

TRUSTEES OF THE J. V. FLETCHER LIBRARY

This Annual Report is dedicated to late Library Trustee Richard E. Kenyon, dedicated Friend, Trustee and founder of the "Link to Literacy" ESL Program.

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. Additionally 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.

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

Since 2011, Library staff, the Library Facility Needs Committee, and the Library Trustees Board have worked to poise the Town of Westford for a Massachusetts Board of Library Commissioners (MBLC) **Public Library Construction Project Grant**. The Grant application was submitted in 2017 and Westford is now waitlisted at number 10, in line for \$7.8 million in grant funding. This award rests upon State funding and future Town votes in favor of proceeding with the project slated for potentially 2021 or 2022. While we are committed to this expansion of our 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 years ahead.



TRUSTEE FY18 GOALS

A. The Board of Library Trustees will pursue as the priority capital request funding for the design of vehicular and pedestrian traffic as well as safety upgrades of the current driveway. The design will address islands, traffic flow patterns, pedestrian right of way, book drop location, lighting, parking and the utilization of the former secondary septic leaching field location.



B. The Board of Library Trustees will pursue a CPA funding Grant to address any shortfall in the Mary Atwood Hall window replacement project.

C. the Board of Library Trustees will pursue, and submit a budget for, a 59-hour service week in FY20.

LIBRARY POLICIES, REVISED OR APPROVED

- Donation and Gifts Policy (12/4/17)
- Closing Policy (12/4/2017)
- Volunteer Policy (11/6/17)
- Library Card Registration and Responsibilities (5/14/18)
- Library Displays Policy (5/14/18)
- Code of Conduct (5/14/2018)
- Library Laptops for In-House Use (11/6/17)

TRUSTEE COLLECTIONS, FUNDS AND BOARD ACTIVITIES

The J. V. Fletcher Library Trustees used Trust Funds to pay for various Staff memberships and

Development, the Staff and Volunteer Recognition Brunch, and programming and grant support.

RECOGNITION & AWARDS

The Trustees would like to thank the wonderful Library Staff for once again absorbing reduced staffing this year and for at the same time enhancing and expanding programs. At the Recognition Brunch the Trustees honored the following Staff Anniversaries occurring between Jan. 1, 2017 and Dec. 31, 2017:

- FOR 5 YEARS: Lauren Evans, Charles Schweppe
- FOR 15 YEARS: Kira McGann
- FOR 20 YEARS: Ellen Apicco, Jean Butler, Paula McWilliams
- FOR 45 YEARS: Ellen Rainville

The staff is also recognized for receiving a \$10,000 Readers' **Advisory Library Services and Technology Act (LSTA)** Grant to ensure that Library staff receives the training and education to provide consistent and exemplary Readers' Advisory Services to library patrons. New book kits and an additional new Book Club are already by-products of this year-long grant.

A special thanks is extended to retiring Trustee Susan Flint, who resigned from the Board after 10 years of committed and dedicated input and advocacy, on behalf of both the Trustees and the Friends of the J. V. Fletcher Library, Inc. We also offer a special tribute as a memorial to Dick Kenyon, former Library Trustee and volunteer who died in June of this year. Dick served as an elected Trustee of the J. V. Fletcher Library from 1984 until 1993. His commitment to the Library, dedication as a Trustee and civic vision remain very much with us as an on-going legacy. The "Link to Literacy" program which he founded in 1997 is still thriving and more needed than ever. We thank here the many volunteers who run that program and all the volunteers without whose service the Library could not run!



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

The Friends of the J.V. Fletcher Library also thanked their many 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:

- Fall 2017 Fall Appeal raising "Binge worthy Best!" Funds
- Museum Passes & Reservation software
- Summer Reading, Holiday and Juvenile, Teen and Adult Programs
- Popular Bestseller Books
- Public Relations
- Three successful Book sales
- Wish List
- Joint work on the Library Foundation

Attachment: FY18 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.