

TRUSTEES MEETING**TUESDAY, SEPTEMBER 21ST 2010****REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

STATISTICS	JULY	AUGUST
Total No. of Hours Open	192	203
Total No. of Saturdays Open	0	0
Total No. of Hours Open Saturday	0	0
Total Hours Open After 5 p.m.	24	27
Attendance in Library	10,038	10,486
No. of Volunteers	13	14
No. of Volunteer Hours	47	28*
Room Uses by the public	80	88
No. of Children's Programs	15	5
No. in Attendance	489	112
No. of Young Adult Programs	9	5
No. in Attendance	44	37
No. of Programs for Adults	11	13
No. in Attendance	90	137
No. of Reference Transactions	180	169
Internet Use	1,282	1,430
Microfilm Use	9	19
Total copies made	1,576	1,207
Total prints made	1,079	958
Holds filled (ILL)	1,242	1,333
Holds Received	743	540
Wireless Visits	335	309

*Herb's passing will reduce this figure. The tax abatement personnel (TAP) are not counted in this figure as they are compensated for their efforts. Most of the TAP will be finished soon.

Technology

The library is collaborating with Literacy Volunteer Services to apply for a donation of some laptop computers from the US government Health and Human Services, New England Region. The machines would be without software and the library would need to purchase some licenses to make them operable. With these computers, we would be able to use them as a mobile training lab.

Web Page

Staff continues to update the pages of the web site to be more user-friendly, informative and reflective of the library services.

Marquee Sign

The sign on Main Street was vandalized and a report was filed with the police department. Replacement pieces were purchased to make the sign usable.

Building

- Tree – quotation for a total of \$1,575.00 from Benoit Landscaping (company approved by the town). \$1,000 of which to remove the boxelder in the north section of the parking lot that is mingled with the wrought iron fence. I am still working on where our boundary line is *vis à vis* the tree and the fence, before we can move along on this project.
- In addition, the DPW has already removed the dead tree and stump, on Main Street side of the building. A quote of \$225 has been given by Benoit for replacing with a crab apple. There is also some pruning of two other Mountain Ash that will be done, as part of this project \$150 and \$200 to trim the overhanging branches in the rear parking area.
- Fence - D&D have been here about the wrought iron fence repair and I am waiting on the quotation. D&D will facilitate the cutting of
- Foster Street Steps – the bluestone steps at the Foster St. entrance need to be reset, and repaired in places. \$1,850. There are some areas of the building where the brick joints need to be re-pointed. \$680. Quotation for the work has been received from Alan DiPietro (again, this company is approved by town) Total \$ 2,530.00
- Ceiling – A representative from Sherman Williams came by to get some paint chips to test a while ago. I have not had a report from him and will need to follow up.
- Telephone Kiosk has been removed by Verizon. The coin operated phone was removed a number of months ago.
- Periodicals Room – the refurbishment of the periodicals room to become a meeting space is completed. A dehumidifier and whiteboard have been purchased.
- Diversified Signs – more signage has been installed and we are still waiting for some more signs to be completed by the company. They are trying to match some existing signs and sourcing the material is a challenge.

Staff

Ashley St. Laurent is the new library aide working in the Children's Room, filling a vacancy created by a staff member who re-located out of state. The applications for the other library aide position in Technical Processing/Children's Room are being reviewed.

Volunteers

The saddest news was the passing of our dear friend and staunch volunteer Herbert Grignon of Sturbridge. Herb Grignon will be missed by all of us. Herb was a wonderful person who had a strong work ethic, who truly embodied the spirit of volunteerism, coming here twice a week to give of his time so generously. Thank you to the Trustees for the bouquet of flowers to his family. A gracious acknowledgment was received from the family.

Tax Abatement Personnel

A change in the 'volunteer' figure in the statistics will be noticed, as it is comprised of the contribution Herb made as well as the interaction the Friends of JEL has with the public during programming. Herb's significant contribution will be missed. The tax abatement personnel hours (68 hours per person) are not included in the Volunteer hours reported in the statistical section,

as they are compensated for their efforts. Most personnel have almost completed their required hours, by this time of year.

Summer Reading

2010 participants were Adult : 93 Teen: 26 Kids: 156

The Children's Room had an Ice Cream Social to finish the Summer Reading program – the event was well attended with parents assisting with the desserts and the distribution of prizes. Thanks to the Trustees we had a nice prize for the adults–The Friends of the Library also provided prizes. Attractive prizes provided a good incentive to the patrons and we thank the Board (for a New England Water Barrel) and the Friends for their donations (including an Ipad and flash drives), as well as local businesses. Next year, Massachusetts will join the national summer reading program.

Programs

The recurring programs (Knitting with Sonya, Anime Club for Teens, Mystery Book Club) continue to meet, and have strong attendance – our newest program, Inkwell Imaginings, continues to grow and they are moving from a twice monthly to a weekly schedule in October. The knitting group visited Webs Yarn Shop in Northampton on the 24th. Thanks to the Police Department for the use of the PD van. A classic movie was screened in the Pioppi room on Saturday last to gauge interest in having a Saturday morning program series.

Long Range Plan

The sub committee consisting of Joan Menard, Dick Whitney, Gary Bridgman, Ashley Malouin and Margaret Morrissey met August 17th. Joan and Margaret have since met on September 7th to discuss the draft document.

Name Badge Project

Quotation from Colonial Copy, Central Street for batch of 20 badges or more would be at the rate of \$20 each. Orders under 20 will be charged at \$25 per item. A silver rectangular shaped badge has been selected with rounded corners and a magnetic back. The JEL logo will be on the left panel and on the right the forename of the staff member and their job title on the line underneath. The script will be in black ink.

Grants

Check for *Digital Treasures* project for \$2,000 was from Michael Cimini and Angela Cheng-Cimini (formerly of Yankee Spirits) in a competitive grant process. The staff is currently working on applications to the Local Cultural Council for funding for programming - in FY10 we received funding for 5 programs and hope to be equally successful again this year.

Digital Treasures and Digitization

I met with Tracy Seelye, editor of the Stonebridge Press to discuss digitization and the SEN archive. Many of the questions and suggestions that I raised have not yet been considered by the newspaper. Tracy is going to raise the issues with the publisher, Frank Chilinski and that she would organize a future meeting to discuss further.

Donations

Friends of the Jacob Edwards Library received a \$60 cash donation from a patron who wished to express his gratitude for using the facilities at JEL, while his children attended a camp at Old Sturbridge Village. \$100 was received from Mari Ada Crosbie in memory of her late grandfather John Crosbie.

GED

Working with QCC to coordinate a meeting of local GED services. Wednesday, September 22nd at 2:30 p.m. has been agreed. Service agencies responded with enthusiasm to this suggestion as we all recognize that the services need to be coordinated and do a better job of promotion.

MEMA

MEMA – the state emergency management agency visited the library in response to the survey we completed earlier, so as to assess the building for suitability as a site for future use, should the need arise. Colleagues from the local emergency team joined the meeting. The building was approved for use as a site to process paperwork in the event of a local disaster. In a situation like this, MEMA would anticipate to operate from the building for approximately 3 weeks.

Meeting Rooms and Space

Preparations to open the periodicals room as a meeting space are well underway. A dehumidifier was purchased and has been installed. Furniture from other areas in the building has been used to create a useable space. Whiteboards have been purchased for this room and for the study rooms as well.

Parking Lot

The library is attempting to meet the increasing demand for parking, especially if the meeting rooms are in use and we are having participants use the public parking at Laroche Way.

Policies

Worked on updating meeting room and display policies. Drafts prepared for approval by the board at today's meeting.

State Aid and Annual Reporting

The state aid reporting cycle has commenced. I will be attending a training next week on the financial section of the state aid report. ARIS report was submitted in August.

Programs

The library celebration of Hispanic Heritage month was a success. *Son D'Plena* played during the reception for artist Jenny Marciano. There was a large attendance. Met with Chairwoman of the Board to discuss the draft Long Range Plan. Saturday hours resumed on September 11th.

Outreach

The library participated in an initiative started by Catholic Charities for donations of school supplies known as *Stuff the Bus*. Catholic Charities reported that 41 local families were assisted.

ASPIRA

Save the date – ASPIRA the educational advocacy group for Spanish students will be making a presentation to the business community on Wednesday, October 13th at noon in the Pioppi Room.

UMass Gastón Institute Conference

On September 17, I attended the “Securing the Dream: Power, Progress, Prosperity 2010 Statewide Latino Public Policy Conference. The Latino proportion of overall school district in Southbridge is 42.4% (6th highest in the state). Presenters included Governor Patrick and many state politicians including: Congressman McGovern; Dennis Rivera Secretary of the Partnership for Quality Care and John Trasviña US Asst. Sec. for Fair Housing. It was an engaging event and the statistical information was very compelling.

After attending the plenary sessions I selected the following to attend:

- Education: The Status of Latino Educational Outcomes in MA public schools
- Keeping Our Kids in School: Policy Changes, Voices from the Field

The Gaulin Brothers are the artists for the month of October – featuring watercolor and oil paintings, decorative bone china and woodwork.

Monday , October 4th	Mystery Book Club: <i>In the Bleak Midwinter</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 4, 18, 25	Inkwell Imaginings	6 p.m. - 7:30 p.m.	Mills Room
Thursday, 7	Artists Reception – Gaulin Brothers <i>Rock Paper Chisel</i>	6:30 p.m. - 7:30 p.m.	Main Hall
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
Wednesday, 13	ASPIRA MA presentation to the business community	12 noon – 1:30 p.m.	Pioppi Room
Thursday, 14	Movie: <i>Eldorado</i>	6 p.m.	Pioppi Room
Thursday, 14	Dr Oh will discuss Sports Injuries with reference to kids	6:30 p.m. – 7:30 p.m.	Reading Room
Monday, 18	Friends of JEL	6 p.m.	Mills Room
Tuesday, 19	Board of Trustees	12 noon	Mills Room
Thursday, 21	S J Wolfe of the American Antiquarian Society will present a lecture <i>Mummies</i>	6:30 p.m. – 7:30 p.m.	Reading Room
Friday, 22	<i>Hora de Cuentos: Halloween</i>	10:30 a.m. – 11:30 a.m.	Program Room
Friday, 22	<i>Wii For Teens</i>	3:15 p.m. – 4:30 p.m.	Pioppi Room
Thursday, 28	Jack Larkin new book <i>Where We Used to Work</i> Book signing and lecture	6:30 p.m. – 7:30 p.m.	Reading Room

The library will be closed on Monday, October 11th in honor of Columbus Day

Save the Date - Nick Chandler will present a lecture on his newly released title “*Early American Underhammer Guns*” and a book signing will take place afterwards.

