

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**STATISTICS FOR NOVEMBER 2009**

Total No. of Hours Open	184
Total No. of Saturdays Open	4
Total No. of Hours Open Saturday	16
Total Hours Open After 5 p.m.	24
Attendance in Library	7,827
No. of Volunteers	20
No. of Volunteer Hours	36.5
Room Uses by the public	70
No. of Children's Programs	8
No. in Attendance	51
No. of Young Adult Programs	0
No. in Attendance	0
No. of Programs for Adult	9
No. in Attendance	112
No. of Reference Transaction	130
Internet Use	1,175
Microfilm Use	11
Total copies made	1,250
Total prints made	597
Holds filled (ILL)	1,033
Holds Received	586
Wireless Visits	235

Technology:

People Counter (borrowed from CMRLS) has been in use since November 1 and we have been checking the results against the figures provided by the 3M security gates. We have established the accuracy and usability of the 3M system.

Windows-7 has been recently installed in all computers (except for the Management Console as the Envisionware software does not yet support Windows-7). We have had a few issues and have been working through them with the IT contractor. Overall, it has ensured our competitive edge and providing our patrons with the newest technology available.

Thompson Bequest

No update – waiting for copy of Will.

Staffing

Adult Services – Job offer has been sent to Ashley Malouin, her references were excellent and she has passed her physical. I will be getting in contact with her to arrange a start date.

Children's Library Aide - Children's Librarian and I are reviewing the applications and preparing to schedule the test and interviews.

Page in Adult Dept. – Position was offered to Chelsi Coleman who worked at JEL as a worker under the *Workforce Investment Act* but she is unable to accept as she needs to focus on her studies. The pool of applicants has been reviewed with the Circulation Supervisor and a name has been sent to the Town Manager for approval.

Library Aide in Technical Services - Megan Couture has resigned her position (10 hours) to focus on her studies. A request to post the position has been sent to the Manager.

Tax Abatement Workers In 2009, the library has had the services of four seniors from the community, all were previous participants in this program. In addition, we have the continued volunteer service hours of Herb Grignon of Sturbridge. Herb is a loyal and tireless supporter of JEL and he does approximately 350 hours per year, totally *gratis*.

Meetings

Outreach continues to be a priority in my role as director. Met with Jenna Mosely of The Center of Hope to discuss various projects of mutual interest. Attended the Southbridge Emergency Fuel Assistance fundraiser. I attended a Town Council meeting that had budget considerations. As a board member, I participated at the state-wide meeting to re-organize the Regional Library Systems. A single hub with six spokes system was selected (see earlier email). The annual Public Library Symposium (Massachusetts) focused on social networking and marketing of library services and I found it to be most interesting. I participated in the Southbridge Community Connections Annual children's party. I attended the monthly gathering of directors from local libraries: Charlton, Dudley, Sturbridge and Webster.

Holiday Spirit

Thanks to donations from the Garden Club and the Friends of the Library, the exterior of the library has adopted its 'holiday look'. The staff has been busy with holiday-themed displays throughout the library. The annual Gingerbread House decorating was a sell-out program and very successful. The *Hat, Gloves and Mitten Drive* and The *Toys for Tots Drive* were both very well supported.

Materials Budget:

Balance as of December 21, 2009 is \$1,095.44. Waiting for the \$10,000 pending (approved at November meeting)

State Aid

The Library has been certified for FY2010. A letter announcing that \$11,000 (approx.) will be disbursed – anticipated to be 50% of the total disbursement.

Forthcoming Programs:

- *Luminaries Workshop* – presented in conjunction with the Recycling Coordinator and the Fire Inspector on Wednesday, December 30th at 3 pm. All materials will be supplied.
- *Barns: Yesterday, Today and Tomorrow* will be presented by Woodstock Historic Properties Commission, CT will be the exhibit from January 5th, 2010. A presentation will be made by Jeanne McClellan on Thursday, January 7th, 2010 at 6:30 p.m. to 7:30 p.m.
- Traditional handcraft display of *Pierced Tin* by a patron Joseph Proulx will commence on Monday, January 4th, until Thursday, January 28th, 2010.
- Tuesday January 5th, 12th, 19th and 26th, *Knitting with Sonya*
- Monday, January 4th, *Mystery Book Club – Reader's Choice* at 6.30 pm. Members of the group will discuss their favorite mystery stories with the group.
- Thursday, January 14th *Movie: Ben X, at 6 pm Pioppi Room.*
- Monday, January 11th and 25th *Drumming Circle with Mellonee at 6:30 pm to 7:30 pm*
- Tuesday, January *Anime Club for Teens* – starting on 3.10 pm to 4.10 pm in the Pioppi Room. All welcome!
- Monday, January – *Transitions and Losses* by Overlook at 6:30 pm

Vacation Closing:

Jacob Edwards Library will close on Thursday, December 24th at 1 p.m. and re-open on Saturday, December 26th at 9 a.m. The library will be closed on January 1st, 2010 to celebrate the New Year and will re-open Saturday, January 2nd at 9 a.m.