



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
presented April 23, 2024**

Budget

- The Education and Human Service Committee budget hearing will be May 2nd at 6:30 pm

Building

- Gas meter changed out 3/26. Changed every 7 years.
- Guardian Energy has been contracted to replace the insulation in the 1966 attic area 12/18. Total cost of the project \$40,494 and will cost the town \$17,220 with the MassSave incentives. The contract was signed January 8, 2024. Project was completed over 11, 12 and 15th April. The hatch area needs some insulation and we are waiting for a schedule date.
- MPC conducted the semi annual inspection of the HVAC system. A new thermostat is needed in the Children's Room and is on order 4/12 and 4/15.
- Met with Opacum Land Trust arborists to review location of new trees offered to the library.
- Town Manager is working on an RFP for the ceilings throughout the building. Received an updated technical spec. from Sherwin Williams.
- Water fountain in hallway started leaking. Noticed around 4:15, estimated to have started about 2:30 pm plumber was contacted 3/26. Water fountain water turned off in the interim. Gil Provost repaired the leak 4/5, and checked the seals on the pipes in the two main floor bathrooms while he was here.
- NOREL notified staff about alarm in the Children's Room. False alarm, exact cause unclear 4/11.
- Bay Path Vocational School electrical department are scheduled to do some electrical work at the library. The instructor has indicated that they plan on doing the work at JEL in April. Waiting for a definite date.
- Panel 1 #15-17 upwards lights, near the Reference Desk, are making a humming sound. They were turned off. Waiting to have electrician check when here for other projects
- Complaint about cleanliness in the library made to DPW Operations Manager by a patron who was here in a professional capacity meeting a client and she informed the JEL staff of her concern and her report to the supervisor. Contacted DPW Operations Manager to have the cleanliness complaint addressed 4/12. Request was reiterated to have the trash around the property picked up. Also requested to schedule the removal of the varnish from the floor of the lower level bathroom. Email sent to DPW Director and Operations Manager to request a meeting to discuss the cleanliness and trash pick up.
- Custodian shampooing the rugs in the Children's Room 4/23.
- Since 6/14 we have been experiencing intermittent issues with the elevator that were eventually resolved. We have been advised that the elevator is at 'end of life' and we need to

consider a modernization program. TK Elevator has bought US Ascension 2000 elevators and has developed a 'modernization plan'. \$120K is the quoted cost and any upgrades to the electrical service, fire service etc., will be additional costs. The modernization of the elevator was given first priority status in the Capital Requests, submitted 12/8. Attempting to ascertain how much a new elevator would cost for comparison purposes. Quote received from Worcester Elevator.

Chess Park

- Email sent to Finance team 3/26 to ascertain next steps and ascertain the account number.

Children's Room

- Eastford Road School invitation to have a table at "Story Night" 4/3
- Wiggles and Giggles / Littles and Stem Programs throughout April
- AmeriCorps program for April vacation and June before school ends
- Working on summer reading program "Read Renew Repeat"
 - Summer Reading 2024 begins June 24th and ends Aug 2nd
 - Decorating ideas are completed
 - Weekly activity stations have been established and are being created
- Weeding and cleaning Fiction
- Preparing for the FOJEL book mark contest for Summer Reading 2024 "Read Renew Repeat"
 - SR 2024 begins June 24 and ends Aug 2
 - Decorating ideas are completed
 - Weekly activity stations have been established and are being created
 - Beekeeper
 - Tatum the police dog
 - Woo Sox
 - Maritza Santos Health Department/Recycling
 -

Collection Development

- Cataloging materials in the History Room.
- Displays created by staff to promote the library materials we have to offer with seasonal relevancy: Earth Day,

Community

- WCAC Fuel Assistance were hosted from November to 4/22.

Correspondence

- Kris from Western MA Labor Action called on 4/16 inquiring about his letter and a response. I indicated that the Board would review and discuss at their next meeting.

FOJEL

- Next meeting Monday, May 6th, at 2 pm in the Pioppi Room.
- Book Sale April 4 at noon to 7:45 pm, April 5 from 9 am to 4:45 pm and Saturday April 6th from 9 am to 11:30 am. Waiting for report on the event.

- Traveler Restaurant picked up leftover books from the Book Sale, and the remainder went into storage 4/8. Jamie assisted with the book moving.

Grants and Donations

Literacy Volunteers

- Literacy Volunteers offering an ESOL Basic Class and Literacy Café, as well as the usual one-on-one tutoring.

Local History

- Attended the MOTT (MA Office of Travel and Tourism) grant group meeting to compile a database of historic buildings, as part of a series of walking tours that are being planned.
- Digital Commonwealth have picked up the next batch of materials for digitizing (free service) 4/18. The materials included Hamilton Woolen Mills and some published by the American Optical. Working on another ingest of materials as there is a large number of participants and it takes a long time in the queue.

Long Range Plan

- Staff is promoting the databases and other free information resources. Constant positive feedback is being given to staff on their customer service but in particular the assistance they provide to patrons using the mobile printing.

Outreach

- *MIP (Making It Public)* program that Peg Dean and I are participating in. There is a \$15,000 grant available for public art in the community. Feedback was requested from the Redevelopment Authority. There is a commitment to attend a series of webinars and submit some 'homework' that will work towards a "Call for Art"
- SCTV did a short promo with Dino Tata to promote the Eclipse program 3/28 at 6:30 pm. Special glasses to view the eclipse have been provided by Gereen and Cory Alarie through the Friends of the Jacob Edwards Library and will be distributed to those in attendance at the program (while supply lasts)
- Southbridge Garden Club has provided a basket of seeds for distribution to the community. Patrons are responding positively.
- Toured the new Bridge Of Faith Youth Center 3/20. The group has been using the Pioppi Room on Thursdays to host their program, while the construction is underway.

Poet Laureate

- Southbridge's inaugural Poet Laureate will present a program on 4/25 as part of National Poetry Month. He will introduce poet Bill O'Connell.

Programs

- Artist Meet & Greet with Louise Pigott was well attended and SCTV recorded the event. There has been lot of activity on social media commenting and sharing the YouTube footage.

- Draw and Stitch Labyrinths presented by Lynda Shoup on 4/11. It was a 90-minute workshop. SCTV recorded the event. The program was funded by a LCC grant from the Southbridge Cultural Council.
- JEL Book Club: discussed *Great Gatsby* by F. Scott Fitzgerald 4/17
- *Acoustic Nomads* returned and gave a wonderful performance 4/18. The program was funded by an LCC grant from the Southbridge Cultural Council.
- *Afternoon Author Talk*: Robert T. McMaster who will present his second book in the County Wicklow mystery trilogy 4/24
- WCSO Webster Regional Resource Center will be in the Reading Room on 4/29 to present the services offered to the community.
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.
- *Eclipse* presentation by Dino Tata, NASA Solar System Ambassador 3/28
- *Drop In Chess* is facilitated on Saturday mornings

Reference

- During the month many research questions were responded to, mostly on genealogy and vital records.
- Planning for Summer Reading programs.
- Uploaded materials to the reference section of the JEL website.
- Reference: 82 transactions
 - Obituary: 1
 - SEN articles regarding the airport
- Circulation staff have scanned documents relating to the Town Bylaws and Charter and Adult Services Library has uploaded them to the Reference >Southbridge History

Safety and Security

- Some problem patron behavior during the month and staff is alert to maintaining order. Met with Daniel Wasiuk, Director of Health who will have the inspector do some check-ins at JEL and speak with some of the patrons who are odiferous and causing problems by leaving messes
- 4/3 Daniel Fuentes, the Health Inspector, visited to review the reported nuisances at JEL. I talked to him again on 4/22 to report that the behaviors are continuing and that we have some public health concerns. He will report back to the Health Director and form a plan. I called 4/23 and left a message for the Health Director. The Town's Visitor Policy is posted on the official notice board, adjacent to circulation desk.
- Coffee machine has been unplugged, and marked "Out of Order" due to sanitary concerns on 4/19 (ongoing).
- Issues with both bathrooms today 4/19. Department of Health called, director not available until Tuesday.
- Notified Police Department dispatcher 4/10 about potential congestion in and around JEL parking lot due to insulation being installed in the 1966 attic. Installation completed 4/15, while library is closed.
- Patron took photos of the line at the Circulation Desk 4/18. When a patron who was photographed asked if he would refrain from posting the photo, he agreed to no post it, but was

animated about his right to photograph in a public space. The patron expressed discomfort afterwards, but reported that she was not overly upset.

Staff

- Library Workers' Day was celebrated on 4/9 as part of National Library Week.
- Two full time staff have one section of the Cataloging course to complete (essay style). It is anticipated that they will work through the Basic Library Techniques series and proceed to the other three courses as well.

Surplus

- The computer monitors that were forgotten in the previous pick up were collected by METech 4/3

Tax Abatement

- The Tax Abatement Program has started for 2024. There are five participants Linda DiBonaventura, Cindy Marino, Virginia Rutcho, Ted Bartlett and Holly Christo.

Fuel Assistance

- WCAC (Worcester Community Action Council) have conducted office hours in the library, since November and finished at JEL 4/22. The program has been extended in the Worcester office until May 10th.

Technology

- Postings were made to social media and website.
 - General site/link maintenance
 - Uploaded Southbridge history document to the intranet
 - Published JEL Program Proposal Form
- Municipal Fiber Grant FY24 application approved by Town Council. IT Director and Economic Development Director coordinating the efforts.
- IT Director came in to access the server with GDS, the town IT consultant. Planned steps to have files/printing/domain server upgraded. Liaising with CWMARS to determine if they will allow VPN access.
- CW MARS tickets generated for:
 - Pull list printing issues
 - Envisionware printing issues
 - 1-on-1 Tech Training: 3

Teen

- The monthly *Take and Make* craft feature Spring Bird Bookmark prepared by the circulation staff and 19 were distributed.
- Teen Advisory Group (TAG) meeting

Training

- Two staff have signed up to take the catalog training series offered by MA Library System. This course is part of the Basic Library Techniques program and staff will be encouraged to continue with the other three sections, leading to a certificate.
- Ockers provided training on the new equipment in the Pioppi and Reading Rooms.