



Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented February 25, 2025

Budget

- Presented the budget request to the finance team on February 5th. Requested the Technical/Circulation Assistant position be reclassified from S-5 to S-7, as it has bookkeeping, records management, benefits, AP as the core tasks and needs to be in line with similar positions at Town Hall.

Building

- Service call to the elevator company as the doors were staying open 12/2. Repaired. The elevator has passed inspection 1/16.
- There is a new company providing the preventative maintenance on the HVAC – SS Service Corp and the winterizing was completed on 11/19. The tech accidentally put his foot through a small section of the ceiling in the 1966 attic.
- DPW has repaired the ceiling/floor in the 1966 attic. The area in the attic now needs to be marked off to direct people to the joists and a platform built around the AHU in the attic to make it more secure and accessible.
- HVAC preventative maintenance will now be done on a quarterly basis. Centralized contract.
- Custodian has completed the stripping of the vinyl flooring and recoating, on the lower level.
- Ricoh service call 12/27 to clean the printer/copier/scanner. We do not have a contract for the other desk top stand alone machines. We were advised it is \$230 for a service call.
- LockOut Locksmith will install the new Sargent locks on the north entrance doors.
- Bay Path Vocational Electrical Students and Instructors were here 2/24 to do various electrical work and tracing some cables from our Switch. The library will only have to pay for materials used on the project. They are initially going to focus on the cabling in the building to trace the cables back to the switch and relabel. They are organizing that 3D covers for the floor sockets be printed. A map of the ports and switches will be produced for us to have, as well.

Chess Park

- The group met 2/23 in the Pioppi Room. Project is moving forward. Bid documents are being prepared by Joe Coan, Landscape Architect. Joe is now working for The Engineering Corporation (TEC) <https://theengineeringcorp.com/> and the library's project is posted on their site.

Children's Room

- Katelyn Cramer's *Me and My Mini*, a movement program for the littles is very popular. It is funded by the Borgatt Donor Advised Fund at GWCF
- Wiggles and Giggles returns to JEL -YFCP Funded
- Gingerbread Housemaking Workshop 75 attended. Sponsored by FOJEL
- Santa and Mrs. Claus visited on 12/18 and there were 78 in attendance. Thank you to Jeanne and Mike.
- Programs for the winter holidays were well attended:
 - *Dan The Lego Man* 12/23 – funded by the Olive I. and Anthony A. Borgatti Jr Fund at Greater Worcester Community Foundation. 21 people attended.
 - Henry Lappen 12/27 provided an additional program as he received additional funding in the LCC Grant for *Henry the Juggler*. 20 people attended.
 - Magic By George – 12/30, funded by the Southbridge Cultural Council. 29 people attended
 - Author Terilyn Hensel program 1/4/25 and 26 people attended
 - Valentine Day program with Susan Luna from Seven Hills 2/24/2025 10 people
 - February School vacation was very busy, place was hopping with storytimes, crafts and free play
 - Soap making with Garine Arakalian workshop on 2/20/2025 for ages 8 and over 21 in attendance
- New play house for JEL children room
- Toys (some of the newest ones as well) have been abused and broken e.g. the washer and dryer, the door has been pulled off the playhouse.
- Summer Reading 2025 planning well under way
- Families from a wider area are visiting the Children's Room and we are receiving good feedback.

Circulation

- Staff has been contacting patrons with overdue materials. In some cases, the contact information does not work. Records are updated so that if the person applies for a card again, the issue has to be addressed.
- Hotspots that were considered 'lost' were returned one on 1/8 – left on the Circ Desk and the other on 1/9 in the

Collection Development

- Remaining final checks on inventory include Books on CD and CDs. Anticipation completion date end of February.
- Cataloging materials in the History Room continues.
- Children's Department weeding in Nonfiction
- Circ staff has completed inventory in Fiction, Non-fiction, and Foreign DVDs. Inventory in process for Books on CD. Several "lost" video games have been recovered!
- Displays created by staff to promote the library materials
- Displays

DECEMBER:

- Reducing Holiday Stress
- Holiday Murder Mysteries
- Holiday Movie Marathon
- Get Wrapped Up with a Good Book
- Children's Room Gingerbread Houses (Sponsored by Friends of JEL)
- Human Rights

JANUARY:

- Learn Something New – highlights our collection of Nonfiction materials in various media.
- eBooks and eAudio on Libby and hoopla.
- Art in Architecture
- "Snow Many Good Authors" – most read authors by JEL patrons in 2024
- 2025 MA Center for the Book Reading Challenge – monthly themed book suggestions
- Debut Books by New Authors
- Winter Blues – movies
- Martin Luther King materials
- Human Trafficking Prevention (program also on 2/23 presented by New Hope)

FEBRUARY:

- 2025 Massachusetts Center for the Book Reading Challenge-monthly theme: A book with the name of a city in the title
- Library Lover's Month "Dude, Where's Your Shirt?" - PB Romance novels
- Blind Date with a Book - Surprise book inside! Genre/ brief description noted on wrapped book and with some 3D decorations.
- Library Journal's Best Books of 2024
- Black History Month
- American Heart Month

Digital Commonwealth – Boston Public Library

- Boston Public Library will undertake to digitize the pre1928 newspapers and work with New England Micrographics to obtain the master. Ryan, the Business Manager Stonebridge Press has signed the agreement to allow all issues of the Southbridge Evening News to be digitized. I have provided a copy of the agreement to the digitization staff at Boston Public Library. BPL will procure the masters from NE Micrographics and digitize the complete run of the paper. A follow up email has been sent to ascertain the status of the project.

FOJEL

- Group met on Monday, January 6th in the Pioppi Room, at 2 pm. The February meeting was cancelled.
- Handmade quilt crafted by Kathy Van Camp was won by Patricia Faron, Spencer, MA.
- Quilt monies (\$415) submitted to Barbara Day, Treasurer on 11/3/24.

Fuel Assistance

- LIHEA – Fuel Assistance program offered by WCAC began in November and will run until April 2025. Southbridge clients can make an appointment to meet with the staff at JEL every second week.

Grants and Donations

- The grant application for \$200,000 to the MA Office of Disability in support of the modernization of the elevator was declined. Had a follow up discussion with the staffer at MOD. Suggestion made to commission an ADA Self Study for JEL – the current study for the Town was completed in 2009.
- Call for Public Art/Make It Public – the art grant award has been awarded, for the pocket park at 76 Central Street. Attended the Redevelopment Authority meeting 1/30 that selected Nancy Selvage's sculpture.
- A gift of \$1,500 from the Olive I. and Anthony A. Borgatti Donor Advised Fund at Greater Worcester Community Foundation.
- The library staff was invited to submit a wish list of items it would like (grant funding permitting) to enhance Summer Reading Programs by the Food Services Director that would be part of Summer Feeding.

Library Legislative Breakfast

- Attended the annual library legislative breakfast at the Pearle Crawford Library, Dudley on Friday, February 14. In attendance was Rep. John Marsi and Rep. Todd Smola, as well as MA Board of Library Commissioners Executive Director Maureen Amyot, CWMARS Executive Director Janette Lundgren and others.

Local History

- Digitized some materials locally and posted to the Reference Tab on the JEL website

Long Range Plan

- Staff continues to promote the databases and streaming services subscribed to by the library. Staff is also working on other promotional materials

Outreach

- Call for Public Art has been issued - part of the *MIP (Making It Public)* program and that Peg Dean, Economic Development Director and I are participating in. The \$15,000 grant for public art at the pocket park at 76 Central Street, was awarded at the Redevelopment Authority meeting 1/30 to Nancy Selvage,
- The Regional Environmental Council (REC) who manage the Farmers Market Program and we are hoping to host the winter market for 6-8 weeks in February-March, in the lower hallway, as there would be mutual benefits to our patrons and the community at large. No update
- SCTV has interviewed Iris Vega, Meditation and Mindfulness practitioner and will be uploading the short promo video soon.

Programs

- The library was honored to host author Kyle Brodeur presenting his book *If I Can Smile I Can Live* that was previously cancelled 9/26, on 12/19. This was one of Kyle's last public appearances.

JANUARY

- Reference:
 - 103 transactions
 - 1-on-1 Tech Trainings: 4
 - Research:
 - Retrieved SEN articles re: 1938 storm
- Adult programs:
 - Meditation (3 sessions)
 - Chess Club (4 sessions): 25
 - Knitting with Friends (4 sessions): 18
 - Artist Meet & Greet (Tull): 18
 - JEL Book Club (*The Heiress* by Rachel Hawkins): 4
 - Latino Poetry with Dr. Saavedra (grant funded by LatinoPoetry.org): 8
 - Human Trafficking: 3
- Teen T&M = 29

FEBRUARY

- Reference:
 - 92 transactions
 - 1-on-1 Tech Trainings: 3
- Adult programs:
 - Meditation (3 sessions)
 - Chess Club (3 sessions): 16
 - Knitting with Friends (3 sessions): 25
 - Artist Meet & Greet (Mwenye): 4 (ice storm)
 - CARE Presentation: 10
 - JEL Book Club (*Wicked* by Maguire): 4
 - Catnip Junkies - February 27th:
- Teen T&M = 48

Reference

- Uploaded materials to the reference section of the JEL website
- Created the eNewsletter/social media/statistics/promotional materials (museum passes)/collection development
- Provided tour of JEL and highlighted library careers to Open Sky client.
- Planning programs for MA Space Week (April)

Safety and Security

- Smirnoff nip found 12/4 at the printer station. Small vodka bottle found 2/19
- Patron fell twice in the parking lot 2/7. Report filed with Town Hall.

Service

- Closed for a half day 12/24, all day 12/25 and all day 1/1/2025
- On two occasions recently, the library was one of three warming centers in the town.
- Library closed at 7:15 pm on 2/6 after the Meet and Greet.

Staff

- Jillian Ciapocha started as Circulation Supervisor (S-8) on December 18th. There is a vacancy for Tech Services Circulation Assistant and a request has been made to post the position.
- Jeanne Dupuis, Library Aide is retiring, effective March 1. Requested job to be posted 2/14. ECF submitted
- Many patrons, especially those visiting from out of town to go to the RMV remark on the helpfulness of the staff.
- Staff luncheon Giving Thanks was held February 13th. Everyone enjoyed the catered event by Elm Street Café. Our thanks to the Board of Trustees.

Technology

- Postings were made to social media. Newsletter/displays /statistics /promotional materials
 - General site/link maintenance and preparing move to new site and stricter ADA requirements.
- CW MARS tickets
 - Windows 10 end-of-life computers (2) need to be replaced. Plan on purchasing some new computers, this fiscal year.
 - Researched Princh vs Jamex for patron printing options. Will need a credit card processing service.
 - Website maintenance
 - Began researching ADA compliance guidance to meet new standards
 - Preparing for switch over from current website provider PiperWebs to CyberOptik. The new site needs to be in place by October 2025.
 - Received assistance on site from the SCTV staff with the audio equipment

Teen

- Teen Advisory Group (TAG)
- Take and Make
- Teen Art Show in December

Training

- *Dealing With Difficult Situations* offered by Web Junction/Crossroads. Most of the staff have already completed this professional training.