

**TRUSTEES MEETING    TUESDAY, MARCH 15TH, 2011**  
**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

STATISTICS	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.
No. of Hours Open	192	203	204	201	189	208	181	189
No. of Saturdays Open	0	0	3	5	4	3	4	4
No. of Hours Open Saturday	0	0	12	20	16	12	16	16
Hours Open After 5 p.m.	24	27	24	21	21	24	21	21
Attendance in Library	10,038	10,486	9,368	9,565	7,959	8,020	7,022	7,501
No. of Volunteers	13	14	16	8	7	4	4	4
No. of Volunteer Hours	47	28	24	16	17	10.5	8	8
Room Uses by the public	80	88	107	125	112	134	125	128
No. of Children's Programs	15	5	8	15	11	4	6	10
No. in Attendance	489	112	128	184	207	138	63	148
No. of Young Adult Programs	9	5	4	6	11	6	6	8
No. in Attendance	44	37	32	44	100	58	46	60
No. of Programs for Adults	11	13	15	14	17	12	9	13
No. in Attendance	90	137	257	154	202	146	132	158
No. of Reference Transactions	180	169	193	151	145	155	117	160
Internet Use	1,282	1,430	1,282	1,331	1,379	1,168	1,031	1,088
Microfilm Use	9	19	10	7	6	6	12	6
Total copies made	1,576	1,207	1,446	1,375	1,092	1,133	1,015	1,207
Total prints made	1,079	958	900	964	735	586	819	558
Holds filled (ILL)	1,242	1,333	1,271	1,209	1,162	1,046	1,265	1,178
Holds Received	743	540	649	711	682	608	644	661
Wireless Visits	335	309	327	360	330	339	294	348
Circulation	8,462	8,142	7,063	7,223	7,243	6,230	6,086	6,165*

\*circulation for February 2010 was 6,816

**Technology**

One of the computers has been hit with a virus and our IT support was able to restore services. We have some compatibility issues with Windows 7 and the time management software and continue to liaise with the network and IT support. There are a total of 15 publicly accessible internet computers in the library now. The increase in number is possible due to re-purposing of some existing computers. There have been some issues with our online catalog connection which we continue to work on.

**Building**

The number of patrons who visited Jacob Edwards Library in the first half of FY11 (July – December 2010) totals 55,436. This is a further reminder of the usage and wear and tear of the building and the equipment. DPW Director and Town Manager toured the JEL facility with me to ascertain condition of building and to identify any problem issues – ceiling, Main Street façade and parking lot being the most pressing items and will be featured in the capital budget requests. The elevator is out of service since Tuesday afternoon, with an electrical fault. The part is on order and installation is anticipated on Thursday morning. Leaks were discovered in a few areas as a result of the thawing ice through the brick façade. DPW has cleared the snow in the handicapped parking area.

**Policy**

**Staff**

An inservice training will be offered the staff on Friday, April 1, 2011. The library will close at 1 p.m. to facilitate this event.

### **Volunteers**

### **Instruction**

### **Grant**

### **Budget**

Budget preparation for FY12 is finished. Joan Menard, Board Chair and I met with the Town Manager and the Accountant to discuss the submission. There is a 3.27% increase in the submission, even though the instructions were to level fund, but after a conversation with the Accountant and based on usage, we agreed on the current figures.

### **Capital a/c**

### **Capital JEL**

### **Gifts & Bequests**

### **School**

### **Outreach**

February vacation week was busy throughout the library. A group from the YMCA, Trinity Catholic Academy, among others visited the library and participated in programs during the week.

### **Training & Meetings.**

Bookings for the public study and meeting rooms are increasing, contributing to an overall increase in use of the facility.

I met with other area library directors during the month and find these meetings a valuable resource/exchange.

I participated in the *Connection to Collections* conference call with the MA Board of Library Commissioners.

I met with some people in the community who are interested in starting a branch of *Parents Helping Parents* in Southbridge.

The half day inservice training for staff will take place on Friday, April 1<sup>st</sup>. As in previous years, we will be closing the library at 1 p.m. to facilitate the training. Joan Menard has kindly accepted our invitation to lead the staff training. Ashely and I participated in a webinar on Long Range Planning. Jacob Edwards Library was offered as a site where other librarians could come to participate in the program. The Town Manager and I attended the Community Health Network (CHNA5) breakfast meeting at Tantasqua. This quarterly meeting is an excellent opportunity to network. The library is a grant recipient from the CHNA5. Joan and I attended the legislative breakfast at Pearle Crawford Library, Dudley. An opportunity was also provided to chat with Senator Moore and the three representatives for surrounding region. The Dudley facility has 20+ computers and self check-out; and is a welcoming warm public space.

### **Friends of the Jacob Edwards Library**

I attended the monthly meeting and presented the suggestion of the 50:50 funding of a farewell gathering in honor of Vincent Chenevert's retirement. The Friends agreed to this proposal and Barbara Day, Chairperson will contact Joan Menard.

**Literacy Volunteers Programs**

Our annual March show to celebrate Women’s History Month has attracted 32 exhibitors, including some new participants. During Teen Tech week (March 7-12), we are offering a program based on Facebook and privacy considerations when using social networking, Wii Gaming and the ongoing Teen Anime Club. A large audience was in attendance to hear Leila Philip, award-winning author’s presentation and there was good coverage in the print media. , I completed a survey for the Massachusetts Local Cultural Council about programs and improvements to the data collection. The Southbridge Cultural Council has been magnanimous in their support of events at JEL – 12 in the current year. Due to weather we have had some cancelled programs - Story Hour was canceled on Tuesday, as schools were closed. The library was closed on Wednesday 2nd.

**Media**

The coverage in the Southbridge Evening News has been frequent and extensive. It has been helpful in getting the message out to the public. SEN has approximately 2,700 subscribers. Increasingly, we are relying on social networking such as the JEL Blog (<http://jelibrary.wordpress.com/>), Social Web, and Facebook. The advocacy by the Trustees to the Town Manger in relation to the cable tv coverage is appreciated.

**Archive of SEN/Digitization**

**Patrons**

On Monday, February 7<sup>th</sup>, the police were called to remove an eleven year old who had been verbally abusive to a staff member. Follow up with the parent and the school was thorough.

**April 2011 Calendar**

**National Library Week April 11 – 16**

Monday, 4	Mystery Book Club: <i>Coroner's Lunch by Colin Cotterill</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Monday 4, 11, 25	Inkwell Imaginings	6 p.m. - 7:30 p.m.	Mills Room
Tuesday 5, 12, 19, 26	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 5, 12, 19, 26	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Thursday, 7	Reception: <i>Lynne Kokotiuk</i>	6:30 p.m. - 7:30 p.m.	Main Hall
Thursday , 7	<i>Southbridge High Jazz Band</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Wednesday 13 <sup>th</sup>	Library Snap Shot Day State-wide event		
Wednesday 13 <sup>th</sup>	Retirement Celebration and Farewell to honor Vincent Chenevert	1 p.m. – 3 p.m.	Reading Room

Thursday, 14	Movie: <i>Only When I Dance</i> (English and Portuguese)	6 p.m.	Pioppi Room
Friday, 15	<i>Hora de Cuentos – Primavera/Spring</i>	10:30 a.m. – 11:30 a.m	Program Room
Tuesday, 19	Board of Trustees	12 noon	Mills Room
Wednesday 20	Chess with Adam & Ben Piche	2 p.m. – 4 p.m.	Teen area
Thursday 21	Author Gary Greenberg “Manufacturing Depression: the secret history of a modern disease	6:30 p.m. – 7:30 p.m.	Reading Room
Friday 22	Wii Gaming for Teens with an Earth Day Theme	2 p.m. – 4 p.m.	Pioppi Room
Monday, 25	Friends of JEL Annual Meeting	6 p.m. – 6:30 p.m.	Reading Room
Monday, 28	Common Threads: Seven Poets and a Wealth of Readers, coordinated by Poet Mark Wagner	6:30 p.m. – 7:30 p.m.	Reading Room
Wednesday, 30 <sup>th</sup>	Día de los Libros Día de los Niños – special guest reader Fr. Peter Joyce	10:30 a.m. – 11:30 a.m.	Program Room
	<b>JEL is CLOSED</b> Friday April 1 at 1 p.m. Monday April 18 all day		

**Save the Date:** Wednesday, April 13<sup>th</sup> there will be a farewell reception for Vincent Chenevert, in the Reading Room, from 1 p.m. to 3 p.m. JEL has joined the 90+ libraries that have signed up to participate in the state-wide Library Snap Shot Day