

**TRUSTEES MEETING****TUESDAY, APRIL 19, 2011****REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR****STATISTICS FOR MARCH 2011**

<b>STATISTICS</b>	<b>JULY</b>	<b>AUG.</b>	<b>SEPT.</b>	<b>OCT.</b>	<b>NOV.</b>	<b>DEC.</b>	<b>JAN.</b>	<b>FEB.</b>	<b>MAR.</b>
No. Hours Open	192	203	204	201	189	208	181	189	227
No. Sat. Open	0	0	3	5	4	3	4	4	4
No. Hours Open Sat.	0	0	12	20	16	12	16	16	16
Hours Open After 5	24	27	24	21	21	24	21	21	27
Attendance in Library	10,038	10,486	9,368	9,565	7,959	8,020	7,022	7,501	9,868
No. of Volunteers	13	14	16	8	7	4	4	4	11
No. Volunteer Hrs.	47	28	24	16	17	10.5	8	8	23
Room Uses by the public	80	88	107	125	112	134	125	128	153
No. of Children's Programs	15	5	8	15	11	4	6	10	13
No. in Attendance	489	112	128	184	207	138	63	148	138
No. Teen Programs	9	5	4	6	11	6	6	8	9
No. in Attendance	44	37	32	44	100	58	46	60	59
No. Adult Programs	11	13	15	14	17	12	9	13	17
No. in Attendance	90	137	257	154	202	146	132	158	278
No. of Reference Transactions	180	169	193	151	145	155	117	160	196
Internet Use	1,282	1,430	1,282	1,331	1,379	1,168	1,031	1,088	1,255
Microfilm Use	9	19	10	7	6	6	12	6	12
Total copies made	1,576	1,207	1,446	1,375	1,092	1,133	1,015	1,207	1,523
Total prints made	1,079	958	900	964	735	586	819	558	835
Holds filled (ILL)	1,242	1,333	1,271	1,209	1,162	1,046	1,265	1,178	1,465
Holds Received	743	540	649	711	682	608	644	661	743
Wireless Visits	335	309	327	360	330	339	294	348	421
Circulation	8,462	8,142	7,063	7,223	7,243	6,230	6,086	6,165*	7,017

\*circulation for March 2010 was 7,652

**Technology**

The network is moving closer to using open source software and trainings are being scheduled for staff. This is a very exciting time for our library. It is anticipated we will be up and running in the new system by October. . Long distance calling has been interrupted since March 31<sup>st</sup> – a ticket was generated with Verizon. Yvonne Tortis, TM's assistance assisted us to obtain a new service There was an accident on Foster Street April 6<sup>th</sup> when we lost power, we also lost internet access. There were some technical issues with the computers as a consequence and they are being worked on.

**Budget**

Board of Trustees Chairwoman Joan Menard and I attended the budget review meeting with the Education and Human Services sub committee. The budget was approved and sent to Council. There is a 3.27% increase in the request from FY11 in recognition that we are currently underfunded. MBLC line item for State Aid is level funded – at House of Representatives level.

### **Capital Budget**

Worked on Capital program requests – 3 have been submitted: Ceiling in the Main Hall, Main Street Façade and the HVAC System in the Ammidown Room.

### **Request for Funding for Materials**

Thank you for the 2<sup>nd</sup> part of the Materials and Books donation. May we start the process for processing the 3<sup>rd</sup> donation please.

### **Retirement**

Vincent Chenevert's retirement reception was a huge success – a large attendance, a good media event as all Vinny's family were present. Thank you to JEL Staff, Friends and Trustees for a successful event. As well, we would like to thank Rep. Alicea for the citation from the House of Representatives and the Town Manager and the Council for presenting the citation on behalf of the Chairman and the Town Council. Photographs will be posted to the Flickr site for the Mass Library System Group. Paul Zotos was there to videotape our first live broadcast from JEL as was Adam Silva for the Southbridge Evening News. Here is a link <http://s913.photobucket.com/albums/ac335/jelibrary/Vin%20Retirement%20Reception/>

### **New Custodian**

The Town Manager, Director of the DPW and I met to discuss the custodian's replacement. The hours have been changed for the custodian to 8 a.m. to 4 p.m., in response to my request to have more coverage during library service hours. Jamie Mallette of the DPW, has been transferred from the YMCA Daycare position to the Library to replace Vinny. Jamie began work this morning April 19. Photographs are posted at the following url for the staff after-hours party and the public reception:  
<http://s913.photobucket.com/albums/ac335/jelibrary/Vin%20Retirement%20Reception/>  
<http://s913.photobucket.com/albums/ac335/jelibrary/Vin%20Retirement%20Party/>

### **Farewell Reception**

Friday April 8<sup>th</sup> was Children's Librarian Karla Gartsu's last day at work. We wish Karla good luck in her new position as a School Media Librarian, in the Holyoke School System.

### **Children's Position**

I met with Town Manager to discuss the vacant Children's Librarian position. This is a union position and there are procedures to follow, including staff bidding.

### **Programs**

In honor of St. Patrick's Day, I was invited to be the guest reader for the story hour. The Children's Librarian organized crafts based on the shamrock and pot of gold! Don't forget, Fr. Peter Joyce is our guest reader for *Día de los libros Día de los niños*, on Friday April 29. We have worked with many local agencies and town departments expanding our program offerings with good results – *Make Southbridge Home* and the USDA was one, Sunlight Solar Energy was another. Thanks to the Southbridge Cultural Council for the funding and support for many programs throughout the year. The library had a booth at the Healthy Kids fair at the YMCA on Saturday and the kids enjoyed the crafts that the staff had provided. MA Commissioner for Public Health John Auerbach presented the Regional Dialog to a large audience including the Town Manager, Department of Health Director and Chairman of the Board of Health. The US Census staffer Tia Costello presented a program on using the 2010 Census.

### **Project Bread**

The library is participating in the Project Bread program for the summer period – July 6 – August 12, 2011. Having had extensive discussions with the Town Manager and the Food Service department we have decided to go ahead. The expedited reply was necessary so that we could apply for the \$5,000 grant that is available to new sites. I have arranged with Southern Worcester County Educational Collaborative to staff the service Monday through Friday from 11 a.m. to 1 p.m. and we hope to serve at least 25 cold meals daily.

### **New Programs Summer 2011**

The library will participate as a distribution center for Project Bread this summer, July 6 – August 12, 2011. As a result of signing up for this program, we are eligible to apply for a grant and the application is underway.

### **April National Library Week**

National Library Week takes place on April 10 – 16. JEL staff documented *A Day In The Life of A Library*, on Wednesday 13<sup>th</sup>, by participating in Library Snap Shot Day. As part of the event, Trinity Catholic Academy 4<sup>th</sup> Graders visited for an instruction session.

### **Library Snap Shot Day**

<http://s913.photobucket.com/albums/ac335/jelibrary/Library%20Snapshot%20Day%202011/>  
<http://www.flickr.com/groups/snapmass/>  
<http://www.flickr.com/photos/jacobedwardslibrary/sets/72157626539531570/>

### **Meetings and Trainings**

I was interviewed by UMass Student on the topic of Librarianship as a career, in the twenty first century. Some of the library staff participated in a webinar on email use using Outlook. I attended the Clerical/Library union meeting on Monday, the Youth at Risk Behavior Survey planning meeting at Community Connections. As a member of MLA Social Network group, I participated in a quarterly planning meeting. *Parents Support Network* presented a program on Financial Literacy for social service agencies in the region. I attended a training offered by the MA Board of Library Commissioners on the new website for reports.

### **Friends of JEL**

Many volunteers, some new recruits, turned out to assist at the Friends of JEL book sale. Sales were down on previous years but it was a good opportunity for the FOJEL to engage with the community and promote the organization.

### **In Service Course**

Chairwoman Joan Menard provided a half-day training for staff at the request of Library Director Margaret Morrissey. The training was conducted off site at the Savers Bank conference facility and was most successful. Feedback from the participants was very positive and the staff appreciated the rare opportunity for the whole group to get together and discuss the library and services. Joan presented a section on customer service, an overview of the role of the board of trustees and introduced the long range plan and there was a discussion of core values. Thank you to the Trustees for lunch ☺