

**TUESDAY, SEPTEMBER 17, 2013**

**REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

## Technology

IT contractor here Saturday 9/7. The staff had a demonstration on the AWE Early Literacy Computer as we are considering to purchase.

## Building

MPC has two projects in relation to the heat pump and the boiler that we have approved and are waiting for them to be able to schedule staff to complete the work. These repairs were identified in the annual inspection of the equipment. McClure Engineering and Director of the DPW Director conducted a site survey and assessment of the retaining wall as part of a capital project. Menards Glass has renovated a display case that we acquired from M E Wells for use to display materials for the 100<sup>th</sup> Anniversary of JEL. On Friday, August 23 some of the copper downspouts from the building were stolen. A No-Trespass order was issued by the police department on behalf of JEL. The cooperation from the PD was appreciated. The DPW re-installed two sinks that needed securing and on another day worked on spreading wood chips on the perimeter area. A contractor was hired to remove the three tree stumps at the east side of the building. I have been working with Jonathan Church at the Central MA Regional Planning to coordinate the request for a bus shelter or bench on Main Street.

**Children's Department**

Fall decorations are being installed to reflect the season changes. Some changes are being made to the layout of the room with a view to monitor the patron behavior and evaluate the effectiveness of these changes. The regular fall programming schedule has resumed.

## Programs

We have been working with Workforce Central to organize training for staff on the new requirements for Unemployment Insurance filing. Those seeking benefit will be required to file online exclusively after October.

## Summer Reading

The library participated in the national Summer Reading Program in all categories:

*Dig Into Reading* – for kids; *Beneath the Surface* – teens; and *Groundbreaking Reads* – for adults. The program began on Monday July 1 with an Ice Cream Social and the program and finished Thursday, August 15. For the 26 children that finished the program, there was a pizza party. Thanks to the Southbridge Cultural Council, the Friends of JEL and the Southbridge School Department for the sponsorship.

	Adult	Teen	Children
Participants	23	16	182
Participants Online	16	1	0
Number of Programs	15	10	44
Number in Attendance	208	98	1208

## Collection Project

Libraries in the network have identified that during the migration to the Evergreen ILS system that items in the collection that migrated to the wrong fields. At JEL, we have identified approximately 1900 items

that need to be physically located and changed in the catalog. It is anticipated that this project will take 2 months to complete.

### ***Media and Social Media***

Staff has been actively posting on Facebook and we have received a lot of coverage in the Southbridge Evening News.

### ***Outreach***

The Adult Services Librarian attended the 2<sup>nd</sup> Annual Youth Summit on August 22<sup>nd</sup>, providing an information table for teens to learn about library services.

### ***Grant from Southbridge Public Schools/ASPIRA Interns***

Author and illustrator Jarrett Kroscozka presented a program on his art and his published work. Toe Jam Puppet Band was hugely popular with the kids. Both received a lot of media coverage. The college student Lauren Sbordy finished her internship.

### ***Databases***

The Consumer Reports database has been added to the reference offerings online.

### ***Meetings***

I met with area library directors to discuss matters of mutual interest. I participated in the Digital Commonwealth meeting via conference call.

### ***Town Council Meetings***

The fourth and final Town Council meeting was held in the Pioppi Room. Thanks to the staff at the Cable Station for their cooperation throughout.

### ***FOJEL***

The Friends have approved funding for the Graham Cracker House projects.

### ***Literacy Volunteers***

The LVS staff has been working with smith&jones advertising agency to develop a short promotional video. The first cut was screened to the marketing subcommittee of which I am a member, and provides wonderful footage of the library. The LVS Board will review at its meeting this week and once it is approved, I will send the link to the JEL Trustees.

### ***Staff***

Corinna Tiberii has retired after 26 years of stellar service. HR Specialist and I have developed a job description for S-7 Circulation Supervisor position and it has been posted. Rachel Flanders has been hired to fill the vacant Library Page position. Within the department I am conducting employee evaluations – 2 this month - as well as having my own evaluation with the Town Manager.

### ***100<sup>th</sup> Anniversary of JEL***

I am meeting with Trustees individually to discuss the activities and events that they are planning

### ***Annual Reports/Digital Commonwealth***

Continuing to work with intern Spencer Curry to coordinate the annual reports for the town. Once the information is compiled in electronic format we hope to eventually have this information available

through the Internet Archive. The annual reports from the JEL archive are currently being digitized at the Boston Public Library through a grant from the Digital Commonwealth.

### ***Incident***

Police were called on Saturday 9/7 to talk to a teen that had a book that was not checked out and who was also the person who vandalized the clock a few weeks ago.

### ***Closing***

The library was closed on September 2<sup>nd</sup> in honor of Labor Day.

### **WRTA**

**WRTA Unlinked Passenger Trips** - Bus riders Rt 29  
(Southbridge – Auburn Mall Route)

<b>Monday through Friday by Month</b>			
	<b>Route 29</b>	<b>All Routes</b>	<b>Proportion</b>
January	75	247,803	<b>0.0%</b>
February	978	247,875	<b>0.4%</b>
March	1,243	265,437	<b>0.5%</b>
April	1,180	286,146	<b>0.4%</b>
May	2,279	305,994	<b>0.7%</b>
June	1,739	283,801	<b>0.6%</b>
July	1,712	303,523	<b>0.6%</b>
August	1,969	310,972	0.6%

Month Of September 2013 Exhibit	Anna Ozolins and Emma Johnson Painting, Pottery and Jewelry		Main Hall
Monday 23, 30	Pajama Story Time	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 17,24	Knitting with Sonya	10:30 a.m. – 12 Noon	Reading Room
Tuesday 17, 24	Anime for Teens	3:10 – 4:30 p.m.	Pioppi Room
Wednesday 25	Crafty Wednesdays	All day	Children's Room
Wednesday 25	Super Kids	10:30 a.m.	Children's Room
Thursday, 19	Author Talk with Lauren Scheuer*	6:30 p.m. – 7:30 p.m	Reading Room
Thursday 26	Hispanic Heritage Month: Latinos in America presented by Severina Rios	6:30 p.m. – 7:30 p.m	Reading Room
Friday 20, 27	Baby Time	10:30 a.m. – 11:30 a.m.	Reading Room
Month of October Exhibit			Main Hall
Monday 7	Mystery Book Club:	6:30 p.m. – 7:30 p.m.	Reading Room

	<i>Year of the Fog</i> by Michelle Richmond		
Monday 14	Library Closed in honor of Columbus Day		
Monday 21	Jay Mankita concert#	6:30 p.m. – 7:30 p.m.	Children's Room
Monday 28	Halloween crafts with UConn APO Students	6:30 p.m. – 7:30 p.m.	Children's Room
Tuesday 8,15,22,29	Knitting with Sonya	10:30 a.m. – 12:30 p.m.	Reading Room
Tuesday 8,15,22,29	Anime for Teens	3:10 p.m. – 4:30 p.m.	Pioppi Room
Tuesday 22	Trustees Meeting	12 noon	Mills Room
Wednesday 2,9,16,23,30	Crafty Wednesdays	All day – drop in	Children's Room
Wednesday 2,9,16,23,30	Super Kids	10:30 a.m. – 11:30 a.m.	Children's Room
Wednesday 16	Lunchtime Tech – The Catalog	12 noon – 1 p.m.	Pioppi Room
Thursday 3,10,17,24,31	Lego Club	3 p.m. – 4:30 p.m.	Children's Room
Thursday 3	Artist Reception*	6:30 p.m. – 7:30 p.m.	Main Hall
Thursday 10	Library Box Office: <i>Corpo Celeste</i> *	6 pm	Pioppi Room
Thursday 17	An Evening with Michael Caprera#	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 24	Out and About in the Quabbin with Peter Baldracchi	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 31	Murder in Wellsley with Tom Farmer and Marty Foley	6:30 p.m. – 7:30 p.m.	Reading Room
Thursday 31	Movie for Teens <i>Warm Bodies</i>	3:30 p.m.	Pioppi Room
Friday 6,13,20,27	Baby Time	10:30 a.m.	Children's Room

Funded by      \*Friends of JEL      #Southbridge Cultural Council