

**Report presented to the Board of Trustees  
by Margaret Morrissey, Director  
June 28, 2022**

**Budget FY2023**

- Transfer request presented at the Education and Human Service sub committee meeting 6/21 and Town Council 6/27 in the amount of \$6,190 to the Data Processing account (balance \$2,153) to facilitate the purchase of computers and software. Approved.

**Building**

- Renaud HVAC completed the installation and replacement of RTU#4 and RTU#3. There was a change order needed to configure and make some additional tin work, cost \$6,985. The project was successfully completed.
- Fontaine Masonry has completed the re-pointing of the brick façade on the Foster Street side of the building around the portico and the low retaining wall.
- The upgrade to the elevator – to install a stop switch II has been completed. The elevator has an extended permit which expires in October. The re-inspection is scheduled for August 25<sup>th</sup>, 2022.
- The two JEL mahogany signs are in need of restoration. Some inquiries sent out on pricing.
- DPW replaced the handle on the staff toilet 6/15.

**Children's Room**

- Weekly *Storytime* on Wednesdays and Friday continue.
- Regular programs Lego, STEAM, *Crafty Wednesdays* continue.
- *Wiggles and Giggles* grant was extended to June 7, 2022 funded by YMCA Family & Community Partnership Program (YFCP).
- WCAC joins us monthly on the first Friday of the month from 10-11 am for story and play time.
- Children's Room staff has exciting set up for Summer Reading and made the room very welcoming for readers.
- Artist Audrey Helen Weber has delivered her painting *The Horse and Friends*, 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**

- Staff is hoping to resume the inventory project once the new staff are fully trained in their respective positions.

- The Reading Room has been reorganized. The slanted periodicals display shelving has been removed to storage and regular shelving installed to facilitate the expansion of the large print collection.

#### Friends of the Library

- Children's books are being offered free of charge from the carts on the lower hallway.
- FOJEL Booksale update - \$1,054 was the revenue from the May 2022 sale.
  - 2020 – no sale held
  - 2019 - \$1,303
  - 2018 - \$788.10
  - 2017 - \$501.00
  - 2016 - \$630.50
- FOJEL storage space has been cleaned out by custodian and new donations are once again being accepted.
- The Friends have funded the Summer Reading Program prizes \$400. They are also funding some museum passes.

#### Gifts and Donations

- Audrey Helen Weber delivered the commissioned art piece "The Horse and Friends" based on her first book "On the Day the Horse Got Out". A generous memorial donation was made by a donor who would like to remain anonymous.
- A gift of a stained glass transom from the former Notre Dame School, Pine Street in memory of Paul Tremblay, has been offered by Robert and Brenda Tremblay. The transom measures 24" x 84" x 1 ½". It is a significant piece of Southbridge history and is in good condition. It has a wooden frame. Mike Julien, Building Inspector came by 4/6, to view the potential location for the installation. He agreed with the Reading Room being the place to install the stained glass. A support box would need to be built below the existing Reading Room sign and to secure the glass. Ernie Morse, finished carpenter has conducted a site visit with the view to providing a scope of service and a quote.

#### Outreach

- Updated Ben Marinelli on the discussion on the possibility of installing chess tables on the library lawn. Ben has been offering a weekly program on Saturdays at JEL. It has been growing in interest and the SCTV did a nice promotional video of the program a while ago. We have talked about improving the profile of chess and promoting it as a town-wide activity. Ben is available to come to a board meeting to discuss the proposal and funding, at the board's convenience.
- Director attended the Family Literacy Night at Old Sturbridge Academy on the evening of May 24.

- UMassHarrington mobile unit visited Wednesday, June 15<sup>th</sup>, from 11:30 am to 2 pm on Main Street.
- Central MA Regional Planning Commission (CMRPC) presented: Image 2050 survey, the region-wide comprehensive planning initiative, to develop long range strategies for the 40 communities in the area. The visioning session will be held at the library on Wednesday, June 8<sup>th</sup> at 11 am. The project aims to identify the resources, problems, possibilities, and needs of the region; these findings will inform a plan to improve the welfare and prosperity of those who live, work, and visit Central Massachusetts. Next visioning meeting is Thursday 8/18 at 6:30 pm.
- Attended the department heads meeting 6/16
- Met with Charles Diaz of the Southbridge Community TV, 6/21, to plan a promotional video of the library and the services and what we offer the community.

### Programs

- *Exploring Line Color and Texture* is the title of the June exhibit by Michele Fontaine. A reception was held on Thursday, June 2.
- Christie Higginbottom presented a program sponsored by the Southbridge Cultural Council *The Kitchen Garden: Tips from the Past for Modern Gardners*.
- First Juneteenth celebration featured percussionist and educator Cornell Coley on 6/16. The event was sponsored by the Friends of JEL.
- *Knock on Wood* duo presented a program on 6/23 supported by the Southbridge Cultural Council.
- 16<sup>th</sup> Pride in Southbridge will be held on 6/30 and *Giuliano* will be the featured musician.

### Safety and Security

- A patron pointed out to the staff that someone had written a derogatory remark on the art display book 6/23

### 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. The number of participants at the knitting group (started in 2007) continue to increase.
- The library was closed on Monday, June 20<sup>th</sup> in honor of Juneteenth.

### Staff

- Isabella Paniss resigned her position as library page as she has graduated from High School and is preparing for college.

### State Aid

- Director and Adult Services Librarian attended the online training offered for the statistical part of the state aid program.

### Summer Reading

- *Summer Feeding Program* started Monday 6/27 for 6 weeks. Monday-Friday, 11 am to 1 pm. Volunteers from Tradewinds Clubhouse will be staffing the service. We are reaching out to area service providers to provide some educational programming during the food service time.
- The Massachusetts Library System has decided to move from the previous program to iRead. This year's theme is *Beyond the Beaten Path*, developed by iRead.
- Staff has prepared all kinds of wonderful activities to promote the theme and features an outdoor camping focus for the kids. Events and prizes are planned accordingly.
- The Children's Room hosted *Magic by George* 6/27 as the opener for the 6-week program. There are already 70 kids signed up. The Teen and Adult programs are up and running as well. Lots of activities are planned

### Tax Abatement

- The library now has five senior tax abatement persons working 2 hours per week at the library. The requirement is to complete 65 hours of service for a \$500 reduction to their property tax.

### Technology

- Staff continues to populate the various pages on the new website. There will still be areas to populate from the 'old' site but a schedule is in place to continue to transfer and add content, as a dynamic process.
- The DPW were on site to assist Bryley with the changing out of the computer for the WRTA Bustracker 6/16. The location of the device is over the stairwell. The new computer was changed at no cost to the library.
- Quote of \$57,165 was received from T Renaud Electric who reviewed the building and tech on 4/19 for an upgrade to the cabling and connectivity throughout the building. request for funding was made through the ARPA program, at the meeting 6/16.
- Valley Communications were on site 6/24 to review the requirements for the interactive panel. Two quotes are required from companies on the MA State Bid List. Currently there is CAT5 cabling and the upgrade would be to CAT6. They were of the view that the upgrade was not going to make a significant impact and are recommending some targeted upgrades to improve service. A review of the Panasonic
- Charter installed a new modem 6/23 (at no charge to the library), in preparation for an upgrade in speeds to 600 mbps download and 35 mbps upload. The current internet speed is 200 mbps download and 10 mbps upload.
- ILS system upgrade to Evergreen 3.7.3 was implemented without impact.

## Teen

- Summer Reading video has been created and posted promoting the incentive program for teens. Tickets are given for participation in crafts, attending programs and reading.
- The Adult Services Librarian has been developing *Take & Make kits for teens*. Twenty kits are prepared and are all usually distributed by the end of the month.

## Training

- The three senior staff attended the training for Summer Feeding at the SMHS with Food Services Director Ellen Finelli. This is a mandatory training for sites to be eligible to host the Summer Feeding Program.