



**Report presented to the Board of Trustees  
by Margaret Morrissey, Director  
presented February 27th, 2024**

**Budget**

The first draft of the operating budget request has been submitted to the Finance Director of \$589,028. I would like to request \$45,000 from the Board of Trustees to meet the 15% books and materials requirement.

**Building**

- Coady Tree Service trimmed the trees cost \$2,500.00 on 1/30.
- Batteries for the emergency lighting have been installed by DPW
- Town Manager is working on an RFP for the ceilings throughout the building. Received an updated technical spec. from Sherwin Williams.
- Since 6/14 we have been experiencing intermittent issues with the elevator that were eventually resolved. We have been advised that the elevator is at 'end of life' and we need to consider a modernization program. TK Elevator has bought US Ascension 2000 elevators and has developed a 'modernization plan'. \$120K is the quoted cost and any upgrades to the electrical service, fire service etc., will be additional costs. A request was submitted to the ARPA Committee for funding and I presented the request at the 8/31 meeting. The modernization of the elevator was given first priority status in the Capital Requests, recently submitted. 12/8.
- Patron was stuck in the elevator, she has pressed the ground floor button by mistake, and then pressed the 1st floor button. The elevator did not move, and the doors refused to open for her. The doors opened when buttons were pressed on the outside. Elevator Maintenance checked the elevator, emergency power had been tripped. Reset the CPU on the controller and ran the car, operational again. 2/12
- MPC replaced some parts in the HVAC system 2/5
- Mills room key not returned by Western Mass Labor Action 11/20. Chris called back only after repeated calls (we had no other contact information) and indicated the key was left in the room. The staff has searched and the key has not been retrieved. As I was unable to resolve the issue, I asked him to send a letter summarizing his point of view and indicated I would present to the Board. No correspondence has been received. Another person representing WMLA called to book a room and I shared with her how the group has persistently not complied with our procedure of booking the room in writing and providing contact information which works.

- Guardian Energy has been contracted to replace the insulation in the 1966 attic area 12/18. Total cost of the project \$40,494 and will cost the town \$17,220 with the MassSave incentives. The contract was signed January 8, 2024 project is yet to be scheduled.
- DPW repaired area previously identified as possible leaks in the rolled rubber roof (EDPM) 2/2. Leak in the 1914 attic was identified and needs attention.
- Semi-annual fire test with NOREL scheduled for March 5th at 7 AM
- MPC replaced inducer motor AHU #2 in the 1966 attic on 2/5
- Alarm call at 9:13 PM from the Children's Room. Police Department responded. No issue.
- Panel 1 #15-17 upwards lights, near the Reference Desk, are making a humming sound. They were turned off.
- Bay Path Vocational School electrical department are scheduled to do some electrical work at the library. The instructor has indicated that they plan on doing the work at JEL in April.

#### Chess Park

- A formal request for guidance on proceeding with the fundraising for the chess park has been made to the Town Manager. Ben Marinelli sent an email inquiring about the status of the fundraising request 12/ 27/2023. The rendering by Joe Coan, landscape architect has been posted to the website, the eNewsletter and a copy sent to the Town Manager 9/26.

#### Children's Room

- February vacation Fun: Ed the Wizard (22 attended) and AmeriCorps marble printing (9 attended)
- New families participating in the Storytime program on Fridays (birth to 3)
- Wish list for summer feeding grant submitted
- Increased attendance during the free play. Positive feedback on toys that are available and the atmosphere. Staff experiencing some issues with families not picking up and leaving a mess, even though gentle encouragement and modeling is used.
- Working on summer reading program "Read Renew Repeat"
- Weeding and cleaning Fiction
- FOJEL book mark contest for Summer Reading 2024

#### Collection Development

- Inventory of Non-fiction is complete, moving on to Biographies 2/9

#### FOJEL

- Valentine's Day sale
- St. Patrick's Day display and sale
- Donations in storage were sorted after the February 12<sup>th</sup> meeting.
- Next meeting Monday, March 4th at 2 pm in the Pioppi Room.

#### Grants and Donations

- Suzanne Delehanty donated \$250 through The Miami Foundation

- Participating in a training Making It Public (MIP) for Massachusetts Municipalities with Economic Development Director Peg Dean. MIP is a public art training program. At the end of the Municipal Track training, each municipality will apply the skills they've learned to release a Call for Temporary Public Art. Each participating municipality receives a \$15,000 grant from NEFA to fund artists through their Call.
- Summer Feed Grant wish list submitted to the Food Services Director.

#### Literacy Volunteers

- Office will be closed to in-person visits during the month of March. Online hours will be available, and classes will continue. The office will reopen on April 1<sup>st</sup>
- Literacy Volunteers will be offering an ESOL Basic Class starting Monday, April 1<sup>st</sup> for 8 participants.

#### Local History

- Attending the MOTT (MA Office of Travel and Tourism) grant group meeting to compile a database of historic buildings, as part of a series of walking tours that are being planned.

#### Long Range Plan

- Staff is promoting the databases and other free information resources. Constant positive feedback is being given to staff on their customer service but in particular the assistance they provide to patrons using the mobile printing.

#### Outreach

- Attended the Library Legislative Breakfast at Worcester Public Library 2/2.
- Attended the 2/22 Redevelopment Authority meeting to discuss the MIP (Making It Public) program that Peg Dean and I are participating in. There is a \$15,000 grant available for public art in the community. Feedback was requested from the Redevelopment Authority
- *SCTV Sitdown* with Director Charles Diaz, on the programs and happenings at the library 2/5 and is broadcast on YouTube
- Margaret was one of the speakers at the designation ceremony of the AO Historical District to the National Register of Historic Places 2

#### Programs

- Frank Morrill has more of the *People of Color* photographic collection of William Bullard on display during Black History Month. He presented a talk on 2/8 and SCTV recorded the event.
- Winter Sow Method with Lady Fern Farm 2/7
- Bike Safety with CMRPC 2/15
- WCSO Webster Regional Resource Center 2/26
- JEL Book Club: *The Complete Persepolis* by Marjane Satrapi 2/21
- *Afternoon Author Talk* with Margarita Baressi 2/28
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.

- Ben Marinelli is taking a break from providing instruction for the Southbridge Chess Club. *Drop In Chess* is available on Saturday mornings and we anticipate that more players will be able to avail of these hours.

#### Reference

- During the month many research questions were responded to, mostly on genealogy and vital records.

#### Safety and Security

- Some problem patron behavior during the month and staff is alert to maintaining order.
- Police department called regarding the burglar alarm 2/14

#### Services

- Closed 2/13 snow day.

#### Staff

- Two full time staff are registered for the Basic Library Techniques course which has four sections. The staff have one section of the Cataloging course to complete. It is anticipated that they will work through the series.

#### Tax Abatement

- The Tax Abatement Program has started for 2024. There are five participants Linda DiBonaventura, Cindy Marino, Virginia Rutcho, Ted Bartlett and Holly Christo.

#### Tax Assistance

- WCAC is offering the VITA program at the library, starting 1/22 with three tax preparers. Four sessions are scheduled 1/22, 1/29, 2/12, and 3/4 from 4:30 to 7:30 and heavily promoted in the community on social media.

#### Technology

- Postings were made to social media and website.
- Ockers completed the Touchview 86" TV and audio installation in the Pioppi Room 1/10 and the audio in the Reading Room.
- Preparing for an upgrade to the catalog (Aspen) that will be more robust and present more options to patrons when searching the collections. Staff have participated in the trainings offered by CWMARS.
- Envisionware has announced a migration of MobilePrint from PrinterOn to Princh 2/21
- 1/27 IT Director Victor Rule stopped by to review some connectivity issues & hardware. Recommended upgrading the WAPs
- CWMARS-Evergreen connection slow and data drop connectivity issues (ongoing)

## Teen

- The monthly *Take and Make* craft feature straw bracelet making
- Teen Advisory Group (TAG) meeting

## Training

- Two staff have signed up to take the catalog training series offered by MA Library System. This course is part of the Basic Library Techniques program and staff will be encouraged to continue with the other three sections, leading to a certificate.
- 1/23 Town Manager has alerted all staff to the First Amendment Auditors who have sent an email indicating they are going to return to conduct another audit
- MBLC shared a new First Amendment training video