

## **TRUSTEES MEETING**

**TUESDAY, SEPTEMBER 23, 2014**

### **REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR**

#### **Technology**

The dedicated catalog computers are not operational but patrons can access the catalog from all the internet accessible computers. Waiting for the IT vendor to upgrade.

#### **Building/Capital Projects**

The elevator has been out of service for almost a week as the parts were coming from Canada. Staff assisted patrons who may have difficulty with the access. The part was installed as soon as it was available but there were subsequent problems which have been successfully resolved. An inspection is scheduled for 10/23. We would like to express our gratitude to the Fire Department and DPW who assisted when the fire detection system was activated over the weekend. The town is negotiating a multi municipal contract for elevator service and it is not yet in place. The HVAC company has agreed to provide service at the "contract" rate whilst negotiations are being conducted. A new electronic board and sensor has been installed in the AC unit in the data closet. Some pills were found in a bag inside the building and were turned over to the Police Department.

#### **Collections**

Staff is working on setting up a procedure for obtaining reports with a view to doing an inventory. Another section of the collection has been weeded – this completes the adult general fiction collection. The project goal is to improve the appearance and attractiveness of the materials on the shelves which will hopefully lead to increased circulation of the materials. An evaluation of the Young Adult Fiction collection is underway.

#### **Children's Department**

With school open, the Children's Room is less busy during the day but there is a dedicated cadre of kids attending programs and checking out materials.

- *Lego Club* – a large batch of new blocks including 'people' has been added to the collection and is sure to be a hit with the younger builders.
- *Craft programs* - one with the YMCA Daycare kids who did a free form craft.
- The Southbridge Cultural Council sponsored almost all of the summer reading programs and we would like to express our sincere thanks for this funding.
- The Children's Librarian is introducing a new twist on Story Hour – the first Monday of each month will be the bilingual English/Spanish.
- Fall decorations have been installed and the programs will reflect the seasonal theme.

#### **Programs**

- Documentary photographer Mario Quiroz-Servellón presented a lecture on *Aging Minorities in Massachusetts* Thursday, September 4th at 6:30 p.m. Three of the portraits in the exhibit are of Southbridge residents.
- Cornel Coley presented *Fascinating Rhythm* which was engaging and had the audience on their feet! Funded by the Southbridge Cultural Council.
- The folk duo Oakes and Smith also performed on 8/21 with many original pieces – also funded by the Southbridge Cultural Council.
- Library Box Office: *Entre Nos* (Spanish w/English subtitles)
- Composer and musician Michael Caprera performed on Thursday, August 28<sup>th</sup> at 6:30 p.m., thanks to a grant from the Southbridge Cultural Council.

## Summer Reading

Summer reading ended on August 14, 2014. The summer reading program finished up with an Ice Cream Social in the Children's Room.

### Summer Reading Statistics:

|       | Signed Up<br>In person | Signed Up<br>online | Number of<br>Programs | Attendance<br>at Programs |
|-------|------------------------|---------------------|-----------------------|---------------------------|
| Child | 124                    | 4                   | 44                    | 1,371                     |
| Teen  | 14                     | 0                   | 9                     | 91                        |
| Adult | 28                     | 7                   | 16                    | 261                       |
| Total | 166                    | 11                  | 69                    | 1,723                     |

A participant in our Teen Summer Reading Program is the winner of a team-signed Boston Bruins Jersey, courtesy of the MBLC and Boston Bruins partnership. The top 5 readers in each age group were submitted to a state-wide raffle for various Bruins prizes.

## Media and Social Media

Staff from the Southbridge Cable TV station taped the Dr. Jean Borgatti lecture titled "*Anonymous Doesn't Live Here Anymore: African Artists Past & Present*". The Southbridge Evening News has moved to being a weekly paper. As we were always featured regularly in the daily (Monday through Friday) edition, we are waiting to see how the week's news will be condensed and the effect this will have on coverage of the JEL programs.

## Meetings/Outreach

The Adult Services Librarian attended the Southbridge Youth Summit information table session on Wednesday, 8/20. This annual event is a great opportunity to meet with teens and tweens in the community and chat about what the library has to offer them. Ashley also attended a meeting on

Reference Service hosted by MLS in Marlboro on 8/26. There are many new developments in the pipeline. I attended the dedication ceremony of the Michael A. Veshia Playground. The Adult Services Librarian attended a webinar on the MLS eBook Pilot Project on Thursday, September 4<sup>th</sup>. An overview of the pilot program's progress was given – it was unclear when the opportunity will be opened up to other libraries. I attended the School Subcommittee on Family and Community Engagement to discuss young adolescents and family literacy. Casella offered an Open House on Wednesday 9/11 at the landfill and I attended.

### **Fiscal Year**

The ARIS (Annual Report Information Survey) for the state was submitted. I was subsequently contacted by C/WMARS network that the figures provided by them for the MA Board of Library Commissioners had a calculation error in the Statistics Dashboard for the 2014 Service to Non Resident patrons.

The total in the "Circulations to Certified Library Patrons" included both circulations to Massachusetts Certified Library patrons and Out of State patrons – the 2,618 was incorrectly included! The MBLC has been contacted to update the

The correct statistics are below:

|                                               | Dashboard Statistics<br>Posted on July 1 | <b>Revised Numbers</b> |
|-----------------------------------------------|------------------------------------------|------------------------|
| Circulations to Certified Library Patrons     | 19,673                                   | 17,055                 |
| Circulations to Non-Certified Library Patrons | 0                                        | 0                      |
| Circulations to Out of State Library Patron   | 2618                                     | 2,618                  |
|                                               | 22,291                                   | 19,673                 |

According to the State Aid Specialist, there will be a \$0.13 cost per patron reduction in the State Aid figure. However, this year there has been an overall increase in funding of State Aid by the legislature by \$2 million and this will provide a 20% increase in payout on previous years.

### **FOJEL**

I attended the monthly meeting of the Friends. They are planning a holiday book sale starting in early November.

### **Gifts**

The telescope is expected to be delivered this month by the Aldrich Society. The telescope can be loaned to patrons, and thanks to Dino Tata and the Southbridge Rotary Club for generously purchasing the equipment. Training will be provided by the Aldrich Society.

### **Grants**

Local Cultural Council Grants are available and I am in contact with performers

## Research

I have been working with various members of the BiCentennial Committee on various historical projects.

## Staff

Anna Sotar has been hired as a Library Aide in the Children's Room. Interviews were conducted for a Library Aide position in the Children's Room. A job offer has been sent to the candidate. The position of Library Page has been filled by Brent Bohm a student at Quabog School System. Staff has taken some short webinars offering training on various software programs during the month. Performance evaluation was conducted for two staff members. Judy Rynearson, Library Aide will be resigned on September 6, 2014 after almost four years of service. Interviews were conducted for the position of Library Page and a candidate has been recommended for hire.

## Town Manager

A meeting of Board of Trustees was held on September 4, to review some development opportunities with the Town Manager and some department leaders.

## Trustees

I met with Trustee James Dyer to review the accounting procedures as he will have interim responsibility for finances on the board.

## Volunteers/Tax Abatement

The six participants are working on projects

|                            |                                                                                                                                         |                           |                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|
| Month of September Exhibit | <i>Aging Minority in Massachusetts</i> with documentary photographer Mario Quiroz-Servellón                                             | During Library Open Hours | Main Hall       |
| Monday 29                  | PJ Story Time                                                                                                                           | 6:30 p.m. – 7:30 p.m.     | Children's Room |
| Tuesday 23,30              | Knitting with Sonya                                                                                                                     | 10:30 p.m. – 12:30 p.m.   | Reading Room    |
| Wednesday 24               | Crafty Wednesdays                                                                                                                       | drop-in all day           | Children's Room |
| Wednesday 24               | Super Kids                                                                                                                              | 10:30 a.m. – 11:30 a.m.   | Children's Room |
| Thursday 25                | <i>An Evening of Flamenco</i> with Edmy Ortiz, Roberto Rios and Students of Flamenco Worcester – JEL 100 <sup>th</sup> and ASPIRA of MA | 6:30 p.m. – 7:30 p.m.     | Reading Room    |
| Friday 26                  | Toddler Time                                                                                                                            | 10:30 a.m. – 11:30 a.m.   | Craft Room      |

\*sponsored by the Southbridge Cultural Council

|                          |                                                       |                           |           |
|--------------------------|-------------------------------------------------------|---------------------------|-----------|
| Month of October Exhibit | Exhibit of Work by Stefan Volatile-Wood (mixed media) | During Library Open Hours | Main Hall |
|--------------------------|-------------------------------------------------------|---------------------------|-----------|

|                      |                                                                                             |                                             |                 |
|----------------------|---------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| Monday 6             | Book Club: <i>The Saffron Kitchen</i> by Yasmin Crowther                                    | 6:30 p.m. – 7:30 p.m.                       | Reading Room    |
| Monday 6             | La Hora de Cuentos                                                                          | 6:30 p.m. – 7:30 p.m.                       | Children's Room |
| Monday 13            | Library Closed in honor of Columbus Day                                                     |                                             |                 |
| Monday 20            | FOJEL Meeting                                                                               | 6 p.m.                                      | Mills Room      |
| Monday 20,27         | PJ Story Time                                                                               | 6:30 p.m. – 7:30 p.m.                       | Children's Room |
| Tuesday 7,14,21,28   | Knitting with Sonya                                                                         | 10:30 p.m. – 12:30 p.m.                     | Reading Room    |
| Tuesday 21           | Board of Trustees Meeting                                                                   | 12 noon                                     | Mills Room      |
| Tuesday 21           | <i>Paint Your Own: Sublime Sunflowers</i> with Greg Maichack*                               | 2 p.m. – 4 p.m.<br>REGISTRATION<br>REQUIRED | Pioppi Room     |
| Tuesday 28           | <i>Helpful Hints for Caregiving - Get the Tools You Need</i> presented by TriValley Inc.    | 1:30 p.m. – 2:30 p.m.                       | Reading Room    |
| Wednesday            | Crafty Wednesdays                                                                           | drop-in all day                             | Children's Room |
| Wednesday            | Super Kids                                                                                  | 10:30 a.m. – 11:30 a.m.                     | Children's Room |
| Thursday             | Reception for artist Stefan Volatile-Wood                                                   | 6:30 p.m. – 7:30 p.m.                       | Reading Room    |
| Thursday 9           | Library Box Office: <i>Watchtower</i> (Turkish w/English subtitles)                         | 6 p.m.                                      | Pioppi Room     |
| Thursday 16          | <i>Your Green Oasis: The Forests of The Last Green Valley</i>                               | 6:30 p.m. – 7:30 p.m.                       | Reading Room    |
| Thursday 23          | Author Leah Hager Cohen reads from <i>No Book but the World</i><br>100th Anniversary Events | 6:30 p.m. – 7:30 p.m.                       | Reading Room    |
| Thursday 30          | <i>The Hanging Judge</i> : a Reading with author Michael Ponsor<br>100th Anniversary Events | 6:30 p.m. – 7:30 p.m.                       | Reading Room    |
| Friday 3,10,17,24,31 | Toddler Time                                                                                | 10:30 a.m. – 11:30 a.m.                     | Craft Room      |

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