

TRUSTEES MEETING TUESDAY, JANUARY 26, 2016

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Budget and State Aid

- JEL has been approved for State Aid Award of \$28,324.44 at the January meeting of the MBLC. The certificate is displayed at the Information Desk.
- State Aid has been used to fund the roof repairs, gable end repair, HVAC repairs, purchase of a refrigerator water containment device installation and painting in the past few months, two chairs for Reading Room and steam cleaning vacuum for upholstery,
- To-date, in FY2016, Building and Equipment Maintenance paid from State Aid

- Roof repair	\$9,280
- Gable End	\$3,300
- Paint	\$400
- HVAC upgrades 3 projects	\$6,379
- Water Containment Device	\$1,750
- Batteries for emergency light	\$175
- Refrigerator	\$520
- Barrel chairs reading room	\$214
- Lexan for windows	\$152
TOTAL	\$22,170

Operating Budget:

- | | |
|------------------------------|---------|
| - Elevator attend Inspection | \$600 |
| - Upholstery Steamer | \$117 |
| - Foster St stairs replaced | \$5,500 |
| - Metal grids for basement | \$200 |
- Budget has just been submitted. As directed there are no new personnel requested, no wage increase, level fund all line items except water and sewer (6% increase). I requested \$5,000 increase in the line item for Building Maintenance and Repair of Equipment as there is a great need for additional funding.
 - The budget is based on the assumption that the Board of Trustees will provide \$40,000 for Books and Materials as has been the practice for the duration of my administration. Please note that the MAR (Municipal Appropriation Requirement) has increased; therefore the \$76,000 (including \$36,000 in the operating budget) will not be enough in FY18 to meet the 15% requirement of MAR to qualify for State Aid. **The TAMI for FY17 is \$510,930.00**

Building/Capital Projects

- P and P contracting completed the roof repairs in December taking advantage of the mild unseasonal weather. The gable end was also repaired.
- DPW built a safer stairs from attic to the roof hatch.

- The DPW has installed Lexan under 2 of the windows to prevent deterioration of the wall and paint when someone sits at the windows on the mezzanine floor.
- The DPW painted the Director's office.
- The custodian has completed
 - Painting the staff room.
 - Painting the study rooms
 - Painting the Pioppi Room
 - Painting the Mezzanine study rooms and walls
 - All upholstery has been cleaned.
- Jos. LeBlanc plumbing installed the water containment device and it has since been inspected and approved. The library is now compliant.
- The building has been reviewed by an energy consultant. Report pending
- The town was awarded \$30,000 to do an assessment on all the buildings. I prepared a list of areas I was aware of that had issues and this was used as the basis of the review. It was hoped that this could be a more comprehensive study but the grant award was less than hoped and the study downsized accordingly.
- The following HVAC projects have been completed (and paid from State Aid)
 1. RTU# 5 \$2,625
 2. RTU# 1 \$1,916
 3. AHU# 3 \$1,838

Centenary Book Project *The First Century: Jacob Edwards Library 1914-2014*

The Friends of JEL confirmed receipt of check \$1,241.37 to reimburse for Ingram printing charges. The books have arrived and have received lots of positive comments. The photography is not as sharp as the originals but a compromise was made to make the book affordable. Complimentary copies of the book have been distributed, per the list approved by the Board. Arrangements are in place for the reception to officially launch *The First Century* on Thursday, January 28th. Dale LePage Duo

Children's Department

- Children's Librarian Traci Scott started 1/19/2016 and will be introduced to the board at today's meeting.
- Borgatti donation will be used to fund the February vacation program *Birds of Prey of North America* on Thursday February 18th at 6:30 pm in the Pioppi Room
- Some new decorations and concepts have been introduced over the past few months as we have had the good fortune to have Audrey Helen Weber a professional artist on staff.
- Three Gingerbread House Making programs were hosted in December and funded by the Friends of JEL. Three houses made by staff were given as door prizes for the Winter Concert.
- The Middle High School band under the direction of Dr. David Garcia performed 12/21.
- Thanks to a donation from Ann O'Connell a puppet theatre has been purchased in memory of Mary Puracchio who was an educator and a library advocate.
- The *Sensational Movement* program was held in the Children's Room throughout the week. It was well-received, and the YMCA attended each day, except for Tuesday – with the bad

weather, we unfortunately did not have any attendees that day. Series sponsored by a grant from The *Harvard Pilgrim* Health Care Foundation and made possible by the Holtz-Tetreault family.

Collections

- Evaluation of the nonfiction collection continues, and has now reached the 600’s.
- Donation from disability commission \$150 for purchase of DVD
- Transition from one periodical vendor (EBSCO) to a new one - BASCH went very well. The administrative side is now fully online.

FOJEL

- \$280 has already been collected from sales of *The First Century* publication.
- Funding for the Gingerbread House Making is much appreciated. This year we encouraged the builders to use free-style format rather than work with a pre-fabricated structure. This was a big change in procedure and was welcomed by the participants. A display was mounted in the Main Hall during December.

Grants

- Met on a few occasions with CDBG grant partners YMCA and Council on Aging to plan the programs for the year. Two series will be offered at JEL –
 - *My Life My Health* in February and March
 - *Mindfulness* in April and May
- Savers Bank approved funding of 2 benches on Main Street. Check has been received. Order will be placed in the spring and installation thereafter on Main Street in front of JEL.

Media and Social Media

as of today:

1,544	subscribers to the eNewsletter	(Constant Contact)
705	“likes” on Facebook	
2,250	JEL Website Sessions	(December 1 – 31)

- Telegram Towns interviewed staff for an article on *The First Century: Jacob Edwards Library*. The reception with Dale LePage will take place on Thursday, January 28th, 2016 at 6:30 pm. All welcome! Article with photo appeared on 1/16

Meetings

- Children’s Librarian and Director attended library advisory committee at West Street School.

Outreach

- Elder Services of Worcester (ESWA), City of Worcester Council on Aging and Centro conducted a successful 6 week series to Spanish speakers called *Tomando La Salud en Tus Maños*. The

program is designed by Stanford University and 14 students completed all requirements and graduated from the program. It is hoped to offer the English version of the program in 2016.

- Provided flyers to QCC for their *Winter Wellness Workshop* to promote our services and programs to their students.
- Completed a survey for MA Higher Education Consortium (MHEC) for purchasing
- Attended the 125th anniversary of the MA Board of Library Commissioners at the State House on 11/4
- Participated in the tour of Putnam along with other Southbridge officials. I contacted the librarian there on 11/6 to discuss areas of mutual interest and start to establish a connection.

Programs

- Krosslink – the peer to peer network for entrepreneurs will hold its first public meeting at JEL on December 3rd and the first Thursday of each month thereafter. Supporting this effort is the Chamber of Commerce, Economic Development, SCORE, Quaboag CDC and Krosslink founder Venkat Kalluri. Senator Fattman attended the January event as did Councilor Clemence and Councilor Manna.
- The Library Box Office continued with *Arbitrage*, starring Richard Gere, on Thursday, January 14th.
- Brookfield Paperworks exhibit receiving very positive reviews from patrons. Article included in last week's *Southbridge Evening News*.
- Creative Writing students of Dr. MaryKate McMaster at QCC Southbridge read their work at an event on 12/14.
- Successful Hats and Mittens Drive. Donated to Catholic Charities for distribution locally.

Research

- Worked with Concordia College on a WWII project using Southbridge Evening News. Project is now accessible on their Digital Library. Coordinated through Gretchen Harvey and Joan Menard.

Schools

- Attended the first meeting of the academic year of the West Street School advisory committee.
- Summer reading was much smoother this year and obtaining the required reading lists in advance of school closing and library budget closing out, was very helpful.
- JEL is one of the resource links from the Parent Resources section on the school website.

Staff

- Waiting for the results of the job classification study by HRS consultants. Staff has completing the position analysis questionnaires (PAQs) and were reviewed by library director. Subsequently staff were interviewed by the HRS consultants. Report being prepared for presentation to the Town Manager and Town Council.
- Farewell reception in the Children's Room 11/2 for Betsy Vecchi, Children's Librarian who is leaving (11/4) for a position in New Hampshire. A number of patrons dropped in to have some cake and say goodbye. Many of the kids had made cards.

- Winter decorating has begun! Staff has created many unique decorations with a library theme to participate in the Holiday Decorating event.

Technology

- American Alarm reviewed the surveillance system and provided a quote. It is hoped to review the quotes and use State Aid to fund the upgrade.
- Need some IT work done and it will be a priority now that budget is in place.

Training

- Staff continue to assist patrons with accessing eBooks and learning about the new features
- Conducting an ongoing orientation for new Children's Librarian
- Attended webinar offered by MBLC for LSTA Grant Applicants – have decided as this is the year the library will be conducting the Long Range Planning due in October, it would be too much to take on, as we are involved in the research and writing of the Bicentenary publication as well.

Trustees

- Trustees meeting cancelled December meeting. Meeting cycle changed to the 4th Tuesday of each month.

Volunteers

- Center of Hope has begun a weekly volunteer session on Fridays where a job coach will work with four Center members to complete tasks assigned by the Circulation Supervisor.
- Southern Worcester County Education Collaborative continue to provide volunteer service hours on Thursdays during the school year.
- The five senior tax abatement personnel have just been approved and have started the program.

Bicentennial

- Working with the committee on researching some historical events to include in the book that is anticipated to be published in October 2016.