TRUSTEES MEETING TUESDAY, JULY 17, 2012 REPORT PRESENTED BY MARGARET MORRISSEY, DIRECTOR

Technology

Two Dell Optiplex 990s were purchased with funds from the operating budget FY12.

Sort To Light

Waiting to complete the project when the machine becomes available.

Building

Parking lot has been freshly striped. The masonry work on the Foster street side of the building was completed as part of FY 12, including re-setting and re-pointing of the bluestone steps, pointing of the façade on that side of the building, repair and re-point the knee-wall, excavate and re-install the ADA access in the pavement. The elevator switch was upgraded from Wye Delta to Noric Soft Start. New contactors were installed in the HVAC system which were identified in the preventative maintenance check. Electrical upgrades are the priority in FY13 and I am working with LaRochelle Electric.

Capital Fund

Will be meeting with the DPW Engineering staff to discuss the projects to be covered.

Policies

A draft of the Safe Child Policy which includes the Unattended Child Policy has been crafted and submitted to day for review by the board.

Budget

FY12 closed out well. Some outstanding repairs and maintenance issues were addressed in the last days of the budget cycle. The State Aid reporting cycle begins.

Library Programs

Southbridge Cultural Council and Friends of JEL jointly funded a magic and juggling show with Scott Jamison on Monday. Forty people were in attendance. The Southbridge Evening News provided good coverage on international story teller Len Cabral's recent program. Also, thanks to Title III grant, Andy & Veronica Fish presented a How-To workshop for teens on Japanese Manga on Monday, July 9th. There were 12 participants of varying age groups, including some older adults. There were at least 65 people for Maggie the Clown, funded by the LCC, on the same evening. A flannel board has been added to the story telling technique

Summer Reading

Summer Reading materials have been pulled from the collections and place in a separate location, for patron convenience. Summer Reading starts on Monday, June 25 with an Ice Cream Social. About 50 people attended the Ice Cream Social Kick Off event for Summer Reading. This year, we are focusing on having readers use the online interface. We have been handing out lots of bookmarks with the instructions for how to manage the online summer reading account.

Outreach

Staff has been to Brookside Terrace to present a Story Hour with Craft program. We are going to attempt to do this weekly, staffing levels permitting. Staff participated in the farewell gathering for Jenn

Reed from Healthy Families who is taking a different position within the agency. A significant partnership has been developed in the past 8 years with Healthy Families and we thank Jenn for her contribution to the community.

Collection

The Children's Room is deleting the small collection of VHS tapes from the collection as technology has outstripped demand. Therefore the only remaining VHS collection is a small literature collection that was obtained through a grant from the Lannan Foundation.

Research

To-date, I have met on a few occasions with the consultants conducting the master planning for the town. I have had an extensive telephone interview with Daphne Politis, Principal, Community Circle and Martha Lyon, Preservation Specialist on two occasions here at JEL.

School Visits

The Life Skills class from the school system has been meeting at JEL.

Staff

Vacation season is underway and it is also having an impact on the scheduling and service. Center of Hope/ARC have three students here under the Youth Works Summer Jobs Program. JEL has been participating in this program for the past few years, providing mentoring and fist job experience for eligible youth. There are also some volunteer hours from the Title III grant via the school department.

Meetings

The MA Library System organized a workshop on disaster preparedness and I was one of the presenters, talking about the JEL experience of adapting to operating as a Disaster Recovery Center. I met with a representative from Upward Bound to organize some mentoring opportunities for the students involved with the program, towards the end of the summer. Within the past month I attended the Digital Commonwealth board meeting. I met with ELL Department staff and made a presentation about library services to the YOU Inc clinicians. I met with Roxane Gomez of the *Grupa Latina de Juevenes Ayer* and with ELL Director again, to discuss grant opportunities in FY13.

Digitization

Laurie Walsh from Worcester Telegram and Gazette interviewed me about the yearbook digitization project for the Telegram Towns issue.

Donations/Grants

Working with Claire J Birtz Trust on some programs they hope to implement. Applied to the Distribution to Underserved Communities Library Program (DUC) for books on contemporary art, through a grant program they operate. JEL received approximately 20 books from this foundation in FY 12.

Friends of Jacob Edwards Library

The Membership drive has been very successful and has yielded \$1,000. The proposed Side Walk Sale in July has been postponed until a Saturday in September, possibly 15th or 22 (same date as the Youth Summit).

Project Bread

Project Bread – the summer food service for anyone 18 years and younger, began on Monday June 25 – 2.5 weeks earlier than last week. A group of individual volunteers staffed the service until, Southern Worcester County Educational Collaborative would be back to staff the service (after their vaction). Lunch will be served five days per week from 11 a.m. to 1 p.m. The library has the longest lunch service hours. Meal numbers have increased to about 35 daily. Positive promotional article on JEL and Project Bread in a recent issue of Southbridge Evening News.