



**Report presented to the Board of Trustees  
by Margaret Morrissey, Director  
presented November 26<sup>th</sup>, 2024**

#### Building

- Annual state elevator inspection on October 11, 2024 – a 90 day certificate was issued as there was an issue with the Stop Switch (installed in early 2022). The repair work was completed on 11/14. The elevator is ready for reinspection and Elevator Maintenance Service will submit the application.
- There is a new company providing the preventative maintenance on the HVAC – SS Service Corp and the winterizing was completed on 11/19. The tech accidentally put his foot through a small section of the ceiling in the 1966 attic.
- DPW have begun to repair the ceiling/floor in the 1966 attic.
- Custodian has completed the shampooing of the carpeting throughout the building. Next task is the vinyl flooring to be stripped and resurfaced.

#### Chess Park

- The group met 11/21 in the Pioppi Room. Project is moving forward. Bid documents are being prepared by Joe Coan, Landscape Architect and will be ready by mid December.

#### Children's Room

- Katelyn Cramer's *Me and My Mini*, a movement program for the littles is very popular.
- SR 2025 "Level up at your Library" IREAD materials ordered
- Gingerbread ready to start Dec 2. 2024 75 signed up
- Katelyn Kramer "Me and My Mini" Borgatti Fund
- Gingerbread Housemaking – there will be three sessions after Thanksgiving. Registration is requested.
- Programs for the winter holidays set
  - *Dan The Lego Man* 12/23 – funded by the Olive I. and Anthony A. Borgatti Jr Fund at Greater Worcester Community Foundation.
  - Henry Lappen has agreed to come on 12/27 due to additional funded he received in the LCC Grant for *Henry the Juggler*
  - *Magic By George* – 12/30, funded by the Cultural Council.

#### Circulation

- New library card "Welcome Packets" put into use today in an attempt to increase

awareness and usage of library offerings (18 handed out as of 11/19)  
Contents: How to access brochure for Libby, hoopla, and CWMars account  
Museum Pass brochure  
Bookmark and Magnet

### Collection Development

- Cataloging materials in the History Room continues.
- Displays created by staff to promote the library materials
  - Crafts for the holiday-gift giving and decorating
  - Veteran's Day
  - Alzheimer's Awareness
  - Native American Heritage Month: Materials by Indigenous Authors
  - Holiday cooking and baking cookbooks
- Children's Department weeding in Nonfiction
- Circ staff has completed inventory in Fiction, Non-fiction, and Foreign DVDs. Inventory in process for Books on CD. Several "lost" video games have been recovered!

### Digital Commonwealth – Boston Public Library

- Boston Public Library will undertake to digitize the pre1928 newspapers and work with New England Micrographics to obtain the master. Ryan, the Business Manager Stonebridge Press has signed the agreement. I have provided a copy to the digitization staff at Boston Public Library. BPL will procure the masters from NE Micrographics and digitize the complete run of the paper.

### FOJEL

- Group met on Monday, November 12<sup>th</sup>, in the Pioppi Room, at 2 pm.
- Raffle of craft basket was won by Michelle Montigny
- Handmade quilt will be raffled in December.
- Friends have staffed a table at local markets and other outlets, and had the Craft Basket tickets available, as well as Friends Membership forms.

### Fuel Assistance

- LIHEA – Fuel Assistance program offered by WCAC began in November and will run until April 2025. Southbridge clients can make an appointment to meet with the staff at JEL every second week.

### Grants and Donations

- The grant application for \$200,000 to the MA Office of Disability in support of the modernization of the elevator was declined. Meeting requested with the Town Manager to discuss.
- Call for Public Art/Make It Public – the art grant award has been issued, for the pocket park at 76 Central Street.
- Local Cultural Council grants – worked with many presenters and submitted 2 on behalf of JEL

## 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.
- Digitized some materials locally and posted to the Reference Tab on the JEL website

## Long Range Plan

- Staff continues to promote the databases and streaming services subscribed to by the library. Staff is also working on other promotional materials

## Outreach

- Call for Public Art has been issued - part of the *MIP (Making It Public)* program and that Peg Dean and I are participating in. There is a \$15,000 grant available for public art in the community. Feedback has also been requested and received from the Redevelopment Authority.
- Attended the Local Historic District Study Committee presentation at Town Hall 11/20. Event was recorded by SCTV.
- The Regional Environmental Council (REC) who manage the Farmers Market Program and we are hoping to host the winter market for 6-8 weeks in February-March, in the lower hallway, as there would be mutual benefits to our patrons and the community at large.
- Adult Services Librarian attended Parents' Night at SMHS (11/12)
- JEL hosted the Digital Equity presentation 11/18 (which was attended by a representative from MBI – MA Broadband Institute) and I attended and presented some information on behalf of the community. The Town of Southbridge is working with consultants Kimley-Horn on this project.

## Programs

- The Tre Amici painting group are the Artists of the Month, comprising Bernadette Meade, MaryLu Garrow and Rosemary Rodio. The Meet and Greet had 25 in attendance on 11/7. The event was broadcast on Facebook Live and recorded by Southbridge Community TV.
- JEL Book Club ("Wandering Stars" by Tommy Orange): 5
- *Tuesday Knitting* continues to attract participants from area towns and from CT too.
- Series of *Mindful Meditation* sessions offered by Iris Vega are moved to Fridays to see if this day works better for the community. November 3 sessions.
- Jumpin' Juba concert sponsored by the Southbridge Cultural Council performed on 11/14. There were 35 in the audience. The event was broadcast on Facebook Live and recorded by SCTV for later upload to YouTube.
- Franco-American Writers – Steven Riel, Charlie Gargiulo and Jeri Theriault presented a reading and discussion on 11/21. There were 11 in attendance. The event was broadcast on Facebook Live and recorded by SCTV for later upload to YouTube.
- Forthcoming Program with Kyle Brodeur presenting his book *If I Can Smile I Can Live* that was previously cancelled 9/26, will be presented 12/19.

## Reference

- Uploaded materials to the reference section of the JEL website
- Created the November eNewsletter/social media/statistics/promotional materials (museum passes)/collection development
- Reference:
  - 112 transactions
  - 1-on-1 Tech Trainings: 5
  - Research:
    - J.A. Gleason (Grocer in Southbridge 1880s)
    - Construction Supervisor License test prep
    - Hydrology report 2001 by Neil Fennessey
    - Ongoing research with Fitchburg State University professor

## Safety and Security

- Police here to check on an incident outside the library 11/12.

## Service

- Closed in honor of Veterans Day 11/11, Thanksgiving 11/28 and 11/29

## Staff

- Jillian Ciapocha has been interim as Circulation Supervisor and has accepted the permanent position, starting December 18th. There is a vacancy for Tech Services Circulation Assistant.
- Staffing is low due to the holidays and staff finishing off their vacation allowance.

## Technology

- Postings were made to social media. Newsletter/displays /statistics /promotional materials
  - General site/link maintenance
- The hotspots have once again become problematic.
  - Patrons have figured out a work-around on the 24-hr. borrowing pause by having other friends check the devices out for them, creating an unfair and inequitable situation, denying others access.
  - Patron are not returning the devices, in spite of the fact that the data service has already been shut off.
- CW MARS tickets
  - Laptop issues – the 2018 laptop has been reconfigured but still seems corrupted
  - CWMARS tech updated the router upgrade and laptop troubleshooting (10/25)
  - Website – our vendor Piper Webs is retiring and we are in the process of finding a new provider. CyberOptik is the company recommended by Piper Webs. Five area libraries have already signed with CyberOptik

## Teen

- Teen Advisory Group (TAG)
- November Take and Make = 42
- Calls for work and organization for Teen Art Show in December