

TRUSTEES MEETING

TUESDAY, DECEMBER 19, 2017

REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Building

- Working with DPW personnel on two leaks.
 - The temporary repair on the leak in the Reading Room was checked and deemed ok for now. Scope of work has been prepared and will be used to obtain quotes for permanent repair. Scope of work for the repair of the Reading Room roof (1966 section of the building) has been developed. DPW is working on preparing the documents for the bidding process.
 - The leak in the area adjacent to the Information Desk. Source of leak being investigated.
- MPC identified some items to be replaced during the preventative maintenance. Waiting for quotes.
- Leak in the bubbler on lower level. Working to resolve.
- Tree trimming contract awarded. Work to be scheduled soon. Liaised with both abutters to obtain permission to have trees trimmed that are overhanging the parking lot. Permission obtained.
- Elevator inspection conducted 12/14. Passed.
- Automatic Door Systems here 11/29 to repair interior door north entrance and advised to replace motors.

Children's Room

- Working on picture book collection at letter "O" and shifting in entire collection is completed
- Planned programs for the Summer Reading 2018 and obtained some sponsorship.

Gingerbread House Making 3 sessions	75	180 in attendance as helpers
Wednesday Storytime	7	
Friday Storytime	21	

Collection Development

- Children's Room staff has completed all non print collection.
- Picture books completed up to the letter "P" and all *board books* and *early readers*
- The new PS4 and Xbox One Collection is circulating very well. November circulations in this format is up 600% from this time last year.
- The new configuration appears to have had an impact on DVD circulations – average circ is up 5% over the past few months.

Food for Fines

- Patrons appreciate the opportunity to “pay” their fines by donating to our annual *Food For Fines* drive. Catholic Charities is the beneficiary this year and we alternate with The Food Pantry. Many boxes of canned food were collected for distribution.

Friends of JEL

- The annual holiday book sale is underway! Lots of great bargains! This is one of a few limited opportunities that the Friends organization has for fundraising in support of programs.
- FOJEL has generously funded the *Gingerbread House Making* workshops. Children’s Room staff made four houses that will be door prizes at the Doolin Lads program 12/21, sponsored by LCC Grant.

Grants/Donations

- Applied for a grant to install additional security cameras to provide wider coverage of the building, to MIIA.

Holiday Decorating

- Staff has been very creative this year and the library is very festive. A Victorian dress and hat was designed and made from 2 damaged discarded books by the circulation staff. Folks have come in to see the dress as a result of comments on Facebook and photos posted there.
- Southbridge Garden Club has made the wreaths that hang on the entrance doors. One was provided complimentary and the other sponsored by the Friends of JEL.

Long Range Plan

- Staff is reviewing the plan and preparing an implementation strategy.

Media

- Receiving good responses to our frequent Facebook postings.
- *Southbridge Evening News* reporter Sarah Champagne has covered many of our events.
- SCTV has processed and uploaded some new programs recorded by library staff on YouTube.

Meetings/Outreach

- Attended the Central MA Library Advocates group at Charlton Public Library. Speaker was Mary Rose Quinn from the MBLC.

Proctoring

- Adult Services Librarian proctored an exam for a University of North Dakota distance student on Monday, 12/4

Programs

- The ever popular Gingerbread House Show is on display in the main hall. The kids demonstrated their individuality and design sense in their use of the materials. Thanks to the Friends of JEL for sponsoring this annual event.
- Book club met 12/4. No meeting in January.
- The *Tuesday Knitting* group presented the hats, gloves, scarves that they made to New Hope 12/12. Malerie provided an overview of the program and the work that the organization does in our community. Some other folks also contributed some handknits to the drive.
- QCC Creative Writing students of Dr. MaryKate McMaster presented their work in the Reading Room on 12/11. The college taped the presentation for use in a pilot program. This is the third year we have hosted this event.

Safety and Security

- Awaiting response from MIIA on the grant application submitted to extend the camera coverage in the building.
- Police walk-through 11/30.

School Department

- Issued 50 new cards to middle and high school students, thanks to efforts of Mel Blake, MHS Librarian.

State Aid

- Notification was received from the MA Board of Library Commissioners that the library is certified for State Aid in FY18. Payment 1 will be in the amount of \$14,491.59. The certificate is displayed at the Information Desk.

Tax Abatement Personnel

- The library has had 5 personnel through this program in 2017 and we look forward to participating again in the new year.
- A request from parents of students in the *Puente*/Dual Language program to provide Spanish Language classes has been referred to the departments that are responsible for the Tax Abatement program.

Tax Forms

- An order for tax forms and booklets has been placed under the TFOP. The program will follow the same format as last year - forms and booklets for 1040, 1040A, and 1040EZ will be provided. For any schedules or supplemental forms, the IRS instructs us to direct patrons to the IRS.gov website to print them out.

Technology

- AWE *AfterSchool Edge* for elementary school students is on order. The library was able to avail of an attractive sale price. This machine will compliment the AWE Early Literacy computer.

Technology

- Upgrade of servers at C/WMARS.