

TRUSTEES MEETING**TUESDAY, MAY 18, 2010****REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR****STATISTICS FOR APRIL 2010**

Total No. of Hours Open	208
Total No. of Saturdays Open	4
Total No. of Hours Open Saturday	16
Total Hours Open After 5 p.m.	24
Attendance in Library	9,722
No. of Volunteers	26
No. of Volunteer Hours	51.25
Room Uses by the public	95
No. of Children's Programs	14
No. in Attendance	186
No. of Young Adult Programs	5
No. in Attendance	44
No. of Programs for Adult	12
No. in Attendance	211
No. of Reference Transaction	119
Internet Use	1,160
Microfilm Use	7
Total copies made	1,309
Total prints made	887
Holds filled (ILL)	1,173
Holds Received	687
Wireless Visits	251

Budget

The Education and Human Services subcommittee voted to approve the FY 11 budget. That is a 2.45 % increase on FY 10 and a MAR of \$422,790.00. The Accountant and I reviewed figures in preparation for the budget hearing which was very helpful.

State Aid

Total this year is anticipated to be \$22,732.30. The second payment is due to be disbursed soon.

Net Lender

Once again Jacob Edwards Library loaned more items through Inter Library Loan than were borrowed by our patrons – the CMRLS has set aside a \$1 per item payment for this purpose. This year our figure is 4,187 items.

Building

- Sign for the Lenti Room - is being fabricated by Diversified Signs.
- Window replacement Project – three windows in the rear of the building need to have the glass replaced due to BBshots. There is a deductible of \$1,000 and the insurance company has paid for the glazing and the rental of a crane as the windows are on the 3rd floor.
- Mulch – this year I am working with the Sewer Treatment Plant to use some of the free byproduct there to cover the beds. I have obtained samples of the product, have discussed the possible odor issues with the DPW and would like to try this out to show we truly are attempting to make the library a more sustainable building. I intend to place signage on the lawn to promote the project. As summer reading has the Go Green theme, it is rather a nice coincidence.

Long Range Plan

Sub Committee members Joan, Dick and I have been working to prepare for the public comment sessions. Two dates have been set for focus groups to meet: Thursday, May 20th at 11:30 a.m. to 1:30 p.m. and Monday, May 24th at 6 p.m. to 8 p.m. in the Pioppi.

Programs

During school vacation week, there were many programs offered to kids and teens, including an author visit to tie in with Earth Day, an Anime workshop and Wii Lego Rock Band. To celebrate *El Día de los Niños/ El Día de los Libros* there was a special story hour, celebrating Children's Day/Book Day on Friday, April 30th at 10:30 a.m. The training session *Using the Library Catalog – Get the Best Results*. As a result of the positive response on both programs, to both these new initiatives, we will continue to offer them on a monthly basis. The reception for Grade 5 West Street School students is anticipated to attract many students, family and friends. The Wind Ensemble will provide the musical accompaniment.

Summer Reading

Preparation work for summer reading is well underway. There will be separate components to the program for Children, Teens and Adults, as in previous years. Requests for summer reading lists have been sent to the local schools. This year's theme is Go Green. The Friends of the JEL have been asked to provide some prizes, as in previous years. The programs organized during the summer have all been

Meetings and Outreach

I attended the Violence Awareness workshop presented by the MA Board of Library Commissioners, on Saturday morning in Boxborough. The program was well presented and there were lots of ideas to review. I would like the trustees to consider setting a policy on Violence in the workplace and will provide some examples.

I attended the SALT meeting at the Armory and at a meeting of C/WMARS network, as well as training on remote access to cable scroll. The Adult Services Librarian attended the school fair at Trinity Catholic Academy. Children's Librarian participated in the annual Community Baby Shower and there is a display of materials in support of the theme in the main hall, throughout May.

Opening Hours

The library was closed on Monday, in honor of Patriot's Day April 19th. JEL will be closed on Monday May 31st in honor of Memorial Day. The library will be closed at 1 p.m. on Friday, June 11th, 2010.

Staffing

Recruitment for the 10 hour position in Technical Processing

Three weeks' notice has been received from Barbara Fish in the Children's Room that will be leaving the area to take care of a family member.

An application was submitted for the Workforce Investment Act with the Center of Hope on for two workers during the summer – a clerical assistant and a landscape/maintenance assistant.

Grants

- An application to support the Digital Treasures initiative for \$2,000 was submitted to Yankee Spirits.
- Staff continues to work with Recycling Coordinator on the Renewable Energy grant of \$4000. The staff is currently working on materials selection to support the grant theme. Programs are being reviewed.

Staff Training

A customer service grant of \$500 from CMRLS earlier this year has allowed JEL to obtain the services of Anne Washburne, a well-known trainer in the library circuit and formerly of LL Bean, will present the program from 1:30 p.m. to 4:30 p.m. The Long Range Plan states "the Jacob Edwards Library will have a trained and knowledgeable staff able to guide effective community use of all materials. Provide opportunity for library staff to take advantage of ongoing education and training...Conduct an in-service day for all staff once a year. (FY2005)

June Programs at Jacob Edwards Library

Artful Friends, the annual fundraiser for the Friends of the Jacob Edwards Library, will exhibit the bounty of donated items including original art, prints, photographs, knitwear, pottery, gift certificates and tickets to events. The prizes will be on display from June 1 to June 24th, 2010. Tickets will be available for purchase all month and on the night of the drawing – June 24th.

Monday, June 7th **Mystery Book Club** *The Coroner's Lunch* by Colin Cotterill at 6:30 p.m.

Tuesday, June 1st, 8th, 15, 22nd and 29th **Anime Club for Teens** at 3.10 p.m. Pioppi Room

Tuesday, June 1st, 8th, 15, 22nd and 29th **Knitting with Sonya from 10:30 a.m. to 12:30 p.m.**

Thursday, June 3rd, **Artful Friends Reception** at 6:30 p.m. to 7:30 p.m., with live music

Wednesday, June 9th, **Training in Using the Library Catalog – Get the Best Results** at 10 a.m. – 11 a.m. Registration required.

Thursday, June 10th, Screening of the movie *Welcome* starts at 6 p.m. in the Pioppi Room.

Saturday, June 12th, Annual **Kite Day** in Southbridge. JEL Staff will participate and have a booth there.

Thursday, June 17th, **Eve Rifkahn** will present readings from her new books *Dear Suzanne* and *Outcasts* at 6:30 p.m. in the Reading Room.

Monday, June 21st, Monthly meeting of the **Friends of Jacob Edwards Library** at 6 p.m. in the Mills Room.

Tuesday, June 22nd, Monthly meeting of the **Board of Trustees of the Jacob Edwards Library** at noon in the Mills Room.

Monday, June 21st Screening of *Call Girls*, the latest movie from **Michael Nikolla (MEN Films)** in the Pioppi Room at 6:30 p.m.

SUMMER READING WILL KICK OFF ON June 21st, 2010.

Thursday, June 24th, Annual **Pride in Southbridge** program at 6:30 p.m. with musician and poet Arjuna Greist.

Friday, June 25th, **Bilingual Story Hour** with Michelle Garcia at 10:30 a.m. to 11:30 a.m.

The Artful Friends drawing will take place immediately after the **Pride in Southbridge** event at 7:30 p.m.

Wednesday, June 26th, **Presentation on Wetlands** by Maureen Doyle at 3 p.m.

Please consider joining us in the FEST Parade on Saturday, June 5th to promote the Summer Reading where we will be using the Go Green theme.