

2017 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.

OUR 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 155TH YEAR OF PUBLIC LIBRARY SERVICE:

In 2017, Thayer Memorial Library (TML) continued its proud tradition of serving the Town of Lancaster as a free public library. From children to seniors, 61% of Lancaster citizens have library cards. This enabled them to borrow from over 112,000 circulating items locally. Because TML meets Commonwealth certification standards, TML cardholders could use materials and services at hundreds of libraries in Massachusetts and gain access to millions of items. Visitors to TML participated in over 1,000 programs, activities, and meetings; read newspapers and accessed free Internet; and enjoyed artwork and exhibits.

In 2017, the Board and staff moved into year two of its Strategic Plan assuring the Library continues to provide excellent value while identifying opportunities for change as Lancaster's needs evolve.

BEHIND-THE-SCENES ACTIVITIES:

Our website redesign and Thayer Memorial Library App were completed in 2017 with the assistance of Lancaster resident and longtime volunteer Bob Kadlec. Both the website and Thayer Memorial Library App can be viewed at www.thayermemoriallibrary.org.

In the spring of 2017, TML received an unusual request to serve as a location for a motion picture to be filmed in what movie producers felt was a "quintessential New England library". In early July, TML closed to the public for a day as scenes from Sony Screen Gems Film motion picture *Slender Man* were filmed in the Children's Room wing and Memorial Hall. The Library donated the \$7,000 fee received from Sony Screen Gems Film to the Town's general fund.

In the fall, TML was awarded \$30,000 from Federal funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners to conserve and digitize materials from the Library's Special Collections. When the money arrived in October, four volumes, which were annotated, collected, and organized by Henry Stedman Nourse, were delivered to the Northeast Document Conservation Center (NEDCC) in Andover. NEDCC began conservation treatment and digital imaging of over 1,400 pages of this unique manuscript material relating to the history and geography of Lancaster. Work on the volumes will be completed in 2018.

Continuing with preservation plans, the Sophia Houghton Sterling and Mary Eager samplers were sent to Museum Textile Services in Andover for cleaning and conservation. The Library received a *Report of a Preservation Needs Assessment* completed by the Northeast Document Conservation Center in Andover. The assessment evaluated the building and environments as they relate to the preservation needs of paper-based, audiovisual, and photographic materials housed in the Constance V. R. Thayer Special Collections room and the Museum; examined current policies, storage, and handling procedures; and assessed the general condition of materials. The Board continued an administrative policy review, and work on a detailed building systems manual was begun. Digitization of archived operational documents was undertaken, allowing file cabinets to be removed from offices.

Director Mulé attended two workshops in 2017 on grant writing and began participation in a five session workshop series *Finding Common Ground: Collaborative Training for the Cultural Heritage and Emergency Response Communities*. This project sets out to bring first responders together with members of the local cultural heritage community in an effort to protect humanities collections and municipal records following a disaster.

In addition, Director Mulé chaired two committees for CW/MARS, the organization, which links libraries in Central, and Western Massachusetts. The Evergreen Review Taskforce reviewed the integrated library system *Evergreen* that forms the backbone of CW/MARS' services to member libraries. The Investment Planning Subcommittee worked on CW/MARS' stabilization fund and investment policy. CW /MARS (Central/Western Massachusetts Automated Resource Sharing, Inc.), is a library consortium dedicated to resource sharing and access to information. The network includes public and academic libraries from 495 to the New York State line with more than 8.5 million physical items and eBooks available to borrow by Lancaster residents.

The three-year union contract which includes Library staff members was finalized in the spring. Dave Foster, facilities manager for TML, retired December 1. Rick Krafve stepped into the role in mid-December.

CIRCULATING COLLECTIONS AND DISPLAYS:

In 2017, TML technical services processed and added 7,157 items the general collection. The circulating collection contains the following media:

2017	Adult	YA	Juvenile	Totals
Books	21,459	2,466	12,854	36,779
Magazines	2,152	25	135	2,312
Audio	7,198	84	604	7,886
Video	6,307	3	1,451	7,761
eBook	32,720	3,682	5,512	41,914
eMagazine	130			130
eAudio	10,775	1,253	1,153	13,181
eVideo	1,229			1,229
Games	123	0	242	365
Micro	87	0	0	87
Misc	617	12	291	920
Totals	82,797	7,525	22,242	112,564

Circulating Museum Passes:

- | | |
|--------------------------|------------------------------|
| Animal Adventures | Mass Audubon |
| Butterfly Place | Mass State Park Parking Pass |
| Davis Farmland/Mega Maze | 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, displays in the rotunda of Memorial Hall highlighted collection areas. In April the 7- Bridge Writer's Collaborative displayed poems written by Lancaster students. The Current Topics Club display case featured items from TML Special Collections; highlights include exhibits on the Anti-Slavery movement in Lancaster and Brevet Brigadier General Francis Washburn.

PROGRAMS:

In 2017, TML launched a new concert series through the efforts of volunteers and the support of the Friends of the Thayer Memorial Library. The first concert had a capacity crowd, much to the dismay of those turned away due to safety regulations. In April the Library celebrated *Lancaster History Month* with standing room only attendance for "Meet Mrs. Mary Rowlandson." TML partnered with the Lancaster's Commission on Disability with programs in October. Other activities included the 3rd Annual Hat Project in January, the Lancaster Girl Scouts Diaper Drive, and TML's annual Food for Fines between Thanksgiving and Christmas.

Weekly

- Story Hour
- LEGO/Thomas the Tank Engine Club
- Pokémon
- 7 Bridge Writer's Collaborative
- Blockbuster Movie
- Scrabble Club
- Knitting Club
- Adult Coloring
- Toastmaster's Public Speaking Club

Monthly

- Young Adult Book Group
- Every Child Ready to Read
- Theater Club
- Adult Book Group (2 groups)
- 7 Bridge Writer's Collaborative Author Event
- 7 Bridge Writers' Collaborative Writing Workshops

- Computer Help with Jon Roper (2 per month)

Programs in 2017 (with 5,753 total attendees) included regular group meetings as well as individual presentations led by Library staff members, patron volunteers, and outside guests. Highlights and funding sources are given below.

Programming Highlights:

Rosemary Davis - Environmental Series (fall)

Raptors: Majestic Hunters of the Bird World
North American Birds of Prey
Wildlife from Glacier, Rocky Mn, Yellowstone, and Gr. Teton Nat. Parks

Rosemary Davis - H2O the Series (spring)

Animal Adaptations in the Freshwater Ecosystem
Aquatic Insect Investigations
Common Loons! Diving into Their World
Birds of the Nashua River
Wild About Whales

Lancaster History Month (April)

Meet Mrs. Mary Rowlandson
Lancaster History for Young People: The Story of a Small Town
Lancaster on the Nashua: The Story of a New England Town
Battle of Ball's Bluff, Virginia - Lancastrians Take the Lead!
Welcome to the Graveyard: Lancaster's Burial Grounds

Concert Series

Paul Rishell & Annie Raines
Ron Murray & Vuelo
Billy Novick & Guy Van Duser
Bill Staines

Youth Programs

Pajama Story Hour
Mandy Roberge Arts & Crafts
Summer Reading Programs
End of Summer Party
Edible Bird Feeder
World Class Frisbee
Solar System Tour
Our World as Math
Drawbridge Puppet Theater
4H Babysitting Class
Peter Murphy Theater Class

Freedom's Way Heritage Treasures: Thayer Memorial Library's Museum

Funding Sources:

Friends of Thayer Memorial Library
Rosemary Davis Memorial Fund at Greater Worcester Community Foundation
Lancaster Cultural Council

BUILDING AND INTERIOR:

The Building Committee continued its work on the building envelope with a survey of windows and doors, including a general schedule for repairs. It was determined that since old growth wood is more durable and provides greater insulation than current wood products these should be restored/repared rather than replaced in the oldest parts of the building. Proposals for work on windows and doors most in need of repair were sent out, and the Town approved \$14,000 towards the cost at the annual Town Meeting in May. Bids were also solicited for repointing of the granite both in the front and rear of the building. One granite stair column in front was shifted by a vehicle strike, and must be repositioned.

A new mini-split heating and cooling unit was installed in the Technical Services office. File cabinets were removed from both Technical Services and Director offices and the walls and ceilings of both office areas were painted. Finally, the Assistant Director was moved into the Director's office, which provides a better work environment.

The Friends of the Thayer Memorial Library purchased 90 new chairs for the meeting rooms. This was a welcome improvement, especially for reorienting meeting space or moving chairs as programming requires. The old wooden bench seating was returned to the Town Hall auditorium.

In May the Historical Museum was highlighted when TML participated in the Freedom’s Way National Heritage Area regional event entitled “Hidden Treasures”. The Museum was open five times throughout the month for the public to visit.

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 2017, the Library’s expenditures totaled \$345,920. TML augmented its municipal appropriation with \$53,122 in non-appropriated funds.

Municipal support:

Calendar year 2017 spanned the second half of Fiscal Year 2017 and the first half of Fiscal Year 2018. TML’s municipal appropriation supports operational expenses including wages, new media, CW/MARS membership, office supplies, and housekeeping.

2017											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fiscal Year 2017						Fiscal Year 2018					
Appropriated Municipal Income				341,274		Appropriated Municipal Income				356,173	
										change:	4.36%

Non-Municipal support:

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 19% 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 2017 was \$14,312.

OTHER GRANTS: In 2017, TML received generous support from

- Institute of Museum Studies and Library Services administered by the Massachusetts Board of Library Commissioners
- Friends of the Thayer Memorial Library

- The Thayer Memorial Library Foundation
- The Rosemary Davis Memorial Fund of the Greater Worcester Community Foundation
- The Lancaster Cultural Council

TRUST FUNDS, GIFTS AND FEES: 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, DVD's, audiobooks, and videogames are received from the public throughout the year. Those titles which TML staff deemed suitable were added to the general collection. In 2017, 1,875 donated media titles were added to the collection. Using information from American Library Association, the value of these items is estimated to be more than \$21,500

Volunteers:

Beyond monetary donations, the generosity of Library users extends to include many hours of donated time. In 2017, scheduled volunteers provided 1,423 hours of service at TML. Using information from *Independent Sector*, a Washington, D.C.-based network of nonprofits, foundations, and corporate giving programs, the value of their time is \$42,690. In addition, the Friends of Thayer Memorial Library contribute countless hours towards fundraising for Library initiatives. In 2017, Susan Munyon concluded 8 years guiding the Friends of the Thayer Memorial as President

Thayer Memorial Library thanks the citizens of Lancaster for their continued support!