

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
August 31, 2022 (emailed)**

ARIS (Annual Report of Information Statistics)

- The statistical report, part of the state aid process has been completed. Due to a ransomware attack on Baker and Taylor's site, the Collect/ARIS software has not been accessible. The submission date has been extended to September 16th, 2022. The MBLC have announced 9/6 that the Collect/ARIS is now accessible again. JEL signed report has been submitted 9/7.
- Statistical data gathering form has been re-designed to collect more granular data, as now required by the state.

ARPA

- Scheduled to meet with the committee 8/4 to discuss technology needs at the library. I submitted a written update to the committee indicating that the board had formed a technology task group convened by Jim Dyer, Vice Chair; and participants: Gary Bridgman, Jessi McCarthy, Margaret Morrissey and citizen adviser Drew Paradis. There is \$60,000 earmarked for the library's technology needs. Once the group meets, we can liaise with the ARPA group

Building

- Two proposed areas were marked out by Ben Marinelli as potential sites for the Chess Park at the library. The concept is to have one 'board' 13'x13' and six tables 36"x36" as a hardscape.
- Three contractors were contacted for a quote for the memorial donation of the Notre Dame School stained glass transom installation. Ernie Morse Custom Woodworking conducted a second site visit 7/14. Dennis Tucker of Brunarhans visited 7/21, to review the project with a view to submitting a quote. Two emails sent without response. Cronin Cabinetmakers have not responded to a request for a quote.
- Mike Garon electrician here 7/21 to review the lighting needs – grant from the Southbridge Cultural Council. Follow up email requesting more details so a scope of work can be developed.
- Casella has changed our trash collection day to Wednesdays. Recycling remains unchanged.
- Punch list is being updated to identify the building related projects.
- The FixIt Station bicycle pump part is missing. New part installed 8/8

Children's Room

- Summer Reading Program Summer Reading "Read Beyond the Beaten Path" ended on 8/5/2022 There were 132 registered 132 kiddos signed up making for a busy summer and lots of activity in the Children's Room.
- Strong response was received to the programs on Monday evenings during the 6-week summer reading period. The programs were broadcast on Facebook Live, as well.

- Hands on Nature 8/1 and Caravan Puppets 8/8 performances were sponsored by a grant from the Olive I and Anthony A Borgatti Donor Advised Fund at Great Worcester Community Foundation.
- *Wiggles and Giggles*, a grant funded series, offered in conjunction with the YCPF/YMCA is moving to a monthly offering. Advance online registration is required.
- The beta fish was replaced by staff member Jeff on 8/4 and is called Neddy.
- The room is decorated with a back-to-school theme.
- Hoping to start the *1000 Books to Read Before Kindergarten* program. Checking on obtaining a free subscription to *Beanstack* – a reporting software.
- “Open House” will be held on Saturday, September 17, 2022.

Collection Development

- Shifting of the paperback collection has been completed.
- The call numbers on the shelf end-caps have been updated to align with the distribution of the materials on the shelf. 8/17. Looks sharp!
- Working on locating items on “Missing Book Report” and updating the catalog.
- Children’s Room staff is moving the audio books and board books for more visibility. Weeding and shifting continues in the non fiction stacks.
- Children’s biography evaluation project started late August and continues.

Friends of JEL

- Draft Memorandum of Understanding is available for comment.
- Two paintings were sold at the August art exhibit by Lauria Tiberii.
- Ecotarium passes are available again 8/18.

Grant

- *Grassroots Climate Group* – offered funding for thematically related books that staff would select. Some books have been selected and total \$111.36
- Illumination of sculpture – LCC grant of \$3,000 awarded by Southbridge Cultural Council, working on a scope of service.
- ARPA grant – request for funding for technology. At the Trustees meeting a task group was set up with Jim Dyer, Gary Bridgman, Drew Paradis (citizen and industry expert), Jessi McCarthy and Margaret Morrissey to review the technology needs for the library.

Literacy Volunteers (LVSCM)

- The office was closed 8/22-8/29 to facilitate staff vacation. There was a significant feature article on the service featured in *The Southbridge News* 9/8, highlighting the impact LVSCM has on the students.

Outreach

- Catholic Charities has dropped off a collection box for school supplies. Patrons have been dropping off supplies.

- WCAC was here to meet with LIHEAP (Fuel Assistance) applicants 8/31 and 9/7. The service will commence in November through April.

Programs

- Lauria Tiberii has a show titled *My Favorite Places*, on display throughout the month of August
- Aldrich Astronomical Society has a display in the main hall, for the month.
- Pied Potter Hamelin gave a presentation with throwing demonstration titled: *The Melting Pot* 7/28 that was funded by an LCC grant and broadcast on Facebook Live and recorded by SCTV for upload to YouTube
- *Sarah Clay and the StarCats* presented a concert 8/11 that was funded by an LCC grant and broadcast on Facebook Live and recorded by SCTV for upload to YouTube
- Survey distributed by the Adult Services Librarian via online to gauge interest in a book club.

Safety and Security

- Police Department were called 8/9 and again within a few days for wellness checks on patrons.
- 8/11 patron had a medical incident and fell in the DVD area and hit her nose. Staff called 911. Police and EMTs responded. The Fire Department will file a report.
- Graffiti located in the library 8/22. Removed by staff.

Staffing

- Thank you to the Board of Trustees for the farewell luncheon in honor of Michelle Garcia who has worked at the library in various positions since 2005 has submitted her resignation. Michelle is moving out of state. Luncheon for staff took place on Thursday 7/28. The staff was appreciative of this festive opportunity.
- Yerilian Miranda Colon is the new library page
- The 30 hpw S-5 Circulation Assistant position has been advertised. Interviews are scheduled for September 6th.
- Saturday service begins September 10.

Summer Reading Registration

Adults 74 total – 6 online	Teens 22 total – 4 online	Kids 132
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- FOJEL provided 2 prizes for adult participants - awarded at the end of summer.
- 2 prizes were drawn each week during the 6-week event and were awarded to the teen readers.

Technology

- Quote from CWMARS to install fiber through Charter. Three different services were quoted

- Charter speed has been updated to 600 mbps download and 35 mbps upload, Charter installed a new modem to facilitate this increase speed, at no cost to the library.
- Seven new Dell Optiplex 5000 Small Form Factors were purchased in June
- The five library hotspots provided by a grant through the MBLC are circulating well. Evaluating the new service as the grant expires and checking on our options.
- Major upgrade to accounting software – MUNIS. Some issues connecting but since resolved.
- Log in for the staff computers and laptops has been changed 8/18
- The town is considering upgrading the telephone systems throughout the town buildings.

Teens

- 22 teens signed up for Summer Reading Program in person of which 4 availed of the online option.
- Adult Services Librarian has coordinated a program with the middle school teachers to assist students with their assigned reading over the summer.
- Teen Advisory Board will have its inaugural meeting in September to guide the focus of teen programming and crafts.

State Aid

State Aid for Public Libraries (7000-9501), the focus of the Legislative Agenda this year, increased by \$3,000,000 over FY22. State Aid to Public Libraries is an annual, voluntary program administered by the MBLC that distributes local aid to municipalities. The funds received through State Aid can be used for any purpose that supports the library. ARIS (Annual Report of Information Statistics) is one part of the State Aid reporting, the other is a financial report.