



**Philipsburg Jubilee Library Foundation
Walter J.A. Nisbeth Road # 3, Philipsburg
Sint Maarten, Dutch West Indies**

**Philipsburg Jubilee Library
Annual Report 2020**

Moving forward, with Literacy Development!



Sint Maarten, May 31, 2021
Approved by the board on May 20, 2021

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Foreword

The theme of the 2020 Annual Report of the Philipsburg Jubilee Library ***“Moving Forward with Literacy Development”*** - is one full of truth and comes from the very foundation of a library; that is to help its community and the readers of that community find their way to the word, to knowledge and the development of their skills.

Libraries are both victims and saviors in the grips of the coronavirus COVID-19 pandemic. Our library, due to the challenges faced by Hurricanes Irma and Maria in 2017, was able to cater to members during the resulting lockdowns and contracted operational hours. Being accessible every day, at any hour via the growing digital book collection, made our library even more relevant especially to children stuck at home due to the virus-spread fears and online schooling.

Like the hurricanes of three years prior, the pandemic drove the focus of our library. That focus was on the acquisition and expanded access to e-books. The online shelves were populated with more books and reference materials thanks to corporate donations and purchases on our library's account. Library staff also promoted access to this collection, via the Libby App, to then-current members and new sign-ups.

Our library gained access to the digital collection of the ‘Koninklijke Bibliotheek’ (the Dutch Kingdom Library) based in the Netherlands. This allowed the digital reach of our library to expand many times over as the KB collection comprises more than 70,000 e-books and audiobooks and has a wide array of articles on a myriad of subjects.

The access to reading materials was not only tendered to digitally. Our library received a grant of US \$50,000 from Resources for Community Resilience (R4CR) to deploy satellite libraries in the most needed neighborhoods to ensure more children and adults have access to the written word in a safe place. Preparations began for the two satellite libraries at the Asha Stevens Hillside Christian School in Cay Hill and the Belvedere Community Center. This project continues in 2021.

This year, we welcomed Ms. Glenderlin E. Holiday as director of the Philipsburg Jubilee Library. Hers was not an easy start having to maneuver in the pandemic almost immediately upon taking up her role. She and the library staff were able to provide service to the Sint Maarten public in what were unprecedented times. Even with the virus looming, library membership grew from 10,815 to 11,111, an increase of 296 members.

Aside from membership growth, once the pandemic measured allowed, several monthly themed events resumed at our library. These events, which included the “Power of Knowledge” series, “Storytime”, and the “Raising Readers” programs, gave the community wholesome entertainment, access to information, and allowed for the promotion of the country’s heritage and culture.

Another notable development in 2020 was the opening of the paid parking lot on the premises of the shuttered library on Voges Straat. The project took advantage of a dominant library asset to generate

much-needed funds. The return on the parking lot is not large, but it has contributed in its small way to our coffers.

Discussions about the construction of a new library building continued in 2020 in the form of meetings with stakeholders such as the Government's Culture Department and the National Recovery Program Bureau (NRPB). Our board intends to persevere with its goal to have the new library structure completed by our library's 100th anniversary in 2023.

The push-on various fronts continue to be our library's goal of "Moving Forward with Literacy Development."

We, the board of the Philipsburg Jubilee Library, are thankful for the strides made in 2020 despite numerous challenges. We invite you to learn more about our strides on the pages of this Annual Report. Armed with the knowledge provided within these pages, we hope you will aid us on this journey of making our community stronger and more resilient with knowledge.

The Board of the Philipsburg Jubilee Library Foundation

Introduction

The central theme for the 2020 activity plan, “Moving Forward, with Literacy Development”, functions as the guide to organizing related activities, events, and special programs that as its ultimate will improve offered services to the patrons and the public at large.

Philipsburg Jubilee Library (PJL) is a not-for-profit, non-governmental, subsidized agency. The PJL is the only public library in Sint Maarten.

Since March 1, 2019, the Philipsburg Jubilee Library (PJL) has been operating at its temporary location on the Walter J. A. Nisbeth Road # 3, in Philipsburg. From this location, the PJL is rendering its services to the general public. The services include new membership applications and renewal of membership, assistance with the digital library membership, borrowing and returning books, facility to read local newspapers and magazines, and computer research services. The new location enables the library to prioritize digital innovations.

PJL, Sint Maarten's only Public Library is a strong community partner providing programs and services that bring people together, foster creativity and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

Amidst all the challenges encountered PJL continues its aim to maintain and enhance its services to the level before hurricane Irma. Efforts in the first half of this year to move to a bigger building than the current Adolphus Richardson location proved not feasible due to budget constraints. PJL Board and management maintained its commitment to preserve its storied past, enrich the lives of patrons and citizens, and organize itself structurally to prepare to meet the requirements to construct a new state-of-the-art building on the location of the old building.

Aims and objectives

The Philipsburg Jubilee Library Foundation was established on September 27, 1974, and its key aims and objectives are:

- To build capacity for literacy, education, and technology.
- To maintain and preserve books, materials, and resources with historical, cultural, social, economic, and archival value, and other related materials in an organized collection to provide members of the community with these materials and enrich their personal and professional lives.
- To provide materials that will stimulate student's acquisition of factual knowledge and the development of literacy appreciation.
- To lead the community in impactful civic engagement and facilitate connections among diverse audiences.
- To prepare people for continuously changing technology.
- To improve patrons' lives through opportunities to create and to learn new skills, equitable access to resources.
- To invite everyone into library spaces that are welcoming, safe, and inspiring.
- To support all library staff to achieve happiness, well-being, and success.

Vision and mission

Vision

To provide valuable customer service by a motivated, knowledgeable, and friendly staff, connect with the needs of a growing and diverse community, develop strong community ties through programming and activities and offer instruction and access to evolving technology.

PJL's ultimate vision is to be a gateway for information in Sint Maarten and to be the welcoming heart of our community where all come to learn, discover, create, and connect.

Mission

To promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills, and offering research assistance.

PJL's ultimate mission is to strive to promote a lifelong love of reading, learning, and literacy, through providing quality resources, programs, assistance, and a space for individuals and social groups in our society.

PJL Board and management aim are to accomplish its mission and vision through core values such as:

- Exercising responsible stewardship in support of the library's goals and objectives.
- Providing a warm and welcoming place for community members to gather.
- Being actively engaged in the life of the community.
- Employing a collaborative, creative, and positive staff focused on library users' interests and needs.
- Being good stewards of the PJL's financial and material resources.
- Ensuring ready, equal and equitable access to library materials.
- Protecting the confidentiality of library patron records.
- Championing everyone's right to intellectual freedom.

Organizational structure

Managing Board per January 1, 2019:

- Mr. P.T.C. Martens MPM, President
- Mrs. S. M. Pantophlet-Gregoria, Secretary and Vice president
- Mrs. J. R. Peterson, Treasurer
- Mrs. J. A. Dupersoy, Member
- Vacancy, member

Management operations per January 1, 2020:

- Mrs. G. E. Holiday, M.A.Ed., Director

Staff

- Drs. P. D. Lucas MCM, Project Manager
- Mrs. I. Hughes, Manager of the Information service, HR officer.
- Mrs. F. Housen, System Administrator
- Ms. J. Lambert, Finance, General Librarian
- Ms. M. Powell, Youth Librarian, Activity Coordinator
- Ms. M. Spencer, Circulation Clerk, General Librarian.
- Mr. D. Helligar, Facility and IT Support, General Librarian.
- Ms. S. Richardson, Secretary / Coordinator Books selection and acquisition/ Circulation desk Supervisor
- Mr. L. Chintaman, Security

Operation

Opening hours

At PJJ Adolphus Richardson Building (ARB)

Before the island's shut down due to COVID -19, in March 2020 the PJJ-ARB opening hours were:

Monday and Friday: 9:00 a.m. to 5:00 p.m.

Tuesday, Wednesday, and Thursday: 9:00 a.m. to 8:00 p.m.

Saturday: 10:00 am to 1:00 pm

Upon the reopening of PJJ in May of 2020, the opening hours at ARB were changed as follows

Monday to Friday: 9:00 a.m. to 5:00 p.m.

Saturday: 10:00 a.m. to 1:00 p.m.

Accessibility to the digital library service is 24 hours per day (Libby App and Royal Library App).

PJJ-Cay Hill Satellite

Monday to Friday: 2:30 p.m. to 5:00 pm.

Membership

The total amount of registered members per January 1, 2020, was 10.815 and the number of registered membership per December 31, 2020, was 11.111.

Services

The regular services include new membership applications and renewal of membership; assistance with the digital library membership; borrowing and returning of books; provision of a facility to read local newspapers and magazines, computer research services, courses, and other literacy development-based events.

The temporary location at ARB enables the library to prioritize digital innovations as an investment in the future. Throughout the year, the PJJ also presents theme-based monthly activities and special events and projects.

Specific services include training and support to the sister libraries Saba and Sint Eustatius since 2014. This service consists of annual assistance with statistics and reporting.

Year plan

Theme-based Activities

To provide structural guidance to the year calendar of activities the new operational manager introduced and implemented three main themes, Literacy Development, Cultural Development, and Social Development in the first quarter of 2020. The staff was divided into focal groups of a minimum of 3 persons and assigned themes over the twelve months. The timeline of most themes and attached activity execution was one month, while two themes were combined over two months. In cases where 2 months of activities were combined the entire staff was joined together to execute the project.

To ensure leadership and accountability within the groups, a coordinator was assigned to each theme-based activity. Each focal group is required to present the to-be executed monthly activity or activities in a project file and include a projected budget for the project manager's verification, the approval by the director, and the final approval by the board. Once the final approval is received the program or project is executed.

Activities and events

Theme	Outcome /Result
<p>Literacy Development</p> <p>Activity Literacy Outreach 1</p> <p>Timeline January</p>	<p>Raising Readers Program.</p> <p>Since 2010, the Philipsburg Jubilee Library has been providing a Read to me Book start program or campaign to motivate parents and caregivers to read to their babies/toddlers as often as possible. The main objective is to emphasize that reading to children daily reinforces the bond between parents and children.</p> <p>With the importance of reading in mind, the library annually reaches out to the daycare centers in a special way by making provision for a staff member or volunteer to read and sing with the toddlers' ages 2 to 5 on Wednesdays from 10:00 a.m.-11:00 a.m., under the slogan "Raising Readers". During that time babies and teachers and their parents, or caregivers have fun during an interactive hour program with a sing-along to many of the classic nursery rhymes and listening to stories.</p> <p>Two Playschool groups and two Cycle One year 1 classes visited the library for a story from the 2nd week of January. This story reading, unfortunately, came to a standstill due to COVID-19. These were later replaced with digital story reading on the PJLibrary Facebook page.</p>
<p>Literacy, Cultural, Social and Personal Development</p> <p>Activity Black History Month</p> <p>Timeline February</p>	<p>The BHM program comprised of the following activities:</p> <p>Two Power of Knowledge Series Lectures, 2 Storyteller sessions, Musical performance ~ mini-concert, spoken word, African Dance performance, story, 1 storytime & a related sip and paint activity, and an exhibition showcasing persons who have contributed in politics, dance, spoken word, literature, culture.</p> <p>The activities were scheduled on Wednesdays for the Power of Knowledge series lectures for the adult audiences, Fridays for the teens and young adults, and Saturdays for the "raising and creating readers".</p> <p>The primary focus was to highlight the achievements of St. Maarten's elders, to raise awareness and the passing on of the history & heritage, culture, and legacy of Sint Maarten throughout generations.</p> <p>The concept of the program was well-received by the presenters and the attendees; it attracted students from primary, secondary, adults, and seniors.</p>

Theme	Outcome /Result
<p>Literacy Development</p> <p>Activity Digital Reading</p> <p>Timeline March</p>	<p>Digital Reading</p> <p>The PJJ Digital Reading activities aim to promote digitalization to increase the use of e-books, audiobooks, and DVDs online via Overdrive Inc.'s Libby. Access to Libby is limited to members with a valid membership and free of charge. The maximum amount of e-books that can be borrowed are three.</p> <p>Since 2013 the PJJ offers e-books and audiobooks online via the PJJ website. By doing that, the PJJ tries to be in line with digital developments.</p> <p>Activities consisted of computer classes for the seniors and the launching of a project called digital storytime for primary and secondary students.</p> <p>Computer classes for seniors started in late February and continued in March. These classes were incorporated into the 2020 March Digital month program. Since 2013 annually computer Classes for the Seniors were given over two periods in the year, February to June and later in the year from September to December. The participants are usually divided into beginners and advanced groups. Classes were held on Fridays, one group from 9:00 a.m. – 12:00 p.m., the other group from 2:00 p.m. to 5:00 p.m. The classes lasted about 4 weeks and were canceled due to the COVID-19 pandemic</p> <p>Unfortunately, both the computer classes and the digital reading Program were canceled due to the COVID-19 pandemic.</p>
<p>Cultural Development</p> <p>Jubilation</p> <p>Timeline April</p>	<p>Canceled due to COVID-19</p>
<p>Literacy Development</p> <p>Activity Literacy Outreach 2 3 and Poetry</p>	<p>During the lockdown, a decision was made to combine May and June projects.</p> <p>Stories and poetry.</p>

Theme	Outcome /Result
<p>Timeline May – June</p>	<p>The activities centered around” How Sint Maarten's youth experienced the COVID-19 pandemic. The Minister ECYS was approached to support the project and collaboration was established.</p> <p>Students were encouraged to write short stories and poems as an assignment via the local media and P JL social media platforms. A panel of local judges was selected and the entries were categorized and judged. An additional aspect of this two-month program included having the entrees published in a book. A designer was selected, the content of the book was outlined and designed. The finalizing of the printing of the book did not materialize as was planned, but it is the intention to still have this done in 2021.</p> <p>Virtual Story Time</p> <p>During this same time, P JL decided to launch its Virtual Story Time for toddlers and primary school level students. This online version of reading was another initiative with the sole purpose to promote and develop and contribute to the improvement of the reading culture in our community.</p>
<p>Social and Personal Development</p> <p>Activity Recreation and Motivational Strategies</p> <p>Timeline July and August</p>	<p>July and August's themes were combined and covered the themes of recreational activities and motivational strategies.</p> <p>Recreational activities</p> <p>P JL embarked on a campaign in collaboration with persons in the community to research and select several recreational activities to share with the community island-wide. The main goal for this first-year campaign is to bring awareness on how actively participating in recreational activities can have a positive impact on the development of the body, mind, and spirit in a healthy way.</p> <p>As a starting point, P JL researched four activities to kick off the campaign, namely Cooking, Gardening, Zumba, and Basket Ball. Interviews with dedicated individuals were conducted to use to motivate and demonstrate to the community how one can get active in stressful times. These interviews were videotaped and the information was shared internally.</p> <p>The Power of Knowledge Series Part 2</p> <p>In August 2020, the library hosted motivational strategies lectures. This was in keeping with the tradition of the Power of Knowledge motivational lectures. There were two invited speakers to give the lectures. The invited speakers were Mr. Lenworth Wilson Jr. and Mr.</p>

Theme	Outcome /Result
	<p>Rolando Tobias. In addition to two online lectures, there was one in-person lecture for staff members of the library.</p> <p>Being amid the Coronavirus pandemic the focal group was left no other choice but to restrict the scheduled motivational talks to the Library's online platforms and organize only one in-person session for staff.</p> <p>The two online motivational lectures that were videotaped and posted to the online platforms were entitled:</p> <p>1. <i>"Process, practice, prepare"</i>: a. Exploring how did what happened to me in the past affect me and loved ones mentally emotionally, financially, etc.? b. What behavioral changes can I put in place to thrive? For example, stress management, budgeting, self-care, etc.; c. How to plan for the future, i.e. goal-setting, and readiness for future crises, etc.</p> <p>The program's first host, Lenworth Wilson Jr. is the Co-Owner and Director of Operations of WILSON Total Wellness Company and a well-known leader in youth and community development.</p> <p>2. <i>"How do you deal with money management in a crisis?"</i>: How can we get a grip on our finances amid a pandemic?</p> <p>Mr. Rolando Tobias, the second host is the Senior Sales Leader at the Windward Islands bank. Mr. Tobias is a well-known expert speaker and has given lectures on numerous events and for a different organizations.</p> <p>3. The workshop for the staff by Mr. L. Wilson, also had the theme <i>"Process, practice, prepare"</i>, mentioned above.</p>
<p>Literacy Development</p> <p>Activity</p> <p>Literacy Outreach 3</p> <p>Timeline</p> <p>September</p>	<p>The Virtual Interactive Literacy Outreach 3 program, entitled <i>"Reading Freaks Me Out"</i>, focused on teenagers, ages 13 to 19. The focal team consisted of coordinator Mariland Powell, assisted by assistant coordinators Irmin Hughes and Francia Housen.</p> <p>The Philipsburg Jubilee Library presented 'Reading Freaks Me Out. 'Reading Freaks Me Out' is a program designed to engage teenagers in a literary reading experience. Twenty youngsters ages 13 to 19 were featured reading the pre-selected book entitled 'Everything Everything', by Nicola Yoon in consecutive order on all the library's social media platforms. Social media platform users of over 25206 viewers tuned in every day between 4 pm to 5 pm, from September 14 through September 25, 2020, to listen to recordings.</p>

Theme	Outcome /Result
	<p>From the twenty youngsters, two were selected to be interviewed on their virtual reading experience by radio 101.5 FM. Four others were selected to discuss and critically analyze the content of this novel. The in-depth recorded discussion was facilitated by Ms. Cassandra Richardson MSW and Youth Librarian Mariland Powell. The discussion was centered around the following topics:</p> <ul style="list-style-type: none"> • All types of relationships that occurred in the novel • Risks - (should we take them? When should we take them, and when not to.) • Fantasy versus reality • Domestic abuse <p>This sponsored broadcast by WTN TV CARIB, Telem Group of Companies TV-15, and Channel 15 has over 9000 viewers and subscribers.</p>
<p>Literacy Development</p> <p>Activity Book Week</p> <p>Timeline October</p>	<p>Book week was held after a seven years' recess. The theme was "Read Anywhere, Anytime, Anyplace". The Book week was held from 19 October to 23 October 2020. The opening program was well attended. For the opening program, we had the Minister Mr. R. Samuel who read from the book Ignacio and the Chichi bird by Joselyne Arnell.</p> <p>The other activities were making a bookmark - drawing, and selfie reading a book anyplace.</p> <p>Greta Marlin read from her book Hoppy Bunny and hopping competition which was viewed 277 times on the library Facebook page</p>
<p>Cultural Development</p> <p>Activity Cultural Celebrations St. Maarten Traditions</p>	<p>The two themes were combined.</p> <p>Cultural Heritage-based interviews were held with the first PJJ director, Mrs. Blanca Hodge, The first Museum Director Mrs. Elsje Bosch, and Archivist Mr. Alfonso Blijden.</p> <p>These interviews were shown at the 97th-anniversary ceremony and the videos are on file for future similar programs.</p> <p>A PPT presentation on the Library of the future was presented at the 97th-anniversary ceremony program.</p> <p>St. Maarten traditions.</p> <p>The annual Christmas was not held in 2020, however, during the first two weeks in December, some small businesses participated in PJJ's entrepreneur program. The businesses were allowed to showcase and sell their products and materials on PJJ's veranda, in the parking entrance at PJJ-ARB, and the parking lot by the main building by Ch. E. Voges Straat 12. Some 4-5 businesses participated.</p>

2020 Activities Pictures Collage



2020 Activities Pictures Collage



2020 Activities Pictures Collage



Special events/ projects

Theme	Description / objective /outcome
<p>Parking Lot Project</p> <p>Timeline Dec 2019 - Dec 2020.</p>	<p>On December 12, 2019, the board approved the preparations for commercial parking. On February 19, 2020, the board was updated about the preparations. On June 4, 2020, a document was presented with all detailed information about commercial parking (e.g. rules and regulations, personnel planning/ shifts, instruction security officers, financial procedures) with a financial projection based on an occupancy of 60%. The commercial parking opened on July 13, 2020. This was during the COVID-19 pandemic. The parking has 24 parking spaces. The commercial parking opened from July 13, 2020, from Monday to Saturday. The opening hours are from 7 a.m. to 7 p.m. for the visitors of the Philipsburg Pharmacy and the general public. From December 2020, the parking is also open from 7 p.m. to 4 a.m. for visitors of Fun Time N.V.</p> <p>The objective is to provide parking for the community in the center of Philipsburg and to ensure that the parking area is clean and the vandalism of the property is as least as possible.</p>
<p>PJL Presentation at SMVTS Career Day.</p> <p>Timeline February 2020</p>	<p>Two staff members were assigned to do a presentation at the annual Career Day Program at SMVTS. A PPT presentation was made and the information shared centered around how to become a librarian and what educational route interested students need to follow after secondary school. The students attended the session for about 30 minutes. Several of the students expressed their interest so it is the intention to follow up with the school.</p>
<p>DEI – PJL IStep Historical Markers</p> <p>Timeline October 2020</p>	<p>This collaborative project offered the patrons and visitors an opportunity to acquire historical information. This information covered topics such as Emilio Wilson life, the well, the Rockland Estate, the Great Cul de Sac, Salt mining, and the great Cul de Sac.</p> <p>PJL and DEI of the Ministry of Education established a partnership. The long-term objective is to offer students of Primary and Secondary students the opportunity to explore and learn factual information about St. Maarten by using the devices.</p>

Theme	Description / objective /outcome
	<p>For them to know about the Historical markers, they had to download the app to their devices.</p> <p>The app can be downloaded from the play store and it's call iStep, from the iPhone the app is called iStep Museum.</p> <p>the Markers will then be shown augmented reality.</p> <p>Due to the pandemic, PJJ had to postpone inviting schools to come to the library in 2020. In the meantime, PJJ continue to promote the project to patrons and at activities held</p>
<p>Digital Story Time on PJJ Facebook Page</p> <p>Timeline</p> <p>May – December</p>	<p>Virtual Story Time is the online version of story reading, with its aimed at developing, raising, and creating readers while engaging and educating in a fun experience.</p> <p>During the lockdown, PJJ re-launched the Raising Readers Program for toddlers (age 0-4) and the Creating Readers Program age for Primary School students (age 5 to 12). This was done by posting two weekly story reading programs on Face Books on Wednesdays and Saturdays. The story on Wednesday is for children age 0 to 4 and the story on Saturday is for Primary Level School children age 5 to 12.</p> <p>In October PJJ partnered with the Rotary Clubs Sunset, Mid Isles to jointly offer virtual storytime on PJJ Facebook. The posted virtual reading stories were very well received by the public and contributed greatly to the increase of the viewing on both PJJ's and the Rotary social media platforms. The number of views varies from 84 to 4000.</p> <p>PJJ also attended a reading program organized by Rotary Sunrise at the Ruby Labega school. This program was publicized in the local newspaper.</p>
<p>COVID-19 Safety</p> <p>Manual</p> <p>Timeline</p> <p>May-</p>	<p>The Government of St. Maarten provided an island-wide COVID -19 guideline for all businesses to follow. PJJ developed its COVID-19 Safety Manual based on these guidelines to ensure a safe and healthy workplace for all.</p> <p>The general goal is to mitigate the potential for transmission of COVID-19 in workplaces and communities, and that requires full cooperation among our workers and customers.</p>
<p>Power of Knowledge</p> <p>Lecture Series Part 2</p> <p>Activity</p> <p>Timeline</p>	<p>The two Motivational lecture series were quite inspirational and educational.</p> <p>1. <i>"How do you deal with money management in a crisis?"</i>: How can we get a grip on our finances amid a pandemic? By Mr. R. Tobias.</p>

Theme	Description / objective /outcome
	<p>2. <i>"Process, practice, prepare"</i>: a. Exploring how did what happened to me in the past affect me and loved ones mentally emotionally, financially, etc.? b. What behavioral changes can I put in place to thrive? By. Mr. L. Wilson.</p> <p>These online lectures reached approximately 10,000 Facebook users.</p>
Distribution of Tooby Books. February 2020	<p>Received donated Tooby Books in 2019 were sorted in 2020 and a schedule was made to have the schools come and pick up their books at PJJ-ARB.</p> <p>The Netherlands-based Tooby foundation which focuses on teaching children the importance of norms and values including the importance of a clean-living environment and being honest and responsible partnered with PJJ provided the series called "Tooby Books" for primary level students ages 4 to 8. The underlying thought is: "catch them young".</p> <p>A total of 20 primary schools received books totaling up to 2155.</p>
Kingdom Library and Dutch Caribbean Library Collaboration	<p>The implementation of partnership with the Kingdom Library in June 2020, provided patrons and new members with access to additional literature in Dutch, English, and various languages. The library received additional codes and can now access the Electronic service that is offered by the Kingdom Library.</p> <p>The use of the PJJ online service is still not at a satisfactory level. The Management and staff continue to promote the service, it is left up to the patron if they will follow through, in terms of staying up to date with technology.</p>
Project Proposal for PJJ Satellite Project	<p>A project proposal request was submitted to R4CR on September 25, 2020, for approval. The request was approved, the grant agreement was signed on November 19, 2020. PJJ was granted an amount of USD 50,000. PJJ is expected to make its contribution to the realization of the two satellites. The project has two milestones:</p> <ol style="list-style-type: none"> 1. The opening of the Cay Hill Satellite at Hillside Christian School on January 11, 2021, 2. The opening of the Belvedere Satellite at the Belvedere Community Center on May 10, 2021
KOHA System Upgrade HR	<p>The KOHA system was upgraded in July 2020 for all the different stakeholders (Saba and St. Eustatius.) All the different libraries that are affiliated with the KOHA system were upgraded globally.</p>

Theme	Description / objective /outcome
Interphase Overdrive to KOHA	The interface was changed, so patrons can find the items easily.
SURVEY Future Library	<p>The objective of the survey was to gather information from the general public on their thoughts of the future library and what service they would like to see in the new library.</p> <p>posting on different social media resulting in 70 persons taking the survey.</p> <p>The number of participants was not as high as was expected, but the information gathered provided PjL with an indication as to the expectations in for example building space, services, and the important role such an institution can play in the educational and social development of the citizens. It is the intention to repeat such a survey annually.</p>
Survey Digital Library	<p>The objective of the survey was to promote online access to PjL online services and assess how the library can help support research, discovery, and learning during this time of crisis by making the community aware of PjL digital library services.</p> <p>Only 103 members sign up and took advantage of the online promotion, which even though is less than was expected added to a needed boost of the online accessibility during a time that was extremely challenging for many.</p> <p>It is also the intention to repeat this survey annually.</p>
<p>40th Anniversary of Staff member celebration</p> <p>Timeline October</p>	<p>Staff member S. Richardson celebrated her 40 years of service at the PjL. She received her “gratification” of a one-month salary, one day off, several personal gifts as a token of appreciation, and a lunch which was attended by the Board. Management and staff at a restaurant were organized in her honor. Her family members were in attendance and much appreciation was expressed by Ms. Richardson.</p>
<p>Staff Appreciation Breakfast</p> <p>Timeline July</p>	<p>An appreciation brunch was organized for the staff by management at Chesterfields Restaurant on the 31st of July. All staff attended and much appreciation was expressed by all.</p>

HR - activities and events

Event	Description /objective /outcome
<p>UNESCO Workshop</p> <p>Timeline February</p>	<p>UNESCO," Disaster Management Conference- Workshop"</p> <p>At the Government Administration Building.</p> <p>The information focused on tips and strategies that will equip organizations and foundations to deal with disasters.</p> <p>Five staff members attended, including the project manager and the director.</p> <p>Participants received a certificate for participation.</p>
<p>KOHA System Training</p> <p>Timeline</p>	<p>KOHA training took place throughout (3) three days period</p> <p>June 03rd, 2020 Circulation(getting familiar with the new features that are put in place.</p> <p>June 04th, 2020 Cataloging (getting familiar with the new features that are put in place.</p> <p>June 05th, 2020 System Admin (getting familiar with the new features that are put in place.</p> <p>By giving the public a more efficient service.</p>
<p>Pay Roll Courses</p> <p>Timeline February & May</p>	<p>The Finance Officer, The Treasurer, and the Director attended a course in Payroll Administration at The Learning Ladder in February.</p> <p>The Finance Officer and the Treasurer also attended an online course from the Community Hub for Administrative Services (CHAI) in Advanced Payroll Administration in May.</p>
<p>HR Performance Process Orientation Session</p> <p>Timeline December</p>	<p>An orientation session about the HR Interview process was organized for the management and staff.</p> <p>The objective was to provide participants relevant information about performance management procedures. This was the first of a series of such HR performance sessions in preparation for the Board/s implementation of HR Cycle interviews at Philipsburg Jubilee Library within the next 2-3 years.</p> <p>An evaluation survey was administered. The overall response to the question "Do you think that implementing an HR System would be beneficial for PJJ" received a resounding "YES".</p>

General services

Books and Magazine

Books at PJJ- ARB

The number of books at PJJ ARB per January 1, 2020, was 4491 and 5740 on December 31, 2020.

Books in the container

The number of books stored in the container by the old building is approximately 50,008

E-Books

In January 2020 there were about 1,000 e-books available including books for toddlers, exams, and adults. On December 31, 2020, there were 2,000 plus e-books available on Libby.

This collection increased by 100%, thanks to additional donations by a visitor in January and an established sponsorship in 2021 by NAGICO NV of Naf 50, which went into effect in February 2020.

National Collection of Books

The St Maarten collection is a unique collection consisting of books about St Maarten and books written by St. Martiners. The oldest books date from 1865. A collection of historical documentaries about our island is also part of the collection. Because of the destruction of the library building, the St. Maarten collection was temporarily housed in the historical archive in November 2017. The PJJ will continue to digitalize this collection and make it accessible to the general public via the website.

St. Maarten local Collection of books

Since being in the ARB location, the St. Maarten collection has been separated and displayed and is being utilized daily.

African Diaspora Collection of books

It is a growing collection that looks to focus on the experiences, identity, and culture of the Black community and its people. This collection will also aim to highlight the struggles, contributions, and achievements of the African diaspora both past and present. Alice and Lionel Romney wanted to give back to their community, and have been sending books to PJJ since 2014.

Magazine collection

The PJJ has 25 magazine subscriptions; this amount has been stable for a long time. The PJJ aims to continue with all 25 subscriptions. In 2020 started looking into researching how to offer patrons and visitors magazines and newspapers digitally.

Public computers and Wi-Fi service

As in previous years, the library offers public computers and free Wi-Fi to the general public. The computers are maintained by the technical staff of the library. Library staff is also available to assist users with computer-related questions. There are currently 4 desktop computers available for use by the general public.

Information help desk

PJL's established multi-functional information help-desk, allows patrons and visitors to be assisted with questions about the full-service package of the PJL, such as Libby access, the Royal online library access, research, school assignments, and special book demands. Library users can also send in requests for new materials via this desk. The PJL has also extended its service to handle information questions via e-mail, and Facebook in 2020.

Visitors

The recorded number of visitors in 2020 was 3517. PJL's most remains the toddlers, the pupils, the young adults, the elderly, and tourists. Amidst the challenges faced with the COVID-19 pandemic special attention was paid to the promotion of these target groups in particular, through special events, expositions, lectures, and celebrations.

Networking local institutions and collaboration with other libraries.

The library continues to assist and lend technical support and advice to our sister islands Saba and Eustatius monthly.

Regional and international cooperation.

As in previous years, the library will remain an active member of the Dutch Caribbean Library association. PJL director Acuril's membership was renewed, monthly meetings with the Dutch Kingdom partner libraries commenced in June 2020 will be continued. Where and when possible library staff will participate in conferences, training sessions, and workshops of the ALA (American Library Association) or those of the DCLA.

Finances

Balance Sheet

The balance sheet 2020, is presented in a separate document 'Financial statements 2020 (May 27, 2021).'

Profit and Loss Statement

The profit and loss statement is also presented in that same document.

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Closing

In closing, although having experienced the challenges with the accessibility of the library at its present location and the restrictions encountered due to the COVID-19 pandemic, it can be concluded that the Board, Management and all staff members have collaborated consistently and stayed focus to ensure that PJJ 's theme-based and other special events for a cross-section of the community, were executed effectively and promptly. Meetings with stakeholders such as the Culture Department, the Task Force, NRPB, and other stakeholders re-surfaced about the planned new building on the CH.E.W. Voges Street.

Through various mediums of collaboration and consistent perseverance, Philipsburg Jubilee Library Foundation intends to accomplish its goal to have the new Library building completed by the 100th anniversary in 2023.