



**Report presented to the Board of Trustees  
by Margaret Morrissey, Director  
presented October 22, 2024**

**State Aid**

- The State Aid Financial Report was submitted October 4, 2024.

**Building**

- Quannah Roofing replaced/repaired some of the slates 9/24.
- Requested meeting with DPW about the landscaping (the perimeter area in particular and other needs) and custodian duties.
- Contacted DiMauro Carpet regarding some fraying noticed in the stairs. Installer will be coming by to review. DiMauro carpet tech returned to review some areas where fraying was noticed and repaired them 10/4.
- Annual state elevator inspection on October 11, 2024 – a 90 day certificate was issued as there was an issue with the Stop Switch (installed in early 2022). The elevator will need to be re-inspected once the work is completed.
- The municipal annual building inspection was completed on 10/17 and the library was certified.
- Custodian has a schedule to shampoo the carpeting throughout the building. Areas need to be closed off to the public to facilitate the carpet drying.
- DPW worked on some of the overgrowth on the north wall to make space for the new trees to be watered etc.

**Chess Park**

- The group met 10/17 in the Pioppi Room. Project is moving forward.

**Children's Room**

- Programs for the winter holidays set
  - *Dan The Lego Man* 12/23 – funded by the Olive I and Anthony A Borgatti Jr Fund at Greater Worcester Community Foundation.
  - Henry Lappen has agreed to come on 12/27 due to additional funded he received in the LCC Grant for *Henry The Juggler*
  - *Magic By George* – 12/30, funded by the Cultural Council.

*Sensory Space* – every fourth Thursday, starting 9/26.

- Fall preparations underway. New displays in Children's room.

#### Collection Development

- Cataloging materials in the History Room continues.
- Displays created by staff to promote the library materials
  - Meditation/Mindfulness
  - Breast Cancer Awareness
  - True Crime
  - Books that will scare your pants off
  - Archaeology
  - New Hope-Domestic Violence
- Circ. staff has been working on DVD Inventory, following up on items in Lost status, and updating the collection in the "NEW" shelving.
- Weeding in YA section and Children's graphic novels collection.

#### Digital Commonwealth – Boston Public Library

- Participated in a call with Jake Sadow of BPL to discuss the digitization of newspapers. BPL will undertake to digitize the pre1928 newspapers and work with New England Micrographics to obtain the master.
- The exciting news is that when contacted, Ryan, the Business Manager at Stonebridge Press has given verbal permission to digitize the newspaper (with an embargo on the current week). He is willing to sign a formal agreement. I have crafted a draft document and have reached out to a lawyer to have the draft document reviewed.

#### FOJEL

- Group met on Monday, October 7th in the Pioppi Room, at 2 pm.
- Raffle of craft basket and a handmade quilt will be in November and December respectively.
- Friends have staffed a table at the Big Bunny Farmer's Market on Saturdays and had the Craft Basket tickets available, as well as Friends Membership forms.

#### Fuel Assistance

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

#### Grants and Donations

- Waiting for response from the MA Office of Disability on our Municipal Grant application of \$200k in support of the modernization of the elevator.
- Still working on the Make It Public – the art grant award. Working with Peg Dean, Economic Development Director on a *call for art* for the pocket park at 76 Central Street.
- Local Cultural Council grants – worked with many presenters and submitted 2 on behalf of JEL.

## Literacy Volunteers

- Literacy Volunteers offering an ESOL Basic Class and Literacy Café and Naturalization Preparation Class, 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.
- Digitized some materials locally and posted to the Reference Tab on the JEL website

## Long Range Plan

- Staff is promoting the databases and streaming services subscribed to by the library.

## Outreach

- Attended the Planning Board meeting October 2<sup>nd</sup>. Bernadette made a presentation on behalf of the Chess Committee.
- Compiled a list of potential committee members who would review the respondents to the *MIP (Making It Public)* program and Call for Public Art that Peg Dean and I are participating in. There is a \$15,000 grant available for public art in the community. Feedback has also been requested and received from the Redevelopment Authority.
- Attended the monthly MOTT meeting to discuss the Downtown Walking Tour.
- Met with representatives from the Regional Environmental Council (REC) who manage the Farmers Market Program and we are hoping to host the winter market in the lower hallway, as there would be mutual benefits to our patrons and the community at large.

## Programs

- Megan Garlie (former JEL staff member) is the October Artist of the Month. The Meet and Greet was well attended on 10/3. The event was broadcast on Facebook Live and recorded by Southbridge Community TV.
- JEL Book Club: *Book Club: Cemetery Untold Stories*
- *Afternoon Author Talk* with Michael Perna who will discuss his book *Spag: His Life and Legacy* 9/25 – CANCELLED due to illness.
- Program with Kyle Brodeur was cancelled *If I Can Smile I Can Live* that was scheduled for 9/26
- Tech Training 9/24
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.
- Series of *Mindful Meditation* sessions offered by Iris Vega offered sessions on Wednesdays at 3:30 pm during the summer in the Pioppi Room. Iris continues her program on Saturdays starting in September.
- Though not a library program but a town sponsored program through ARPA – The Entrepreneurial training “Venture Start Up” offered by LABO is successful.

## Reference

- Uploaded materials to the reference section of the JEL website, created the October eNewsletter

- Reference:
  - 92 transactions
  - 1-on-1 Tech Trainings: 2
  - Obits: 5
  - Research: 6

#### Adult programs (October):

- Meditation (2 sessions) – Session is moving to Friday afternoons to see if there would be more interest during the week.
- Artist Meet & Greet (Megan Garlie): 30
- Cybersecurity presentation: 9
- Flamenco Boston: 28
- JEL Book Club: 5
- Mark Mandeville & Raianne Richards: 41
- Upcoming
  - Afternoon Author Talk (Rod Lee): 10/23
  - Paranormal with Ray Arnold: 10/24

#### Safety and Security

- Police here to check on an intruder alarm 10/3.
- Nip bottle found 10/11

#### Service

- Closed in honor of Patriot's Day

#### Staff

- Some staff turnover. There is a vacancy for Tech Services Circulation Assistant.

#### Tax Preparation Assistance

- VITA was in contact on 8/26 and will offer tax prep assistance in 2025. Two dates already established 2/8/25 and 4/12/25 with more to follow.

#### Technology

- Postings were made to social media. Newsletter/displays /statistics /promotional materials
  - General site/link maintenance
- CW MARS tickets
  - Laptop issues
  - Scheduled router upgrade and laptop troubleshooting

#### Teen

- Teen Advisory Group (TAG)
- October Take and Makes
- –*Loteria* Saturday 9/21 in celebration of Hispanic Heritage Month
- Professional development: Brainfuse webinar (9/25)

