

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
DECEMBER 22, 2020**

Budget

- The budget message has not been sent out yet but should be on its way and January will be when the library budget will be crafted.
- The MBLC (MA Board of Library Commissioners) has indicated that they will announce the FY2020 State Aid awards in February 2021.

Building

- Annual state elevator inspection was conducted on 11/10. A 90-day permit issued. Failed inspection due to door opening issue. Elevator company to investigate and repair.
- Renaud HVAC was here performing work on the roof units. Replaced the ignitor on furnace #2 in the attic. Replaced cond./fan blade and motor on RTU #3 on 12/8 and completed 12/9. The winter preventative maintenance has been completed.
- DPW custodian has been given additional assignments to other town buildings and is at the library for a couple of hours daily.
- DPW changed filters (quarterly) throughout the building 12/7
- DPW installed the replacement bench on Main St. Previous bench was smashed in an auto accident (11/19). The alpha numeric sculpture was installed in the Children's Room 12/1.

Children's Room

- Crafty Wednesday grab and go kits are distributed weekly.
- *Story Time with Ms. Liz* Facebook Live generating a new audience.
- Children's staff reviewing the picture book collection with a view to making room for new publications.
- LCC grantees for FY20 have rescheduled their programs via Zoom for the winter break.
 - Monday December 28, 2020 at 1:00pm for a "virtual" puppet show with Pumpernickel Puppets.
 - Tuesday December 29, 2020 at 1:00pm for a "virtual" Magic show presented by "Magic by George".
 - Wednesday December 30, 2020 at 1:00pm for a "virtual" program "Music with Julie"
 - Thursday December 31, 2020 at 1:00pm "Hands On Magic Fun with Maggie The Clown"

Collection Development

- Staff continue to read the reviews of print and nonprint materials, in the professional literature. Purchases are made on a regular basis for the adult, teen and youth collections.

Grants

- Laptop and additional technology accessories have been received and will be processed for payment via the Cares Act 2.
- Discussed the changes with the Southbridge Cultural Council liaison regarding adjustments to the 2020 events schedule for the Local Cultural Council grants.
- Submitted some letters of support for the 2021 LCC Grant Round.

Grants and Donations

- LCC Grants awarded for the 2020 cycle that were postponed can be rescheduled in 2021 (until 8/14)
- LCC grant 2021 round closed 12/14 and the library worked with presenters to submit applications

Outreach

- Participated in area library directors meeting to discuss areas of common interest 11/10.
- October's virtual art exhibit by Philipston-MA based artist Joe Smith averaged 587 reaches on Facebook each day. One painting was sold and the Friends of JEL will receive a 15% commission.
- Kathryn Sotar presented her fiber art exhibition in November. She is a Southbridge-based business, known as K-Sew. Kathryn's work includes pillows, bags, scrunchies, decor and more. This exhibition is averaging 343 reaches per day.
- As the pandemic has altered our annual gingerbread making activity and month-long display, a virtual, mixed-media exhibition is taking place this December. "Winter Wonderland" features all things winter-themed, and includes various objects such as late 19th and early-20th century photography, thematic book displays, seasonal decor around the Library created by staff, and other treasures from the collection that relate to snow, December, winter, the solstice, Chanukah, Christmas, Kwanzaa, and more. Thus far, the exhibition has reached an average of 816 fans each day.

Programs

- All programs have been suspended since 3/17.
- Performances (funded by the LCC 2020 grant cycle) that were postponed in 2020 due to the pandemic, have until August 14th to be presented.

Reference

- The adult services librarian has assisted patrons with genealogy research and has also worked with patrons researching historic properties in the area.
- Statistics already flowing in from the recently acquired databases *Brainfuse* on Homework Help and Job Finding. Preparation is underway for a presentation to staff to promote the use of this resource.
- Learning the nuances of the new databases that the library has subscribed to from *Brainfuse* on Homework Help and Job Finding. Preparation is underway for a presentation to staff to promote the use of this resource.

Service

- The library is currently operating a curbside service only, starting 10/28, due to the rising numbers of COVID cases, as per the Town Manager. Other area libraries are also limited to a curbside service: Auburn, Charlton, Oxford, Southbridge, Sturbridge, Sutton and Webster.
- The library will be closed on Thursday, December 24 and Friday, December 25, as per the Town Manager.

Staff

- Staff member slipped on ice when assisting a patron at the curbside delivery point. She was unhurt and a report was filed with HR 12/10
- Low staffing levels as staff taking vacation

Technology

- Dell Latitude 7400 laptop (on state bid list) and accessories have been delivered (CARES Act 2)
- CWMARS Network connection out for approximately 1 hour on 12/14.

Trustees

- No meeting in December.