



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
June 27, 2023**

Budget

- The end of the fiscal year is 6/30.

Building

- Globe Signs has started the project to refurbish the exterior JEL mahogany signs.
- The door handle at the North entrance is malfunctioning. Locksmith has repaired the lock. We are looking to replace the door locks in FY2024.
- New vinyl floor installed in the craft room 6/22.
- Since 6/14 we have been experiencing intermittent issues with the elevator. The Elevator Maintenance Service has been here on many occasions and working on the issues as they present themselves. The budget line item for building and equipment maintenance has already been exceeded and other funding such as state aid will be needed.

Children's Room

- New displays thematically linked to the season were installed.
- Programs offered in addition to the regular Story Time (Wednesdays and Fridays), Lego Club, Crafty Wednesdays, STEAM and others.
- Young Scientists Spring II programs part of YFCP has been very successful.
- Wiggles and Giggles program returns to the library, due to its record success.
- Staff is busy working on Summer Reading and decorating the room to be a welcoming place. Staff has been liaising with the elementary schools for recommended reading lists and programs to encourage reading during the summer.
- Summer Reading kick-off on June 26 with Maggie The Clown – 55 attended.

Collection Development

- A 35 mm film was found in the Holmes Ammidown History Room and Archive in a can with a brief note indicating it was of Sacred Heart Church. On further investigation by Councilor Mike Marketti and Paul Zotos, it was a professional movie "Exclusive Pictures Taken for the Strand Theatre by Central Motion Picture Co. C.L. Raimondo Photographer". The film was thought to be in poor condition and it was vacuumed and is not deteriorated. I have spoken with Anthony Labbate, Preservation Manager at the Eastman Museum. He gave a general quote of \$4,070 for a 4k scan which would include editing and color correction. He was encouraging about the

results we could anticipate from this process. The funding for the project has been provided by Southbridge Historical Commission \$400.25 and Savers Bank have offered to cover the remaining cost. The film is packaged and ready for pick up by a courier service.

- The digitized 8 mm home movies of Eugene Livernois have been uploaded by SCTV to YouTube. We are working on the descriptive metadata.
- The weeding in the Teen fiction and Adult nonfiction continues

FOJEL

- Coffee Service machine is being replaced. The Friends are buying a Keurig 2500 machine through WB Mason and will have a service contract with them. Awaiting delivery and installation.
- Funding provided for the Gender Wellness Initiative (Zoom) presentation from Seven Hills \$100 on 6/21. Offered by Joshua Hyde, Charlton and JEL jointly.
- Funding provided for Sarah Jo Burke's concert - Pride in Southbridge on 6/29
- The Friends provided the funding for the incentive prizes for Summer Reading \$300.

Garden

- Opacum Land Trust visited the site and confirmed they will provide a replacement tree as part of the 1,000 Tree Project, most likely a dogwood.
- One of the petunia plants was stolen from the urn on Main Street. It was replaced with a similarly colored impatiens plant.

Grants and Donations

- A request for funding to convert the 35 mm Sacred Heart/The Strand movie to digital format was sent to various financial institutions in the area and the Historical Commission for consideration.
- Southbridge Historical Commission is contributing \$400.25 to the digitizing project. In process.
- Savers Bank has offered to cover the remaining balance.

Local History

- The 8 mm films recently digitized have been uploaded to YouTube by SCTV and we are working on metadata to provide a more granular description.

Long Range Plan

- Senior staff worked on the plan and the data component. The fifth draft was circulated to the board in advance of the meeting for review and comment.

Outreach

- Participated in the Community Reading Day at Eastford Road School 5/26
- YFCP Young Scientists & Wiggles and Giggles returns for the month of June. It is a very busy and fun program.

Proctoring

- Four tests were proctored by the Adult Services Librarian.

Programs

- John Polakowski is the artist of the month. A Facebook Live broadcast was conducted during the Meet and Greet 6/1, as well as the SCTV recorded the show for uploading to YouTube.
- Crowes Pasture performed on 6/8. There was engagement online as well as in person. Funded by the Southbridge Cultural Council's LCC grant. Concert was recorded by SCTV
- Book Club discussed
- Afternoon Author Talks – Janice Harvey, author and educator presented on a program on *Searching for Atticus* 5/24
- Elena Palladino is the June Afternoon Author Talk presenter 6/28 *Lost Towns of the Swift River Valley*
- Juneteenth was celebrated with a concert from Crocodile River Music on 6/15. There were eight presenters, including two dancers. The event was funded by an LCC Grant and recorded by SCTV.
- The ongoing programs - Tuesday Knitting and Chess on Monday evenings are well attended.
- Chess is suspended until September but the library will offer a board game night on Monday evenings.

Reference

- During the month many research questions were responded to, including an in depth research on a local property as part of a Public Records Request.

Safety and Security

- Police officers are doing pedestrian duty on Main Street and are continuing to drop by the library frequently to do a walk through.

School

- Southbridge Academy visited on two occasions

Summer Feeding

- Three senior staff attended the recent training offered by the Food Services Director. Volunteers from Open Sky will staff the food service at the library, starting 7/5.

Summer Reading

- The program for children, teens and adults started on Monday, June 26th and run until Friday, August 4th. The Children's Room had Maggie the Clown to launch the series and there were 55 participants.

Tax Abatement

- One of the participants is ill and is out for an indefinite period due to health issues. There are four others who work a 2 hour shift each week.

Technology

- Postings were made to social media

- CWMARS reports that 90% of libraries are fine free.
- Purchasing some new computers – in process
- CWMARS are migrating all of their servers to the Google Cloud Platform July 1. We should not have any impact

Teen

- The monthly *Take and Make* craft featured “Mario and Luigi” papercraft – 18 already distributed
- Created displays for Teen area
- Teen Advisory Group (TAG) had its first meeting with two teens, this month. Staff is hoping to build on this program during the summer school vacation.
- History of the Pride Flag was presented by YouInc/Seven Hills 6/22

Trustees

- The staff would like to express our sincere gratitude to Robin Weber for her years of dedicated service on the Board and for her leadership as Board Chair.

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