

Report presented to the Board of Trustees
by Margaret Morrissey, Director
June 22nd, 2021 (in person meeting)

Building

- Area libraries are following the State and Federal changes regarding the wearing of masks. There is a notice posted on the Children's Room door encouraging patrons to wear masks as the under 12s are unable to be vaccinated. Most summer programming for children will be conducted outdoors, weather permitting.
- Work on the water/sewer line on Main Street is ongoing.
- DPW custodian has been given additional assignments at other town buildings and is at the library now for three hours daily. DPW staff is now following the summer schedule. Monday – Thursday 6 am to 4 pm.
- Leak over the window on the first floor, east side of building has been repaired by the DPW. A 60' lift was rented to facilitate the cleaning of the gutters and roof in order to conduct the repairs. Work was done the week of June 7th. DPW staff worked on 6/11 in order to move the project forward
- The gable ends of the building have been painted (and repaired where necessary).
- The trees were trimmed on the property.
- The sinkhole in the parking lot has been repaired by the DPW
- The two-piece granite base for the *Tin Man* sculpture gifted by John Lewis has been installed by the DPW. It is hoped that the sculpture can be installed soon.
- RTU #3 has been repaired by Renaud HVAC.
- The small urn from the front of the building has been removed for welding repair.
- The Allen wrenches and pump head on the Dero *Fix-it-Station* were replaced.
- Maintenance of the microfilm reader printer was conducted by ImageTek 6/14.
- Furniture has been returned to the areas around the library to resume the usual configuration. State COVID-19 guidelines lifted 6/15.
- Wel-Design performed the annual fire test. A few of the flasher devices were not flashing when tested. Wel-Design has scheduled to return 6/23 to test the flashers and replace the devices, as necessary. Audibles are all functioning properly.
- Problem with one of the telephone devices. Replacement now in place 6/4.

Children's Room

- *Story Time with Ms. Liz* is offered on Wednesday and Fridays at 10:30 am. The Wednesday event is broadcast on Facebook Live as well.
- *Lego Club* is offered on Tuesdays and Thursdays in the afternoon.
- *Crafty Wednesday* with a weekly theme centered on *Tails and Tales* is available all day in the Children's Room.
- Registration for Summer Reading Program began 6/21. Theme is *Tails and Tales*. Three prizes per week will be drawn with weekly challenges built in to incentivize the program. An ice cream sundae party will be held midway in the program.
- There were 24 patrons who attended the kick off program with *Ed The Wizard*. The program was sponsored by the Southbridge Cultural Council.

- Children's Librarian has completed a video promoting Summer Reading with Ms. Stella, Principal and Ms. Ladner, Library/Media and Technology Teacher of Eastford Road School. SCTV assisted with the recording and production.
- A library card sign up drive has also been conducted and 125 new cards have been issued to the ERS students.
- Planning for the Southbridge Community Connections Family Fun Day on Saturday, July 24th is underway. The library is invited to set up a table and participate in the activities.

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.
- Children's staff completed the review of the collection and weeding project.
- Met with some area musicians to discuss adding some photographs to the JEL Flickr. The digitized photographs have been added with some metadata.

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.
- Donation of \$1,500 received from the *Greater Worcester Community Foundation Donor Advised Fund Olive I. and Anthony A. Borgatti*.
- Donation from the Charlton Southbridge Moms Club of \$100 towards Summer Reading Program.

Literacy Volunteer Services of Central MA

- The Executive Director position has been advertised and recruitment is underway.

Outreach

- Online meeting with QCC scheduled for 6/22 with Déborah L. González, Director of Community Bridges and Associate Director of Admissions, Denise Haile to discuss what are the workforce and educational needs in our community. This is a follow up on the May 5th, town hall presentation entitled *Workforce Development and Postsecondary Education after the Pandemic: A Community Presentation*.
- Impromptu visit by QCC library staff: Cary Morse, Director and Tiger Swan, Reference and Instruction Librarian 6/7.

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. All grants have been rescheduled.
- In June we hosted an online concert with Oakes and Smith, funded by a FY2021 LCC grant 6/10. The event will be posted on the library's Youtube playlist.
- Anna Ozolins was the online artist of the month.
- FOJEL and the Knitting group participated in the *World Wide Knit in Public* day on Saturday, June 12th from 10-2pm, on the Common. There were twelve in attendance.

- Summer Reading for adults and teens has started 6/21. One ticket will be issued per item checked out for a drawing of three prizes in each category, at the end of the program.

Reference

- Director is staffing the service and providing research to questions submitted by telephone, email and on Southbridge interest groups on Facebook.

Safety

- Police officers have been walking through the library on a regular basis and checking in with the staff on how everything is going.

Service

- Meeting rooms are not yet available we would like to open up this service again.
- The library is continuing to operate a curbside service
- Books are checked in from the book drop each morning. Interlibrary loan materials are checked in on arrival. This is in line with area library procedures. All materials are wiped with disinfectant to provide an additional layer of safety.
- Juneteenth is a new federal holiday. The library was closed 6/18 in honor of this holiday

Staff

- Two page staff has been hired: Emma Pelloni and Cayleigh Mayen, both high school students.
- The Adult Services position has re-advertised and candidates were interviewed 6/16.
- Circulation Assistant (30 hpw) has been hired: Kate Beland started 6/21.
- The Technical Services Assistant is James Thibeault and will start 6/28
- There are 2 Library Aide positions that have yet to be filled.

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.
- Completed an MBLC sponsored survey on Hotspots. The plan is to have hotspots to distribute to libraries in late June. Free of charge for 1 year, either return or take over the data plan as of October 2022. Five hotspots on order for JEL.
- CWMARS conducted a site visit 6/9 to assess the IT Network and PC Desktop Software. CWMARS will now offer PC Desktop Support.