



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented July 22, 2025**

ARIS (Annual Report Information Survey)

- Working on the first part of the state aid report for the MA Board of Library Commi

Building

- Elevator door keeps opening and closing, for a period on 7/1. Eventually stopped after sending it to other floors. Part of the ongoing end-of-life issues with the elevator and makes the need for the modernization more urgent
- Power outage for approximately 15 minutes on 6/24. Draft policy for review at today's meeting
- Waiting for a response from Norel Services regarding the audibles on the second floor. They are still researching the issue.
- Requested quote for the restoration and insulation of the windows in the 1914 and 1966 sections of the building. P and P Contractors have conducted a site visit. Researching whether there is a de-leading certificate on file.

Chess Park

- Group met 7/17.
- Request to Town Manager to have credit card donations for the chess park processed by Town Hall has been approved
- Supporters may use Venmo and PayPal through UniBank to donate to the project
- The town will facilitate a presence for the Chess Park to donate online.

Children's Room

- Programming going very well and good attendance:
 - Magic by George: 81 – LCC Grant
 - Records and Burpee Zoo: 95 - LCC Grant
 - Henry Lappen: 35 – LCC Grant
 - Bright Star Theatre: 61 – a touring company from North Carolina funded by the Olive I and Anthony A Borgatti fund at Greater Worcester Community Foundation.
 - Pumpernickel Puppets: 51 – LCC Grant

- Prizes for summer reading are on display to encourage the kiddos to sign up for the program.

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 are circulating again.

Collection Development

- Children's staff continue weeding in Non-Fiction
- Displays created by staff to promote the library materials.
 - Summer Reading-LEVEL UP: Your Game, Your Home, Yourself
 - 2025 Reading Challenge- Choose a book that you are drawn to by its cover
 - Movie Tree - "Summer"

Digital Commonwealth – Boston Public Library

- In a follow up call to Jake Sadow of the Boston Public Library (BPL) the schedule for digitizing the Southbridge News has been delayed into 2026. Given the state of the economy and changes happening with lightning speed, I have requested that BPL would harvest the copies that have already been digitized by the newspaper, for which we have been given unconditional access. Apparently, this is a new process and the staff will need to discuss and decide whether funding is available in the new fiscal year (July 1). Awaiting a response as one wants to show our appreciation of the generosity of the Stonebridge Press and Salmon Publishing to share the back issues of the newspaper.

FOJEL

- No meeting in July.
- Library pass for Magic Wings in Western MA has been renewed.
- Andrew J Petro Pool no longer offers a library pass program.
- Museum Pass brochure updated

Grants and Donations

- Waiting for result of the application to the MA Office of Disability Municipal ADA Accessibility grant in the amount of \$250,000.00 towards the cost of modernizing the US Ascension 2000 elevator. A report was commissioned from Syska Hennessey Group (May 2025) and the estimated cost is \$340,000.00.

Long Range Plan

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

Museum and Pool Passes

- The Andrew J Petro pool opened 6/28 and the Friends of JEL attempted to buy a pass, as in prior years but there is a new policy and it does not allow for library-style pass with multiple users.

Outreach

- Travel training staff from the WRTA met with the director 7/21 to discuss promotion of the bus service. They were pleased to see the prominent display of the itinerary brochures and the bus tracker.
- Zoom meeting with YouInc on behavioral health. Discussed offering a program for teens at the library.

Poet Laureate

- Waiting on a response from the administration regarding the setting up of a prize from the donations from poetry anthology *Southbridge: My Triggering Town* by Bill Tremblay.

Programs

Adult programs:

- Artist Meet & Greet for the month of July is Sue Staten Kassirer "Works in Clay": 37 attended from quite a geographic spread in the state. SCTV was present to record and produce for YouTube.
- Meditation (3 sessions)
- Crowes Pasture 7/10 : 19 generously sponsored by an LCC grant from the Southbridge Cultural Council and recorded by SCTV
- Pied Potter Hamelin 7/17: 19 The audience was invited to make their own pinch pots and enjoyed the experience. The program was generously sponsored by an LCC grant from the Southbridge Cultural Council and recorded by SCTV
- Acoustic Nomads 7/24
- Seema Kenney - Census Reports 7/31

Reference:

- 84 transactions
- 1-on-1 Tech Trainings: 2
- Obituaries: 4
- Research
 - Car repair diagrams using Auto Repair Source with a patron
 - Student group from Eastern Washington State University here with Professor Joe Lenti to conduct some research and oral interviews with folks in the community

Safety and Security

- Patron alerted staff to the location of a hypodermic needle at the entrance. Custodian safely disposed of it 7/1.
- Police officers have been doing walk-throughs more frequently.
- Draft procedure on ICE crafted and submitted to Town Manager for review. Waiting for a response.

Service

- Library was closed July 4th in honor of Independence Day
- The Andrew J Petro Swimming Pool no longer offers library passes.

Staff

- Patricia (Trish) Hankins has joined the staff as a Circulation Assistant 30 h.p.w. on 7/7.
- Staff reviewed the CWMARS Privacy policy
- Staff received a few compliments from patrons about the displays and the welcoming atmosphere at the library. The attendees at the art reception also added their appreciation of the space and the staff.
- HR notified staff that the Town was providing employees with a free ice cream 7/16
- Updated memo from HR on suitable Dress Code 7/8.
- Adult Services Librarian attended two trainings:
 - Niche Academy webinar, "Fortifying Your Library: Protecting Your Library and Staff Through Policy" 7/9
 - Attended MBLC webinar: Introduction to Web Accessibility 7/10

Summer Eats

- Three staff attended the training for the federal Summer Eats program. Working closely with the Ellen Finelli, Food Services Director for the Monday-Friday 11 am -1 pm lunch program.
- Staff recording the data to chart a pattern as the number of participants is not as high as in previous years.

Summer Reading

- 2025 theme is "Level Up at your Library". The program runs from June 30th to August 8th.
- Adult summer reading program has 109 participants 7/21
- There are 28 teens signed up for Summer Reading, as of 7/21
- To-date there are 164 children registered

Technology

- Created the eNewsletter/social media/displays/statistics/promotional materials/collection development / website maintenance
- The draft website designed by CyberOptik is now available for viewing and staff is checking its functionality, accessibility and compliance and will present a list of comments to the developer.
- The new site needs to be in place by October 2025.
- Provided feedback on the draft Digital Equity Report from Kimley Horn regarding connectivity in Southbridge.

- Smart TV in Pioppi Room is not shutting down correctly. Ockers provided some troubleshooting over the phone and the representative visited. A training is in the process of being scheduled to take advantage of all the features of the equipment.
- ImageTek service on the microfilm machine is scheduled for 8/13.

CW MARS tickets

- Library funding message displayed on our catalog and on public computers

Town of Southbridge tickets

- The ESS program for new staff member experienced some issues. Resolved with assistance from the IT Director.

Teen

- Game Day (Mondays) has been the most popular summer program. Crafts, STEM and Anime were also offered.
- New Hope has offered some fun activities