

**TRUSTEES MEETING****TUESDAY, NOVEMBER 17TH, 2009****REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR****STATISTICS FOR OCTOBER 2009**

Total No. of Hours Open	212
Total No. of Saturdays Open	5
Total No. of Hours Open Saturday	20
Total Hours Open After 5 p.m.	24
Attendance in Library	8,918
No. of Volunteers	14
No. of Volunteer Hours	31.75
Room Uses by the public	82
No. of Children's Programs	14
No. in Attendance	198
No. of Young Adult Programs	0
No. in Attendance	0
No. of Programs for Adult	6
No. in Attendance	74
No. of Reference Transaction	102
Internet Use	1,320
Microfilm Use	9
Total copies made	1,513
Total prints made	542
Holdings filled (ILL)	1,231
Holdings Received	654
Wireless Visits	260

Please note: a People Counter has been borrowed from CMRLS to check the library attendance figures, as we had some concern about our reporting.

*Technology*

The air conditioning unit has been installed in the Server Room and the new server has subsequently been installed. Gradually computers are being added to the Vista operating system. Windows-7 has been loaded on two staff terminals as a trial. Yes

A formal request has been placed with the network: CWMARS to upgrade the capacity of the switches at JEL. Currently, we have 2 and the response rate has been noticeably slow. Earlier this year, I sent a submission as part of a grant proposal for tier-2 libraries and the grant was awarded.

CWMARS are one of three consortia that are moving towards an open source Integrated Library System. Evergreen has been selected as the Open Source vendor for the ILS that is in

development. Money is being used from a LSTA grant and will also require \$\$ from the networks. As of now, NOBLE, Merrimac Valley and CWMARS have grouped together to go forward with this project. There is a possibility that other networks may join later (in other states Open Source has been used state-wide) and this project can grow accordingly. At the moment a coordinator is being recruited

#### *Thompson Bequest*

Money still at Treasurer's Office for depositing when copy of the will is available.

#### *Staffing*

*Adult Services* – The Town Manager, Trustee Dick Whitney and I interviewed seven strong candidates from a pool of 24 applicants. Three candidates are invited back on Monday, November 23<sup>rd</sup> to meet with the senior staff. The staff will be asked to rate the 3 candidates and to forward their rankings to Town Manager's office. A decision will be made soon thereafter.

*Children's Library Aide* – The position will be re-advertised.

*Page in Adult Dept.* – A small pool of applicants are currently being reviewed and interviews will be set up next week.

#### *Workforce Investment Act*

Shalynn Claudio worked as part of the WIA program (no cost to JEL). She has since obtained another position and Chelsi Coleman has been placed with us in a similar capacity, working between Children's and Adult Departments.

#### *Ethics Compliance*

The staff and the Friends have completed the online training. There are just a couple of more certificates that need to be submitted to the Town Clerk's Office.

#### *Young Adults*

Working with the School Resource Officer Rossi to talk with the after-school students who visit the library.

#### *Meetings*

It has been busy attending various meetings – the highlight being the Don't Close The Books on Libraries rally, at the State House. I have been elected onto the Central MA Regional Library Service (CMRLS) board.

#### *Grants*

##### *Cultural Council*

The library submitted many program proposals

##### *CMRLS Collaborative Grant*

\$500 was awarded to JEL in response to our

#### *Request for Supplement Money for Materials*

There is \$6,700 remaining in the account, I would like to start the process of requesting money for Materials now so as to ensure a smooth transition from one fiscal source to another.

### *Media*

Interview with presenter Thomas Doughton of the College of the Holy Cross was published in the Southbridge Evening News, following his presentation in celebration of Native American Heritage.

*Food For Fines* Drive is going well.

### *Forthcoming Programs:*

- Gingerbread House Display through the month.
- Tuesday December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, *Knitting with Sonya*
- Thursday, December 3<sup>rd</sup>, Holiday Concert at 6:30 pm. Gingerbread House making in the Children's Department
- Monday, December 7<sup>th</sup>, *Mystery Book Club – Track of the Cat* will be discussed at 6.30 pm. Members of the group are going to swop a favorite mystery with fellow members and discuss why they like the swop title.
- Thursday, December 10<sup>th</sup> *Movie: Day and Clouds at 6 pm*
- Monday, December 14<sup>th</sup> and 28<sup>th</sup> *Drumming Circle with Mellonee at 6:30 pm to 7:30 pm*
- Monday, December 21<sup>st</sup> – *Transitions and Losses* by Overlook at 6:30 pm

Please note we have a new series of programs starting in December. Mellonee Pauley will lead a drumming circle in the Pioppi Room. The cycle will be the second and fourth Monday of each month. I am pleased that we are able to offer something new and different into the programming mix.