

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

May 25, 2021

Budget FY22

- Budget was passed by Town Council 5/24. 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.

Building

- DPW custodian has been given additional assignments to other town buildings and is at the library for four hours daily. The custodian’s hours will change to 7 am – 4 pm Monday through Thursday from June until September.
- Work on the water/sewer line on Main Street is ongoing and we have lost internet access a few times.
- Area libraries are following the State and Federal changes regarding the wearing of masks.
- DPW changed the filters in the HVAC system 5/6
- Leak over the window on the first floor, east side of building noticed. DPW indicated that we would need to rent a 60’ lift to check the gutters and roof in order to conduct the repairs Work is planned for June 7th. The DPW will assign two staff to do this work and include the painting of the gable ends, as we have the lift to enable reaching the high points of the building.
- RTU #3 was not working in the Children’s Room 5/12. Renaud HVAC has the parts on order and anticipate installation 5/26. This is a different roof top unit to the one that was replaced in February 2020 (RTU#2).
- The small urn from the front of the building has been removed for welding repair.
- The grate was removed from the windowsill in front of the Children’s Librarian’s Office (one bolt was stripped). JM cleaned out the debris.
- Kelly, a representing the Post Master, visited 5/18 to inquire if we could set up a mail receptacle on the Main Street side of the building, to avoid the mail delivery person having to make a left turn leaving the JEL parking lot. I showed her the current path the mail carrier takes and how there should be no issue. I pointed out this has been well used for curbside and there have been no issues. Kelly will advise the Post Master and if there is something specific she will get back to JEL.

- There is a sinkhole in the rear parking lot. Custodian has put a 'no parking' signs around it. The DPW has been notified 5/20.

Children's Room

- *Story Time with Ms. Liz* on 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 but still offered on a weekly basis.
- 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. Plans are underway and SCTV will assist with the production.

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 newspapers has been reactivated and each day we have a few patrons who come here for this reason.
- Children's staff completed the review of the collection and weeding project.
- The project of clearing the Items Too Long in Transit from CW/MARS Staff Site Report have been researched and all items have been cleared.

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. Board members are working with Holly to ensure a smooth transition.

Outreach

- Poster for the proposed Fire Department is on display in the main hall.
- Emily Billings of Southbridge Community Connections met with Children's Librarian and Director to provide a tour of the library and discuss how library services can be promoted in the community. Family Fun Day is planned for Saturday, July 24th and the library is invited to set up a table and participate in the activities.

- Invitation to participate in meeting with the elementary school Literacy Coaches, from Kathleen Seifert.
- Harrington Hospital Mobile Unit visited the library 5/19 to offer screenings and self-awareness. There was a good response. The vehicle had to be parked in the rear of the building as the work on the water/sewer on Main Street made the street inaccessible.
- WRTA has extended free fares until January 2022.

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.
- In May, Aaron Larget-Caplan, composer and guitarist presented a program on Thursday, May 13th, sponsored by an LCC Grant FY20. Aaron returns in September as he was awarded a grant in FY2021 as well.
- FOJEL and the Knitting group are sponsoring *Knit in Public* on Saturday, June 12th from 10-2pm, on the Common.

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.

Safety

- Police officers have been walking through the library on a regular basis and checking in with the staff on how everything is going.
- Tutoring of suspended students from school in the library – I reached out to Margo Ferrick, Assistant Superintendent to discuss the matter as the student in question exhibited violent behavior to a member of the administration.
- The allen wrenches and pump head on the Dero Fix-it-Station were vandalized 5/11. They will be replaced. May is bicycle month and the equipment needs to be operational.

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.
- 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. All materials are wiped with disinfectant to provide an additional layer of safety.
- The library will be closed Monday, May 31st in honor of Memorial 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.
- Three candidates were interviewed for the two page positions. The jobs have been offered and CORI checks being done.

- The remaining vacant positions have been advertised:
 - Technical Services Assistant f/t
 - Circulation Assistant 30 hpw
 - Library Aide x 2
- New admin (S-8) position proposed in the FY22 budget, in recognition of the change in responsibility and supervisory structure. This was approved in the budget.

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.
- CWMARS updated the COMCAT service May 5th but no disruption in service was experienced.
- 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.
- I completed the Cyber Security Training mandated by the state.