

TRUSTEES MEETING**TUESDAY, FEBRUARY 8TH, 2011****REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

STATISTICS	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
No. of Hours Open	192	203	204	201	189	208	181
No. of Saturdays Open	0	0	3	5	4	3	4
No. of Hours Open Saturday	0	0	12	20	16	12	16
Hours Open After 5 p.m.	24	27	24	21	21	24	21
Attendance in Library	10,038	10,486	9,368	9,565	7,959	8,020	7,022
No. of Volunteers	13	14	16	8	7	4	4
No. of Volunteer Hours	47	28	24	16	17	10.5	8
Room Uses by the public	80	88	107	125	112	134	125
No. of Children's Programs	15	5	8	15	11	4	6
No. in Attendance	489	112	128	184	207	138	63
No. of Young Adult Programs	9	5	4	6	11	6	6
No. in Attendance	44	37	32	44	100	58	46
No. of Programs for Adults	11	13	15	14	17	12	9
No. in Attendance	90	137	257	154	202	146	132
No. of Reference Transactions	180	169	193	151	145	155	117
Internet Use	1,282	1,430	1,282	1,331	1,379	1,168	1,031
Microfilm Use	9	19	10	7	6	6	12
Total copies made	1,576	1,207	1,446	1,375	1,092	1,133	1,015
Total prints made	1,079	958	900	964	735	586	819
Holds filled (ILL)	1,242	1,333	1,271	1,209	1,162	1,046	1,265
Holds Received	743	540	649	711	682	608	644
Wireless Visits	335	309	327	360	330	339	294
Circulation	8,462	8,142	7,063	7,223	7,243	6,230	6,086*

*circulation for January 2010 was 6,355

Technology

The standard black and white Nook and the color Nook have been delivered by Barnes and Noble. The staff has received two trainings by the Community Relations Manager. Staff is currently becoming familiar with the devices and is in the process of organizing a public program. The devices will be available to the public for demonstration soon. The library has started a blog. It is located on the main page on the lower right side. Computers experienced downtime for 30 minutes on Friday, January 21, following a brief electricity surge.

The library has put together an energy assessment kit that can be loaned to patrons to assess their energy consumption.

Building

DPW did an excellent job of removing the snow after the various storms. They hope to work on widening the entrance to the parking lot this week. There have been a few leaks caused by the ice dams on the façade melting and seeping into the storage area and the stairway, but in the scheme of things not of much consequence. A ballast was replaced on one of the canister lights next to the Reference Desk. Gas bill increased due to additional therms used but also to offset an increase in delivery. I have been in contact with the DPW administration to discuss. During the regular maintenance of the elevator,

it was discovered that a gasket needs replacing. The quote is \$1615.25. Leaks in a few areas as a result of the thawing ice from the façade that is seeping in through the brickwork.

Policy

Web site policy for discussion. EReader Usage Policy for discussion.

Staff

All town offices including the library were closed on Wednesday, January 12th and Tuesday, February 2nd, due to the storms. Due to the inclement weather, some staff called in, as a result, staffing was less than desirable, at times.

Union staff has been granted a one personal day (affects 5 people) in recognition of their willingness to defer the scheduled pay increase to take effect on the last day of the current contract. New hire: Judy Rynearson (Library Aide, 10 hours per week) is in place since Monday, January 24, 2011. An extensive orientation and training is underway.

Volunteers

The Center of Hope has announced a new program for young people ages 16-24, funded by the CDBG and will have interns looking for positions in the community for 4-12 hours per week. As the SWCEC volunteers are so successful and they would like to send an additional team here, we are thinking of taking a second team from the collaborative. The supervision from the latter group is much more keen.

Instruction

Due to the recent article in the Southbridge Evening News, the Generations Online program is picking up quite a few students. The library staff is working with the trainer to try and interest those 'graduating' from that program to take the 'Taming the Catalog' that the library offers. The Southbridge Evening News will be here tomorrow to do a piece on JEL program.

Grant

The Clean Energy Grant is now spent and we are writing the report for the funders. The acquisitions are being completed for the CHNA5 grant and there will be a program in June to finish out this bursary.

Gifts and Bequests

Some additional donations have been received for the Marcelle Van Vooren fund.

School

- Meeting with the Superintendent scheduled for January 5th, 2011.
- I met with Mr. Riley, Principal, of West Street School and we have discussed future cooperative endeavors. In the early new year he is hoping to have me address an assembly at school

Outreach

The Spectacular AO Sculpture committee met on Monday evening and I was in attendance. The next phase is already underway working on lighting, landscape and hardscape. Joan Menard and I attended the legislative breakfast at Pearle Crawford Library, Dudley. It was a wonderful opportunity to meet with Senator Moore and the 3 representatives for this area. Rep. Geraldo Alicea, Rep. Kevin Kuros and Rep. Ryan Fattman.

Trainings and Meetings

- Successfully completed the National Incident Management System (NIMS) 100 course, required of all municipal administrators.
- Attended the Open Meeting Law training offered by the Attorney General's office.
- The Massachusetts Library System offered a forum for urban libraries that I attended with other Library Directors.
- Ashley Malouin and I participated in a webinar on Long Range Planning. JEL was offered as a site that other librarians could come to participate in the program.

Literacy Volunteers

At the monthly meeting of the Literacy Volunteers group the Director reported that there are currently 51 matched pairs of tutors and students and there are 40 students on the waiting list. These figures speak to the success of this program in our community. I also attended the annual Around the World Celebration organized by Literacy Volunteers was a wonderful experience in cultural diversity.

Programs

Leila Philip will be at JEL on Thursday, February 24th. Ms Philip is a professor at the College of the Holy Cross and has published some nonfiction titles including *A Family Place*. Ms Philip has offered to donate any profit from sales to the Friends.

Media

The Southbridge Evening News has provided a significant amount of coverage in the recent past. The Cable TV crew has also been here on a few occasions. I would like to have more TV exposure for programs as I believe there are many people at home watching that we could reach through this medium. We are investigating the possibility of archiving the Constant Contact Newsletter, on our web page. We continue to exploit promotion opportunities offered by the social media including Social Web where Worcester Magazine and the Pulse for example take their copy.

Archive of SEN

I have followed up some emails with a call to the SEN editor Adam Minor in relation to the digitizing and archiving of the SEN. Adam has undertaken to discuss with the publisher and his team and will get back to me in this regard.

Patrons

The teens have been misbehaving in the library and we have been working to try and get them on board but with limited success. These issues are a daily occurrence and sometimes, from the time school ends until 5 p.m. we are frequently involved in mediating the behavior. As late as yesterday, the police had to be called as an eleven year old student would not leave when asked. His verbal abusiveness to the staff precipitated this action.

February 2011

Fr. Ernest Trahan will be the artist of the month. To celebrate Black History Month, Fr. Trahan will share his paintings of his time in Lesotho. Write up in the SEN this week.

Tuesday 8 th , 15 th , 22 nd	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 8 th , 15 th , 22 nd	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Monday 14 th , 28 th	Inkwell Imaginings	6 p.m. - 7:30 p.m.	Mills Room

Tuesday, 8th	Board of Trustees	12 noon	Mills Room
Thursday, 10th	Movie: <i>Munyuran</i>	6 p.m.	Pioppi Room
Thursday, 17 th	Presentation on Burkina Faso	6:30 p.m. – 7:30 p.m.	Reading Room
Wednesday, 23 rd	Teen Card Making Workshop	10 a.m. - 2 p.m.	Pioppi Room
Thursday, 24th	Leila Philip – author and educator	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 28 th	Friends of JEL	6 p.m.	Mills Room
Vacation Week	Gaming for Teens	2:30 – 4:30 p.m.	Pioppi Room
	JEL IS CLOSED ON February 21		

March 2011

March is Women's History Month and there will be a group display throughout the month.

Tuesday 1, 8, 15, 22, 29	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 1, 8, 15, 22, 29	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Thursday, 3	Reception for <i>Women's Work</i>	6:30 p.m. - 7:30 p.m.	Main Hall
Friday, 4	<i>Hora de Cuentos – Dr Seuss Cumple años - Birthday</i>	10:30 a.m. – 11:30 a.m.	Program Room
Monday, 7	Mystery Book Club:	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 7, 14, 21, 28	Inkwell Imaginings	6 p.m. - 7:30 p.m.	Mills Room
Thursday, 10	Movie: <i>The Window</i>	6 p.m.	Pioppi Room
Thursday, 10	Boys of the Town – Celtic music	6:30 p.m. – 7:30 p.m.	Reading Room
Saturday, 12	Teen Tech	9:30 a.m. – 12:30 p.m.	Pioppi Room
Tuesday, 15 st	Board of Trustees	12 noon	Mills Room
Thursday, 17, 24, 31	Women's Studies Series – Professors from Anna Maria College will present on the topic of women's history	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 21 th	Friends of JEL	6 p.m.	Mills Room
Thursday 24 – Saturday 26	Friends of JEL BOOKSALE	Thurs. 5 p.m. – 8 p.m. Friday 9 a.m. – 5 p.m. Saturday 9 a.m. to Noon	Pioppi Room
Wednesday, 30 th	Census Training	10 a.m. – 12 noon	Pioppi Room