

# **TRUSTEES MEETING      TUESDAY, JULY 26, 2016**

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

### **ARIS/Annual State Reporting**

Working on the annual statistical report to the state. Due August 19<sup>th</sup>.

### **Building**

- The invitation to bid (ITB) for the copper gutters on the 1914 section of the building has been issued and was posted in the T&G on 6/29/2016. I would like to thank DPW Director, Heather Blakeley and Town Manager, Ron San Angelo for their work in bringing this process to this point.
- The walk-through for the invitation to bid on the copper gutters/building façade was conducted by the Town Manager and DPW Director on July 13<sup>th</sup> at 1 pm. Bids have since been opened and DPW Director coordinating the process
- The window in one of the Children's Room bathrooms has had the painted glass panes replaced with frosted glass by Menard Glass.
- Elevator Maintenance Service working on a month-to-month contract for maintenance of the elevator. Application for state inspection has been submitted.
- Custodian (and DPW) working summer hours – 6 am to 4 pm Monday through Thursday.
- Custodian has been trimming the hedges and shrubs, and painting of the perimeter metal fence continues.

### **Center of Hope**

The groups that had been visiting the library recently have become very large and if one of the clients is having a bad day, it can be difficult to manage. The groups are now smaller and supervision is improved, making for a better experience for all.

### **Children's Programs**

The Monday evening programs are well supported and provide a mix of entertainment based on the Summer Reading theme "*Ready, Set Read*", including magicians, musicians and live animals next week!

- Mike Bent presented his ever-popular magic show and had the kids in gales of laughter.
- Debbie O'Carroll created lots of fun with her magic. The program was sponsored by the Southbridge Cultural Council There was lots of great audience participation.
- The Creature Teachers with Richard Roth, sponsored by the Borgatti Fund had more than 80 people in attendance. A few brave folks were able to hold some of the animals that included boa constrictor, cockatiel, iguana, toad, spider.

### **Collection**

- Evaluation of the non-fiction collection continues, and work on the 900's has begun. Biography Inventory complete/ began Q books (oversize) inventory.

- Work has commenced on the Spanish language section. Due to vacations and staff shortages this work has been given a lower priority.
- Ordering of books and materials has started in the new fiscal year. I am ordering books for Children’s section, in the absence of the librarian there.

**Friends of JEL**

The 11<sup>th</sup> Artful Friends Raffle drawing was held on 6/30. Prize winners have been notified by phone, and the list posted on Facebook, as well. This is one of two fundraisers for the Friends of the Library and the proceeds are used to sponsor programs and receptions.

- Friends of JEL organizing an event as part of the international Knit-In-Public day, at the town common on Saturday 6/18 from 11 am to 3 pm.
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**Literacy Volunteers**

- Attended a board meeting to discuss the shortfall in the budget due to a projected grant not being awarded this year. It creates a significant deficit and will impact the service in October. Strategies are being discussed, local emergency fundraising is taking place. Cuts in service etc are being discussed to see where the least impact can be.

**Long Range Plan**

- Two consultants have been contacted Deb Hoadley and Joan Menard and the proposals are presented separately at today’s meeting.

**Media and Social Media**

*as of today:*

1,526	subscribers to the eNewsletter	(Constant Contact)
755	“likes” on Facebook	
2,658	JEL Website Sessions	(June1 – June 30, 2016)

**Meetings**

- Attended the Celebrating Southbridge event 7/8 at the Bicentennial office, Hamilton Street. It was an excellent networking opportunity. Kudos to the Economic Development staff for organizing.
- Met with some of the staff from the Vocational Program at Center of Hope to discuss the summer services and how their volunteers can be most effective at JEL. The clients and a coach provide the daily lunch service and are planning on expanding their current one morning general library work service to two mornings per week.

**Outreach**

- Attended the presentation of the School District’s Turn Around Plan to the community 6/24 at Charlton Street School.
- Invited to meet with Australian delegation from Zeiss at the Optical Heritage Museum 6/3 and discussed digitization of optical materials among other topics.

- Participated in the *Acorn Adventure* Sunday 6/12. The hike was conducted through McKinstry Brook area - and was presented as part of the Bicentennial events offered by *The Last Green Valley*.

### **Proctoring**

Proctored an exam on 7/8 for a University of Maine student.

Another request for exam proctoring, which will take place in the next week or two. There definitely seems to be a trend that they pick up during the summer months.

Adult Services Librarian proctored an exam for a University of Maine student on 6/9.

### **Programs**

- A reception was held on 7/7 for this month's artist, Southbridge native Audrey Weber. Her work will be on display throughout the month.
- On 7/8, fiction author Jenn Bishop gave a book talk on her title *The Distance to Home* and book signing. The kids loved meeting a real author who shared some of her early notebooks and encouraged the students to pursue their dreams.
- Working on a listing of suggestions for new Cultural Council grant applicants for October.
- The Annual Pride in Southbridge event was held on Thursday, 6/30 featuring music by Sarah Jo Burke. We had about 32 attendees for this event.
- Greg Maichack presented his paint-your-own workshop, 'Stunning Still Lifes' on Wednesday, 6/29, sponsored by the Southbridge Cultural Council and the program was at capacity. All participants enjoyed the workshop and left with a piece of their own art.
- The Adult Coloring program on Wednesday, 6/15 had no attendees. As this is the second month in a row with 0 attendance. Series suspended for the time being, and picking it back up in the fall.

### **Recruitment**

Interviews for the position of Children's Librarian will take place on July 21, 2016. The position of Library Aide will be filled

### **Safety and Security**

- A nip size bottle of Vodka was found on the shelves.
- Unattended bag found in the lower level bathroom. Owner found but it provided a period of concern.
- Custodian found two hypodermic syringes on the library property. A Sharpes box has been obtained to safely dispose of these items.
- I found a 4" fully extended knife in the parking lot. Reported to PD and Officer Beinema came by to retrieve and dispose.

### **School Visits:**

- School visits to Charlton Street 6/2 , West Street 6/9 and Eastford Road 6/14 have been made to promote Summer Reading.

- Attended Career Day at Charlton Street School 6/3
- Attended Community Appreciation Day at West Street School 6/10
- Charlton Street School conducted a library card drive and one is planned for West Street in the fall.

### **School Summer Reading Materials**

The books selected by the schools have been purchased and are displayed in a special location for the convenience of the students. The program is augmented by Interlibrary Loan if there is large demand for particular titles at a given time.

### **Staffing**

- All staff is working to cover the hours in the Children's Room due to the vacancies. The flexibility and problem solving skills of the staff are appreciated
- Southern Worcester County Educational Collaborative (SWCEC) students are finished volunteering until the new academic year.
- Library Aide 10 h.p.w. temporary hire from School Dept to help us with the chronic short staffing.
- Interviews took place on 7/21 for the position of Children's Librarian

### **Stuff the Bus**

The library is working with Catholic Charities to be a collection point for the donated school supplies.

### **Summer Food Service**

The service is staffed by Southern Worcester County Educational Collaborative and Center of Hope vocational programs. The number of students participating in the summer food program continues to be very low compared to previous years. The library site is 'open' meaning that pre-registration is not required. This service is offered Monday through Friday from 11 am to 1 pm.

- Coordinated with *Center of Hope* and *Southern Worcester County Educational Collaborative* to arrange for staffing of the Summer Food Service program that will be offered 6/27 to 8/5.
- Discussion had been taking place with the Food Service Department to extend the program to when school reopens, offering food from 12 noon to 1 pm Monday through Friday. This service is now going to be provided at the A J Petro Swimming Pool.

### **Summer Reading**

- Summer Reading Program 2016 theme is sports related "*Ready, Set Read*" Final preparations are underway. Pre-Registration started 6/23 and 6/24.
- The program is underway and there is lots of interest from patrons in this incentivized 6 week program
- SRP officially kicked off on 6/27 with a concert by Jay Mankita at 6:30 pm.
- SRP has a teen and adult component as well.

- The library is keeping pace with the demand for books for the school reading requirements both from the JEL collection and through resource sharing.
- The books for all of the local schools, as well as school choice districts, have been pulled and are on display. Some of the suggested reading lists arrived late so are still being processed. Books will be supplemented through Interlibrary Loan as well.

### **Technology**

- C/WMARS continues to work on updating the network access and the local computers.
- Purchasing a server to augment our current service.
- Annual maintenance on ScanPro 2000 has been done by Konica/Minolta Business Solutions. All software is up to date, machine is working as it should, and has been cleaned/serviced. Our current contract goes through April, 2017.
- Some new computers have been purchased and the book scanners and star printers are being updated by C/WMARS and are currently scheduling a mutually suitable date for the upgrade to be done on site.
- Time and Print Management software (Envisionware) was updated to latest version.
- Received a few notifications of Copyright Infringements from the network. Computers are checked for files and copyright obligations clearly posted.
- Network is no longer permitting credit card transactions via staff software. Patrons have to use the OPAC (online public access catalog) to process payments.
- Security camera system is being expanded and updated
- Working on procuring a grant to partially fund an upgrade and expansion to the camera security system

### **Training:**

On 6/9, Tech Processing Librarian attended a cataloging workshop at CWMARS in Worcester. 33 libraries were represented. Demo of Evergreen WebClient (Not to begin until Spring of 2018) was the highlight of the program.

### **Volunteers**

An additional tax abatement person has started at JEL, to make six, our total tax abatement personnel.

