

**Report presented by email
to the Board of Trustees
by Margaret Morrissey, Director
February 23, 2021**

Budget FY22

- Budget meeting with the Town Manager and CFO is scheduled for Thursday, 2/25. A level funded request has been submitted, as directed. \$607,929.00 which includes a small capital item request (for pointing of the west façade of the building of \$5,000) and salaries at current steps.
- 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
 - “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.”
- The MBLC (MA Board of Library Commissioners) has announced the FY2020 State Aid award of \$32,599.17

Building

- State elevator re-inspection on 2/17. Passed.
- Renaud HVAC addressed the low temperatures in the Reading Room 2/16. Blower motor and condensator replaced.
- Flapper was replaced in staff wc by custodian.
- DPW custodian has been given additional assignments to other town buildings and is at the library for a couple of hours daily.
- DPW here to continue working on the repair of plaster in the custodian’s office.
- Requesting a small capital funding in the FY2022 budget to cover the re-pointing of the brick façade on the west side (Foster Street) of the building.
- Purchased a battery operated blower for the custodian.

Children’s Room

- Crafty Wednesday grab and go kits are distributed weekly – average 15 kits distributed each month.
- *Story Time with Ms. Liz* Facebook Live continues and provides an opportunity to engage with patrons.
- The window decoration is being changed in honor of Dr. Seuss’ birthday and St Patrick’s Day as well as Women’s History Month

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.
- Reviewing Newsbank database which would provide access to *Telegram & Gazette*. Does not have *Southbridge News*

- Children's staff continuing to review the picture book collection with a view to making room for new publications.

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.
- The Economic Development office grant application to have an electric car charger at JEL was approved by Town Council.
- To-date, \$320 has been received in donations in memory of former patron Josephine Kulis.
- Contacted Health Department to discuss the funding of snow shoes to add to the Library of Things collection and received a positive response to this request to improve the recreational opportunities for the community and the health benefit that ensues.
- The *Telegram & Gazette* has gifted the library with print copies of approximately 100 photographs that were recently digitized by the T&G staff. Picked up from the Worcester office 2/4.

Outreach

- Emily Billings the new coordinator at Southbridge Community Connections and I had a Zoom meeting to discuss areas of mutual interest.

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 October 15th to be presented.
- Mark Mandeville and Raianne Richards presented a concert via Zoom on Thursday, February 18th at 6:30 pm. There were 48 participants. The program was sponsored by an LCC grant from the Southbridge Cultural Council.
- Area libraries (Charlton, Sturbridge, Sutton, Oxford and Southbridge) have joined together to offer a series of five gardening programs online through the Blackstone Gardening. Posted on Facebook, eNewsletter and website. First event 2/23 – registration required.
- Book discussion with Martha Ackmann, author of "These Fevered Days" March 4th at 6:30 pm, hosted by JEL.

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

- 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, Oxford, Southbridge, Sturbridge, Sutton and Webster.
- The library was closed on February 15th in honor of President's Day.

Staff

- Interviews for the position of Adult Services Librarian have been conducted with five of the candidates. The position has been accepted, subject to passing the medical component.

Tax Assistance from AARP

- The volunteers are offering the free tax preparation assistance from the Southbridge Senior Center this year. Appointments to have paperwork scanned can be made by phone. The tax payer is invited to return at a scheduled date to pick up the completed tax returns.
- IRS Form 1040 and instructions as well as MA state forms are available for pick up through curbside.

Technology

- CWMARS have scheduled an upgrade to the Cisco Meraki firmware for the Wifi Access Points on 2/25. There should be no disruption to the service.
- Laptop has been configured.
- All antivirus updated.
- CWMARS provided support as an ether cable needed replacing to restore connection.