



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented March 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. Waiting for a response to the budget review by the finance team as to what the budget request to the Town Council will be.

Building

- HVAC preventative maintenance will now be done on a quarterly basis. Centralized contract.
- Guardian Energy here to review the 1914 attic for the automatic louvre project 3/4.
- DiMauro Carpet has installed new floor covering from the top of the first staircase to the Main Street entrance. Completed 3/5
- P and P Contractors reviewed repairs to north entrance doors and repainting. Quote \$3,600, 3/5.
- 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 from the or
- DPW (2 crew members) were here to build a catwalk in the 1966 attic 3/7
- During the semi-annual fire inspection, a deficit was identified with the horns on the second floor. The issue resolution is a power pack. Quote requested. Separately an alarm notification for lower hallway, 3/10. No report.
- Sink in one of the bathrooms was vandalized 3/13.
- LockOut Locksmith completed the installation of the new bronze Sargent locks on the north entrance doors 3/24.
- 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. This project will continue

- Water fountain on main level is not operating correctly. Waiting for plumber to review.
3/24

Chess Park

- No meeting in March. 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

- A new series of *Me and My Mini*, a movement program for the littles is funded by the Olive I. and Anthony A. Borgatti Donor Advised Fund at GWCF.
- *Wiggles and Giggles* a new group of programs presented by Lainy Hanlon and funded by a YFCP Grant
- Kristi Mahoney local author conducted an author reading and book signing on Saturday, March 1, 2025.
- Preparations for Space week in April are underway. April Vacation programs planned and will be funded by the Borgatti Fund
 - Bob Bloom Drumming 4/23
 - Mad Science Slime 4/24

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 back circulating again.

Collection Development

- Cataloging materials in the History Room continues.
- Children's Department weeding in Nonfiction
- Circ staff has completed inventory of the adult and teen collections.
- Displays created by staff to promote the library materials:
 - *2025 Massachusetts Center for the Book Reading Challenge* - monthly theme: A book about someone with a marginalized identity
 - Women's History Month - books/movies about remarkable women
 - Oral Health/Toothsome Tomes - books with the word teeth or tooth in their title
 - Read the Rainbow - books with the name of a color in their title
 - Tax Time

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, March 24 in the Pioppi Room, at 1 pm to sort books in advance of the book sale on Thursday, April 3rd – Saturday April 5th.
- FOJEL renewed the pass for Tower Hill Botanical Gardens

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 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.

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.
- Literacy Volunteers had a photo shoot with the Greater Worcester Community Foundation. The team from GWCF were very complimentary on the library space.
- Open Sky Resilience Group are conducting 'office hours' for unhoused community members on the first Monday of the month 1-3pm (4/4, 5/5, 6/2)

Poet Laureate

- *Southbridge: My Triggering Town* by Bill Tremblay will be launched at the library on Thursday, April 24th. It is an anthology of the poetry inspired by Southbridge. A reading and discussion will take place starting at 6 pm.

Programs

- Reference:
 - Researched unsolved murders in Southbridge
 - 86 transactions
 - 1-on-1 Tech Trainings: 5
- Adult programs:
 - Meditation (3 sessions):
 - Chess Club (5 sessions): 17
 - Knitting with Friends (4 sessions): 18
 - Artist Meet & Greet (Women's Handwork): 15
 - Dr Anna Estelle Glancy with Dick Whitney: 12
 - JEL Book Club (*Finding Freedom* by Erin French): 4
 - Latino Poetry Presentation - March 27th

Reference

- Massachusetts Space Week program planning
- Met with Lily from New Hope re: programming opportunities
- Attended MASSYAC Teen Chat (3/12)
- Set up Women's Handwork Show
- Policy edits – hotspots

Safety and Security

- Vandalism to the sink in one of the bathrooms on the first floor. Police report filed. 3/13.
- Quote received re-set sink, replace pipes and make usable \$911.45, Materials \$25.97 + 2 ceiling tiles (Mills) and DPW x 2 staff here to stabilize the leaks.
- Patron was loud and abusive on the phone in the bathroom. The verbal abuse continued to be directed at staff. The privilege of using the meeting room to meet with a social

worker has been revoked until an apology is received. Patrons need to show respect for staff members.

- Draft procedure on ICE crafted.
- Alcohol nip bottle found in trash
- Police officer conducted a walk through 3/24

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

- There is a vacancy for Tech Services Circulation Assistant.
- Library Aide offer has been to a candidate 10 h.p.w. position.

State Aid Award

- FY2025 total award is \$68,019.81

Technology

- Created the eNewsletter/social media/statistics/promotional materials (museum passes)/collection development
- General site/link maintenance and preparing move from current website provider PiperWebs to CyberOptik and stricter ADA requirements. The new site needs to be in place by October 2025.
- Uploaded materials to the reference section of the JEL website
- JEL staff will meet with the technical staff of CyberOptik (online) to plan the transfer of our website from PiperWebs to CyberOptik.
 - Two-step authentication is now being used for hoopla. Previous users will be received a message to set up an additional layer of security in the form of a PIN.
 - Received assistance on site from the SCTV staff with the audio equipment

CW MARS tickets

- Windows 10 end-of-life computers (2) need to be replaced. Plan on purchasing some new computers, this fiscal year.
- Children's OPAC up and running
- LPT Print Release/Princh issues resolved

Teen

- Teen Advisory Group (TAG)
- Take and Make

- Teen Art Show in December

Winter Market

- REC Worcester had planned on having a Winter Mobile Food Market at the library, on Thursday afternoons. Due to the Federal cuts this is unlikely to happen now.