

TRUSTEES OF THE J. V. FLETCHER LIBRARY

This Annual Report is dedicated to late Library Trustees John (Jack) E. Wrobel, Jr. and Richard Bennett, dedicated Friends, Trustees and Library Advocates.

*Susan Flint, Chair
Robert Price, Treasurer
Buffie Diercks, Secretary
Kathleen Canavan
Marianne Fleckner
Hajo Koester*

It has been a productive and busy year for the J.V Fletcher Library Trustees, the Library Director, Assistant Director and all the Library staff. We continue to work very hard toward our goal of planning for a Massachusetts Public Library Construction Project Grant. The Library continues to be an inviting place for friends to meet, toddlers to play, and many children and adults to enjoy the plethora of programs offered by the Library staff. And many organizations enjoy the library meeting spaces for their frequent meetings. We are grateful that the J. V. Fletcher Library remains a vital part of our Town. Our most important goal for the coming years will be working towards a Massachusetts Public Library Construction Grant. While we are all committed to this expansion of our current library, we need the support of the entire Westford community to make this goal a reality. We will continue to update everyone on the many stages involved in this process throughout the year.

We were all especially proud this year to honor our Library Director, Ellen Rainville, for her induction into the Massachusetts Library Association Hall of Fame. Ellen has devoted her entire professional career to our Library, and the open and welcoming attitude of all the Library staff are a reflection of Ellen's attitude and leadership. We are a better library with Ellen as our Director!

TRUSTEE FY16 GOALS

1. The Board of Library Trustees will pursue as the priority FY17 Capital request funding for the design and safety upgrades of the current Library driveway, islands, traffic flow pattern, book drop location, lighting, dumpsters and parking lot.
2. The Board of Library Trustees will further the J. V. Fletcher Library Building Expansion project by supporting the Library Director and Management Team in the successful administration of the two-year Planning and Design grant, and planning for a Massachusetts Public Library Construction Project grant.
3. The Board of Library Trustees will further the objectives of the J. V. Fletcher Library Strategic Plan by:
 - Collaborating with the Friends in facilitating the launching of the J. V. Fletcher Library Foundation
 - Continuing the work of the Library Facility Needs Committee by working with the designated liaisons from the Permanent Town Building
 - Supporting the Library Director in applying for a Massachusetts Public Library Construction Program Grant in 2016



TRUSTEE INITIATIVES

Professionally, the Trustees created and worked on the Library Facility Needs Committee in conjunction with members of the Town's Permanent Town Building Committee. We worked on Legislative Advocacy, and participated in strategic planning both within our own Board and with

the Town. Several new FY16 service programs and initiatives are listed under the Library Director's Report. As part of our Library Facility Initiative the following has occurred:

- A. Westford awarded \$50,000 matching Planning and Design Grant by Massachusetts Board of Library Commissioners to conduct a Feasibility Study:
 1. Augmented original Town Meeting appropriation of \$20,000 with \$5,000 in Trust Funds
 2. Received additional \$35,000 in Town Meeting appropriations as supplementary funds
 3. With Permanent Town Building Committee, launched Library Facility Needs Committee comprising equal members representing PTBC and Library Trustees and administration – met 36 times over two-year period to produce schematic design for Town Meeting approval
 4. Selected/hired Owner's Project Manager, Architect/Designer, analysis of site(s) and presentation to Town of potential future library design
 5. One of the four presentations at June 16, 2016 Strategic Planning Retreat
 6. Will request Fall Special Town Meeting support to apply for the January 2017 Massachusetts Public Library Construction Grant application.

TRUSTEE COLLECTIONS, FUNDS AND BOARD ACTIVITIES

The J. V. Fletcher Library Trustees have used Trust Funds to pay for various staff memberships and dues; the staff and volunteer recognition brunch; fund petty cash as needed; the printing of the semi-annual events mailer; provide book funds; and we provided \$5,000 in additional funds related to the Planning and Design Grant Award. Additionally, the Board made a gift to the Ellen D. Rainville Continuing Education Account in honor of Ellen's Massachusetts Library Association Hall of Fame Induction! Finally, the Board voted to move the Benefactor's Fund to the Town Investment Portfolio.

LIBRARY POLICIES, REVISED OR APPROVED

- Policy on Naming and Recognition (9/15/2015)
- Collection Development Policy (4/4/16)
- Power Outage Policy (4/4/16)
- Policy on Services Available to Teachers... (11/19/15)
- Child Safety Policy (11/19/15)
- Safety at Closing Time Policy (11/2/15)

STAFF AND VOLUNTEER RECOGNITION

The Trustees would like to thank the wonderful Library Staff for once again absorbing reduced staffing this year, and also for enhancing and expanding our programs. The Library Staff is always very innovative (as demonstrated by the new programs that are offered) and of course they provide excellent service to our community daily.

The Trustees honored the following staff anniversaries falling between Jan. 1, 2015 - Dec. 31, 2015:

- For 5 Years: Mayleen Kelley, Nancy Boutet and Chantale Shepard

- For 15 Years: Alla Brovina, Carole Climo, Jackie Dibble, Kristina Leedberg, Carol McCahon, Seana Rabbito, Holly Sheridan-Pritchard
- For 25 Years: Virginia (Ginny) Moore
- For MLA Hall of Fame Induction: Ellen Rainville

The Trustees were also pleased to award Seana Rabbito three Ellen D. Rainville Continuing Education Awards for her pursuit of a Masters of Library Science Degree.

Our Library could not function as well as we do without the wonderful assistance of our many volunteers. This past year our volunteers gave the Library 2,998 service hours! And these hours were provided by 22 volunteers! We also would like to thank the Link to Literacy Initiative for the many ESL tutors who use the Library in order to help others speak and read English better.

FRIENDS OF THE J. V. FLETCHER LIBRARY, INC.

The Friends of the J.V. Fletcher Library also thanked many of their volunteers at their November Annual Meeting. Our Friends organization is a committed and valuable partner of the Library. Their generosity funds many of the programs that the Library is able to offer. This past year the Friends supported:

- The Fall 2015 Appeal raising “Library 24/7!” Funds
- New (and former) Museum Passes and Reservation Software
- Summer Reading Programs
- Holiday Programs
- Popular Bestsellers
- New Furnishings
- Public Relations
- Three gently-used Book Sales
- Juvenile, Teen and Adult Programs
- Work on the Library Foundation jointly with the Trustees

Attachment: FY16 Year-End Trust Fund Fiscal Report

Note: The Library Trustees generally meet at 7:00 PM at the library on the first Monday of the month throughout the year. These meetings are open to the public and residents are always welcome to attend and comment. An updated meeting schedule is maintained at the library website: www.westfordlibrary.org. The Trustees may be reached through this website and all library policies are available there for public viewing.