

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
APRIL 27, 2021**

Budget FY22

- Budget was presented to the Education and Human Service Subcommittee 4/6 and was passed. The Total Actual Municipal Appropriation is \$549,733
The Municipal Appropriation Requirement for State Aid is \$549,105
- Requesting funding to cover the books and materials account from the board, in order to meet the 15% of MAR. The line item for books and materials in the operating budget is \$42,000.00, at present, leaving a balance of \$40,459.95
 - “The Materials Expenditure Requirement is defined in statute and regulation (MGL, c.78,s.19B; 605 CMR 4.01[5]. It is a percentage of the municipal appropriation to the library, based on the population of the municipality served by the library. For Southbridge this is 15% of the MAR.”
 - I would like to request the board’s contribution in the amount of \$40,459.95 to bridge the gap in the books and materials budget.
- The MBLC (MA Board of Library Commissioners) has announced the FY2020 State Aid award of \$32,599.17

Building

- DPW custodian has been given additional assignments to other town buildings and is at the library for four hours daily.
- In preparation to welcome patrons back into the building, the custodian has painted the porches at the entrances to the library. Carpets have been shampooed.
- DPW has done the spring clean up to the grounds
- Purchased a battery operated blower for the custodian to assist with maintenance.
- Water Company conducted the back flow prevention device test. Passed.

Children’s Room

- *Story Time with Ms. Liz* Facebook Live continues and provides an opportunity to engage with patrons. We are offering a very limited opportunity for patrons to attend in person. Total of 10 including the staff.
- *Crafty Wednesday* grab and go kits - interest has tapered off.
- The window decoration is being changed in honor of National Poetry Month and Jazz History
- Preparations are well underway for Summer Reading. Theme is *Tails and Tales*. Prizes system is being reviewed and we are considering just offering a Treasure Chest with a pizza party as the finale.
- Children’s Librarian has been invited by Ms Stella, Eastford Road School, to do a video tour of the services to promote summer reading.

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.

- The library has a subscription to Newsbank database which provides access to *Telegram & Gazette*. Does not have *Southbridge News*
- Children's staff completed the review of the collection and weeding project.

Grants and Donations

- Discussed the ongoing changes with the Southbridge Cultural Council liaison regarding adjustments to the 2020 events schedule for the Local Cultural Council grants. The LCC Grants awarded for the 2020 cycle that were postponed can be rescheduled in 2021 (until 10/15/2021)
- Made an inquiry with the Southbridge Cultural Council for a lighting system for the sculpture and the building and I am preparing more information on the project as the SCC is receptive to the idea.
- Re-imbursed by Dudley Court in the amount of \$35 for restitution 3/29.
- Donation of 1947 *Hilltopper* – Cole Trade Yearbook and photograph by Charlotte Carpick.

Literacy Volunteer Services of Central MA

- Long term Executive Director Holly Christo will be retiring from her position 6/30.

Outreach

- Poster for the proposed Fire Department is on display in the main hall.
- Monique Cantara of the knitting group donated hats and mittens to New Hope.
- Presented to Rotary Club 4/14 and received lots of positive comments about the library service.
- Request granted to New England Genealogical Society to use a photograph from the digital library – *Girls Club 1916 Centennial Float*
- Food Service Director Ellen Finelli was in contact about summer feeding service and

Programs

- Performances (funded by the LCC 2020 grant cycle) that were postponed in 2020 due to the pandemic, have until October 15th to be presented.
- Area libraries (Charlton, Sturbridge, Sutton, Oxford and Southbridge) joined together to offer a series of five gardening programs online through the Blackstone Valley Veggie Gardening. Registration required. Attendance numbers were high as there was a wide interest in this series. Another series is being planned. The Southbridge presentation was sponsored by the Josephine Kulis memorial gift.
- In May, we have Aaron Larget-Caplan, composer and guitarist scheduled to play on Thursday, May 13th for a virtual presentation, sponsored by an LCC Grant FY20. Aaron returns in September as he was awarded a grant in FY2021 as well.

Reference

- Director is staffing the service and providing research to questions submitted by telephone, email and on Southbridge interest groups on Facebook.
- Promotion of the recently acquired databases *Brainfuse* on Homework Help and Job Finding is ongoing. We are hoping this will be helpful to the community, especially the students.

Service

- In person use of the library has resumed since Thursday, April 15, 2021. Browsing the collection, using the computers and printing services are accessible. Meeting rooms are not yet available.
- JEL closed due to positive COVID on 3/11 and reopened 3/25.
- The library is continuing to operate a curbside service
- Books are checked in from the book drop each morning, starting 4/26. Interlibrary loan materials are checked in on arrival. This is in line with area library procedures.
- Optima Delivery Service – the Interlibrary loan transportation service has had their vans vandalized and consequently there is a delay in service.
- The library was closed on February 15th in honor of President's Day and April 19th for Patriot's Day

Staff

- The Adult Services position has been re-advertised as the candidate declined the job days prior to starting in the position. Candidates are being reviewed with a view to an invitation to interview.
- Caroline Lamarine has submitted her resignation from the Library Page position.
- The remaining vacant positions have been advertised:
 - Technical Services Assistant f/t
 - Circulation Assistant 30 hpw
 - Library Aide x 2
 - Library Page x 2
- New admin (S-8) position proposed in the FY22 budget, in recognition of the change in responsibility and supervisory structure. In effect, it will mean the current staff member (S-7) will go one point up which is the maximum point on the S-8 scale. There will be no further steps awarded and there will be no entitlement to longevity.

Tax Assistance

- IRS Form 1040 and instructions as well as MA state forms are available for self service in the lower hallway.

Technology

- Spectrum is reviewing the current status of the library and restoring the ability of the library to be able to broadcast live, when needed.
- ILS/Evergreen update scheduled over Patriot's Day weekend caused some connectivity issues on the next day. With some assistance from the CWMARS staff, libraries were re-connected in a short time.
- CWMARS plan to update the COMCAT service May 5th but do not anticipate any disruption in service.

