. The Rosemary Davis Memorial Fund of the Greater Worcester Community Foundation supported programs which educated the public about nature and the environment, wildlife, and animal-human interactions.

Other Non-appropriated Funds:

Thayer Memorial Library also received income from trust funds, memorial donations, special gifts, fines, and fee-based services or programs.

In-kind donations:

Books, CD’s and DVD’s are received from the public throughout the year. Those which TML staff deem suitable may be added to the general collection. In 2016 nearly 2,000 donated media items were added to the collection, a value of more than \$15,000.

Volunteers:

The generosity of library users extends beyond monetary donations to include many hours donated by volunteers. In April 2016 *Independent Sector*, a Washington, D.C.-based network of nonprofits, foundations, and corporate giving programs, estimated that volunteer time in Massachusetts is worth \$29 per hour. In 2016 volunteers provided 1680 hours of scheduled time at TML, which is equivalent to \$48,720 of service.

Thayer Memorial Library is grateful to the citizens of Lancaster and our volunteers who made it possible to provide a free public library, vital to democracy in these United States of America.

Respectfully submitted,
Emily J. Rose, Chair of Board of Library Trustees