



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented May 28, 2024**

Budget

- The library budget of \$592,630.36 was approved by the Education and Human Service Committee May 2nd and Town Council May 20th.

Building

- Guardian Energy has been completed the insulation in the 1966 attic. Total cost \$40,494 and will cost the town \$17,220 with the MassSave incentives.
- MPC conducted the semiannual inspection of the HVAC system. A new thermostat was installed in the Children's Room.
- Met with Opacum Land Trust arborists to review location of new trees offered to the library. Town Manager has signed the contract with Opacum.
- The Finance team is planning on reviewing all capital projects and consolidating the projects that are already
- Bay Path Vocational School electrical department notified me that the work cannot be scheduled until the new academic year.
- The tiled floors in the two bathrooms on the lower level have been stripped of the varnish that was applied and needed to be removed. Improved appearance.
- Leak at YA window over north entrance was noticed 5/16, reported to Operations Manager at DPW.
- DPW team here to do spring clean up 5/17. They did a nice job. They also provided two pieces of cut granite for use to mount the plaques on, at the sculptures. Bernadette has since bought the plants for the beds and did the planting over the Memorial Day Weekend. We are very appreciative of having Bernadette's design and gardening skills.
- Responded to a voicemail from Western Mass Labor Action regarding the decision of the Board on WMLA's future use of meeting space at the library. Checked in with James Dyer, who drafted a reply which was being reviewed by Gary Bridgman. Called Kris Rutman of WMLA and left a message to the effect, and indicated that \$110 was being requested to cover the cost of replacing the lock and keys.
- Patron had concerns that a large bump in the handicap drive entrance is very difficult and that they plan on calling the DPW. I have sent an email to the DPW Director and copied the Town Manager on 5/20, as well as following up in person later that day and mentioning to the Town Manager at a meeting on 5/23.
- DiMauro Carpet-Joe will be here on 5/24 to install the carpet and the bottom steps of the stairs. Will return 5/29 to complete the rubber covering for the treads.

- Issues continue with the elevator, periodically. Working on an ADA Accessibility grant offered to municipalities. On Saturday 5/25 we experienced some issues, even though the elevator had its monthly check on 5/24.

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Chess Park

- Account has been set up by the Town Accountant. The group is set to meet 6/20 at 5:30 pm in the Periodicals Room.

Children's Room

- Wiggles and Giggles / Littles and Stem Programs were very successful and we hope we will be requested to host again.
- AmeriCorps program for April vacation and June before school ends
- Working on summer reading program "Read Renew Repeat"
 - Summer Reading 2024 begins June 24th and ends Aug 2nd
 - Book Mark Contest with prizes
 - Guest speakers to include a beekeeper, Tatum the police comfort dog and his handler, Woo Sox, Health/Recycling
- Weeding and cleaning fiction section

Collection Development

- Cataloging materials in the History Room continues.
- Batch of materials from the history room have been picked up by Boston Public Library for digitizing.
- Displays created by staff to promote the library materials

Correspondence

- Kris from Western MA Labor Action called on 4/16 inquiring about his letter and a response. I indicated that the Board would review and discuss at their next meeting.

Displays

- Asian American Pacific Islander Heritage Month
- Book vs Movie
- Bicycling
- Chocolate Chip Day,
- Mental Health Awareness
- Fiction "Mother" themed titles
- May the 4th, Cinco de Mayo,
- Memorial Day
- Rotation "special day" table
- Wildfire Awareness

FOJEL

- Next meeting Monday, May 6th, at 2 pm in the Pioppi Room.
- Book Sale April 4 at noon to 7:45 pm, April 5 from 9 am to 4:45 pm and Saturday April 6th from 9 am to 11:30 am. Waiting for report on the event.
- Traveler Restaurant picked up leftover books from the Book Sale, and the remainder went into storage 4/8. Jamie assisted with the book moving.

Grants and Donations

- Received \$500 donation from the Southbridge Womens Club on 4/30, as the organization has dissolved as of the group's last meeting on 4/26. JEL will be given the archive, and the money will be used for archival materials.
- 1870 map of the Globe and Centre Village was donated by John Reall of Springfield on 5/9. In good condition.
- Cornerstone Bank has offered a custom-built display case to the library which we have accepted and the DPW will deliver.

Literacy Volunteers

- Literacy Volunteers offering an ESOL Basic Class and Literacy Café, as well as the usual one-on-one tutoring.

Local History

- Attended the MOTT (MA Office of Travel and Tourism) grant group meeting to compile a database of historic buildings, as part of a series of walking tours that are being planned.
- Digital Commonwealth have picked up the next batch of materials for digitizing (free service) 4/18. The materials included Hamilton Woolen Mills and some published by the American Optical. Working on another ingest of materials as there is a large number of participants and it takes a long time in the queue.

Long Range Plan

- Staff is promoting the databases and other free information resources. Constant positive feedback is being given to staff on their customer service but in particular the assistance they provide to patrons using the mobile printing.

Outreach

- *MIP (Making It Public)* program that Peg Dean and I are participating in. There is a \$15,000 grant available for public art in the community. Feedback was requested from the Redevelopment Authority. There is a commitment to attend a series of webinars and submit some 'homework' that will work towards a "Call for Art"

- Attended the MOTT meeting and discussed the new pocket-park at 76 Central Street and its potential for the *MIP Grant*
- Participated in the tour of the Fire Department building on Elm Street 5/2.
- Margaret participated in Career Day at West Street School 5/21

Poet Laureate

- Southbridge's inaugural Poet Laureate presented a program on 4/25 as part of National Poetry Month. He introduced his former graduate student and poet Bill O'Connell. The event was recorded and produced by SCTV and posted to YouTube. There was a suggestion that is being explored to produce a chapbook during the appointment period.

Proctoring

- Reference Librarian proctored a professional exam on 4/29

Programs

- Artist Meet & Greet with Janine Adamo Laliberte was well attended and SCTV recorded the event. There has been lot of activity on social media commenting and sharing the YouTube footage.
- Catnip Junkies was a huge success with folks participating in a Second Line around the library 5/9. The program was funded by an LCC grant from the Southbridge Cultural Council. SCTV recorded.
- JEL Book Club: Cancelled due to illness 5/15
- Series of *Mindful Meditation* sessions offered by Iris Vega on Saturday will now switch to Wednesdays at 3:30 pm
- Troubadour Matt York returned to perform the songs of Johnny Cash and share some of his stories on 5/16. SCTV recorded.
- *Afternoon Author Talk*: Robert T. McMaster presented his second book *Fugitive from Injustice*, in the County Wicklow mystery trilogy 4/24
- *Afternoon Author Talk*: Mary Anne Slack presented her first novel *The Sacrificial Daughter* 5/22
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.

Reference

- During the month many research questions were responded to, mostly on genealogy and vital records.
- Planning for Summer Reading programs.
- Uploaded materials to the reference section of the JEL website.
- Reference: 82 transactions
 - Obituary: 1
 - SEN articles regarding the airport
- Circulation staff have scanned documents relating to the Town Bylaws and Charter and Adult Services Library has uploaded them to the Reference >Southbridge History

Safety and Security

- 5/2 Sergeant Neill did a walkthrough, he will have officers do more frequent walkthroughs going forward. Since then, officers have been walking through on a regular basis.

- 5/6 Officers Desrochers and Lutta came here with a patron to look at a broken chair in a study room. Patron self-reported the damage to the police after he broken it in anger. Requested that the officers provide patron with anger management counselling and support for the related family situation, rather than pursuing any action. You, Inc came to meet with patron from incident earlier today.
- Citizen called emergency response when they saw a woman lying on the lawn near the flagpole and thought she may have overdosed on 5/23. Dispatch sent an ambulance and police response. Police reported she was unhoused and sleeping.
- Worked with the Health Department on some problem patron behavior during the month. Situation elevated and on 5/23 met with the Town Manager, Chief of Police and Health Director. The patron has been No Trespassed.
- Suspended student who has been tutored here, snapped off the cord from the keyboard on the PAC on the mezzanine floor and flushed the cord down the toilet on 5/23. Officer Disley happened to come in to update on the No Trespass from earlier and we showed him the camera footage.

Service

- Saturday service is suspended until after Labor Day. Last day was 5/25

Staff

- One staff member has completed the Cataloging course and the other is working on the second part. It is anticipated that they will work through the Basic Library Techniques series and proceed to the other three courses as well.
- Noah Wallace received a card in the mail from a patron expressing appreciation on assistance given with some tech issues.
- Two of the Circ staff successfully passed their probation period 4/25 and 5/1 respectively.

Technology

- Postings were made to social media and website.
 - General site/link maintenance
 - Uploaded Southbridge history documents to the intranet
- CW MARS tickets generated

Teen

- The monthly *Take and Make* craft were distributed.
- Teen Advisory Group (TAG) meeting

Training

- Two staff have signed up to take the catalog training series offered by MA Library System. This course is part of the Basic Library Techniques program and staff will be encouraged to continue with the other three sections, leading to a certificate.

