

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
March 22, 2022**

Budget

- The Health and Human Services Sub Committee meeting to discuss the FY2023 budget was canceled and has not yet been rescheduled. The budget message from the Town Manager was to submit a level funded budget request. The operating budget request agreed at the 2/17 administration meeting is \$567,427. The required books and materials expenditure for State Aid is 15% of TAMI, and would be \$85,115. I am requesting the board contribute 50% of the projected figure.

Building

- Renaud HVAC was the lowest qualified quote we received for the replacement of RTU#4 and RTU#3. The supply chain has created a lead time of 22 weeks for the vendor to get the equipment. The quote for \$51,470 was approved and will be funded by the state aid account.
- Fontaine Masonry completed the sealing of the granite steps on Main Street on Saturday 2/12 and sealed an additional section as some water still leaked through. We are hoping this will eliminate the leak in the Craft Room. The project is funded in part from the Small Capital fund and the Building Repair and Maintenance (both from Operating Budget). The other masonry project:
 - to re-point the brick façade on the Foster Street side of the building around the portico and the low retaining wall will be done as weather permits in the spring.
- The upgrade to the elevator – to install a stop switch II has been completed. The elevator has an extended permit which expires on 5/23/22. The re-inspection will be done before this date.
- The Main Street door was very difficult to lock 3/1. DPW staff checked it and oiled the locks. The Lock Out Locksmith has since adjusted the doors and locks.

Children's Room

- Weekly Storytime on Wednesdays and Friday continue.
- Regular programs Lego, STEAM, Crafty Wednesdays continue.
- YMCA- Young Family Community Partnership has offered a joint program called *Wiggles and Giggles*, hosted at the library with Lainey Hanlon educator and musician. The programs are scheduled on Tuesdays at 9:30 am for one hour. Due to the growing attendance at the program, an extension of the series has been funded and will continue until March 29th. We have just learned that the grant will now cover two more series. This is welcome news!
- The library was busy during the February School Vacation. Oscar the Wonder Dog's performance had to be rescheduled due to inclement weather. The program will be presented during April vacation.

- WIC set up a display and outreach station in the Children's Room on Wednesday March 2, in support of *National Nutrition Month*.
- *Read Across America* was celebrated on Saturday, March 5th in conjunction with Dr. Seuss' Birthday.
- The WCAC Daycare Program has started to attend the Friday Story Hour events, on March 11th and plan to participate each week.
- Artist Audrey Helen Weber is working on a design based on her recent publication "On the Day the Horse Got Out" for the Children's Room. Proposal to commission Ms. Weber was approved by the donor (memorial funding \$1,000) who would like to remain anonymous and was ratified at the November 2021 meeting by the Board.

Collection Development

- Circulation staff in the adult department are continuing shelf checking and verification against the catalog – ongoing project.
- The Hoopla and Kanopy digital catalogs have become part of a national discussion of collection development as there were objectionable materials such as Holocaust denial and white supremacy contained in the collections in their catalogs.
- The Switch Game system is up and running on the big screen and we had some patrons using it. It is hoped to attract a teen audience with this addition to our services.

COVID-19

- Staff continues to offer Curbside Delivery Service in addition to the building being open for in-person browsing.
- Mask mandate in effect since 9/22 has been lifted in all municipal buildings. Staff politely remind patrons to wear their masks and pass out masks to those who need them.
- Senior Tax Abatement program – 65 hours to be worked and credit given on real estate tax, is resuming this month. The Community Services Director Pat Haddock has five personnel for the library. One is unable to start until the summer and is aware that they may not have enough time to complete the program. A prorated arrangement is available.

Friends of the Library

- Preparing for the book sale by sorting the books in storage.
- Children's books are being offered free of charge for a limited period of time from the carts on the lower hallway.

Gifts and Donations

- A donation offer of a stained glass window from the former Notre Dame School, Pine Street in memory of Paul Tremblay, has been received from Robert and Brenda Tremblay. The transom measures 24" x 84" x 1 ½".

- The MOMS Club of Charlton and Southbridge donated \$300 to the Children's programming.

Outreach

- Adult Services Librarian attended the Parent Teacher Conference at SMHS and set up a table with materials promoting library services 3/8.
- MassHire/Workforce Central is now open to the public again.
- The library has a collection box for donated dry and canned goods for The Bridge Fridge. One pick up has already taken place.

Programs

- The March exhibit is celebrating *Women's Handwork*.

Safety and Security

- One of the security cameras is not working. A technician is scheduled to conduct a site visit 3/21.

Service

- The number of visitors to the library has been increasing. Patrons are starting to return and new families are coming by. There is a steady flow of RMV clients who need to use the mobile printing facility to retrieve documents.

Staff

- The two vacant positions Technical Services/Circulation Assistant (37.5 hpw) and Circulation Assistant (30 hpw) have been advertised.
- Kate Beland has resigned from her position as Circulation Assistant to take up a position in the Department of Justice in DC.

Summer Reading

- The Massachusetts Library System has decided to move from the previous program to IRead. This year's theme is *Beyond the Beaten Path*.
- *Summer Feeding Program* will resume at the end of June for 6 weeks.
- We are reaching out to area service providers to provide some educational programming during the food service time.

Tax Abatement

- Four of the five senior tax abatement personnel have begun at the library. The requirement is to complete 65 hours of service for a \$500 reduction to their property tax.

Tax Preparation AARP Volunteers

- Tax preparation assistance began February 7th and will continue to April 4th. Initially, only four tax payers could be accommodated due to a new processing procedure. The more recent sessions were able to accommodate up to six filings in a session. The library has provided a hotspot to ensure continued WiFi connectivity and this facilitated the service.

Technology

- Staff has been working on populating the various pages and checking to ensure the crossover to the new website is completed successfully. Piper Webs, the ISP has experienced a service outage from 3/12 – 3/16 and area libraries were without web presence while the connectivity issue was resolved. This set back our efforts locally to work on the content management of the website. From the information we gathered, this is an isolated incident.
- Continuing to feature and promote one database in the monthly eNewsletter.
- A request to upgrade the Pioppi and Reading Rooms to large screen Touchview Interactive systems (and eliminate a projector style set up) will be presented at the meeting for review.

Teen

- The Adult Services Librarian has been offering a *Make and Take* craft each month. During vacation week there were an array of various board games, crafts and computer games on offer.

Training

- I participated in a Public Library Association (PLA) webinar “Facing the Challenge: Intellectual Freedom in Libraries”