

**REPORT PRESENTED BY EMAIL
TO THE BOARD OF TRUSTEES
BY MARGARET MORRISSEY, DIRECTOR
JANUARY 26, 2021**

Budget FY22

- Budget season is underway. The Town Manager has directed that a level funded request be submitted.
- Requesting \$41,500 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
 - “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 indicated that they will announce the FY2020 State Aid awards in February 2021.

Building

- State elevator re-inspection scheduled 2/17. A 90-day permit was issued in November when a door opening issue was detected. Elevator company has resolved this issue.
- Renaud HVAC called 1/25 to address low temperature in the Children’s Room.
- DPW custodian has been given additional assignments to other town buildings and is at the library for a couple of hours daily.
- 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.

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 continuing to review the picture book collection with a view to making room for new publications.
- LCC grantees for FY20 presented their rescheduled programs via Zoom for the winter break. The programs were engaging and fun. We thank the Southbridge Cultural Council for this opportunity.
 - 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.
- Requesting payment 3 of 4 (\$10,000) from the Board for Books and Materials.

Grants and Donations

- Discussed the changes with the Southbridge Cultural Council liaison regarding adjustments to the 2020 events schedule for the Local Cultural Council grants.
- 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.
- The library has accepted the
 - *Congregation Ohavath Zion* papers from Joan Greenberg. The synagogue at 69 Eastford Road has closed.
 - Kathy Bonin formerly of Southbridge, sent some photographs from the 1938 Flood and of Southbridge Finishing Company, from Florida.
- The Economic Development office is writing a grant to have an electric car charger at JEL.
 - High visibility – Main Street
 - No loss of parking from JEL lot.
 - Fast charger
 - Free service to the public would be an economic driver. It was estimated to cost \$600-1700. Seek a sponsor.
 - Signal the library's interest in keeping pace with environmental developments.

Programs

- All programs have been suspended since 3/17, with the notable exception of Loren Ghiglione's presentation of his book *Genus Americanus*, in October, 2020. This was an opportunity to connect with the former publisher and editor of the *Southbridge Evening News* and professor emeritus of the Madill School of Journalism at North Western University.
- 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 will present a concert via Zoom on Thursday, February 18th at 6:30 pm. The program is sponsored by an LCC grant from the Southbridge Cultural Council.

Reference

- Staff provide 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, Charlton, Oxford, Southbridge, Sturbridge, Sutton and Webster.
- The library was closed on January 15th in honor of Martin Luther King Day.
- This year there is an additional holiday added to the staff holiday calendar: Juneteenth The library will be closed on Friday, June 18th.

Staff

- Stephanie Cyr has resigned from her position as Adult Services Librarian. The position is currently advertised. There are 12 applications received to-date.
- The Town Council has approved a new telework policy and the Town's *Rules and Regulations* have been updated.

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 should be received 1/27.

Technology

- CWMARS Network upgraded the Online Public Access Catalog (OPAC) and the web client successfully on 1/18.
- Laptop has been configured.
- All antivirus updated.

Theft

- Notification was received 1/25 that the ongoing case of theft of library books [Library Materials under \$250, Larceny of c266 \$99A] from 10/22/2019 has finally been dismissed at District Court with \$100 restitution.