

**Report presented to the Board of Trustees  
by Margaret Morrissey, Director  
October 25th, 2022**

**Building**

- Annual elevator inspection set for 10/25.
- The quote to install the Salle Notre Dame stained glass has been disqualified, as the company would not use prevailing wage. Vendor search to resume.
- Chris Collins of Energy Conservation Inc and Eric Rumsey, Town Planner reviewed the energy usage and future planning on 10/15. Some of the items discussed were upgrading of the parking lot light, weatherization and sealing of windows and adding 4" foam to the roof deck, the feasibility of a solar car port, EV charging station and generator. There is a federal requirement regarding storm water drainage, known as MS-4 and if we change, then the parking lot this will have to meet the new code.
- ECI provided a quote to install LED lighting for the two sculptures \$9,964.76. There is \$3,000 available from an LCC grant already and another grant was written.
- Working with a new fire service – Norel for the annual tests.

**Collection Development**

- Added a new type of book to the collection – VOX Books which are audio books that live in print books. The permanently attached VOX Reader transforms the print book into an all-in-one read-along.
- Working on updating the collection development policy

**Friends of JEL**

- The group has agreed that an afternoon meeting on one Monday of the month works best for participants. There were 11 people in attendance at the 10/24 meeting. The group will focus their fundraising efforts on the ongoing booksale and the annual booksale in May 2023. Artful Friends will no longer be organized by the group.
- The group met to sort books in the storage area on 10/19.

**Grants and Donations**

- The library submitted 22 letters of support to accompany the Local Cultural Grants
- The library wrote two LCC grants one for a presentation and the other to partially fund the installation of lights on the sculptures on Main Street.
- Received a check for \$53.80 from the Mary E. Wells Class of 1961 from Neal LeBlanc.
- Received an unrestricted gift of \$1,000 from Martha McMaster who attended the recent Mary E Wells alumni tour of JEL.

## Outreach

- Participated in the meetings regarding the MA Office of Tourism (MOTT) grant for the design of a Walking Tour. Various community organizations and individuals are working to raise \$8k. Assisting with some background research.
- WCAC has begun its sign up for the LIHEAP (fuel assistance) program. This year, Low Income Household Water Assistance (LIWAP) has been added to the water charges are now covered by this program.
- CMRPC presented highlights from the Transport Survey 10/5. It was an opportunity to network with some of the CMRPC staff in other areas of the agency.

## Proctoring

- Reference Librarian proctored a professional exam for a local student 10/24.

## Programs

- Joe Smith's show titled *Keeping Summer* is on view through the end of October. It consists of some acrylics, watercolors and mostly works on scratchboard. The artist has provided some information on the technique of using scratchboard as a medium for his work. He also did a Facebook Live broadcast during the Meet & Greet. Two of his patrons came from Ashland to view the show.
- Worcester Talking Book Library staff presented a program for the public on the services and provided a player for demonstration purposes, on offer to low vision patrons. Two staff attended 10/4.
- Oakes & Smith and Kala Farnham presented a concert 10/13 that was sponsored by the Southbridge Cultural Council. The event was broadcast on Facebook Live and recorded by the SCTV staff for future upload to YouTube.
- Book Club returns! The first meeting scheduled for November 17 at 6:30 pm. *Manhattan Beach* by Jennifer Egan will be discussed. Copies of the books are available at the circ desk in advance of the program.
- September programs:
  - Adult (9 events / 731 attendees)
  - Self-Directed/Passive
    - Teen (Take & Make): 11 kits taken
    - Puzzle: 21
    - Chess Boards: 8
    - Switch: 17
  - All-Ages
    - Knitting: (4 events / 46 attendees)
    - Chess: (2 events / 22 attendees)

## Research

- Two topics for the research department were The Litchfield Shuttle Company and Cohasset Country Club and early influence of Donald Ross and Frederick Law Olmstead in the creation of the golf course around 1916-1918.

## Social Media

- Regular postings continue on Facebook and Instagram, as well as live broadcasts.

## Staff

- Megan Garlie, Circulation Assistant has been conferred with a Master of Arts in Archeology from Memorial University of Newfoundland 10/20.
- Interviewed for S-5 (30 hpw) Circulation position 10/25. Offer is being made to the interviewee.
- Ava Tougas has resigned. Library Page position vacant – 10 hpw position for high school student.

## State Aid Financial Report

- Submitted in advance of the deadline. The library has met the requirements and will receive state aid funding.

## Tax Abatement Personnel

- Two of the participants have completed their hours.

## Technology

- Website: Database page currently being revamped. Worked with web service on capturing web statistics using the new Google Analytics 4. The website was down for a brief period 10/24. PiperWebs responded quickly to our ticket.
- Hotspots The MBLC grant funded hotspots have been returned to Staples for recycling now that the program has finished. We are waiting on new devices from TechSoup that will be connected through Mobile Beacon.
- CWMARS has moved its services to a cloud-based system. This was a major task and was completed 10/10 without interruption to services.

## Teens

- Arranged for flyers to be sent to SMHS librarian Kaitelyn Malixi for posting
- Planned monthly Saturday teen events and *Take & Makes* from Oct-May
- Finalized details for New Hope workshops for teens. Scheduled for Saturday November 19<sup>th</sup>.

## Training

- Reference Librarian and Technical Services/Circulation Assistant attended the Worcester Talking Book Library presentation 10/4. JEL now has a player and book for demonstration purposes.

## Service

- Closed 10/10 in honor of Indigenous Peoples Day.