

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
November 29, 2022**

Building

- Annual elevator inspection 10/25 and water back flow protector 11/21 both passed.
- Another contractor conducted a site visit to review the installation of the stained glass transom of Salle Notre Dame 11/28. Quote to follow.
- Energy Conservation Inc (ECI) provided a quote to install LED lighting for the two sculptures \$9,964.76. There is \$3,000 available from an LCC grant already and another grant was written. Awaiting notification on the second grant.
- Norel Services is now the monitoring service for the library 11/2 and will be conducting biannual testing.
- The gutters have been cleaned by the DPW 11/3.

Chess Park

- Met with Ben Marinelli and Joe Coan, landscape architect

Children's Room

- Gingerbread House-making Workshop have 75 registered and some on a waiting list.
- Santa and Mrs. Clause will be visiting the library again this year 12/12, thanks to staff member Jeanne Dupuis for arranging for this special event.
- "Buildwave" event will be offered 12/29 during school vacation. Participants are led through waves of high energy building activities using materials like Lego®, PlusPlus®, Kapla®, and more. The entire experience is hands-on from start to finish. It is sponsored by the Moms Club of Charlton and Southbridge and the Borgatti Fund.

Collection Development

- The VOX Books which were recently added to the Children's collection are circulating well.
- Working on updating the collection development policy

Friends of JEL

- The group has agreed that an afternoon meeting on one Monday of the month works best for participants. There were 11 people in attendance at the 10/24 meeting. The group will focus their fundraising efforts on the ongoing book sale and the annual book sale in May 2023. Artful Friends will no longer be organized by the group.
- The group met to sort books in the storage area on 10/19.

Grants and Donations

- The library submitted 22 letters of support to accompany the Local Cultural Grants
- The library wrote two LCC grants one for a presentation and the other to partially fund the installation of lights on the sculptures on Main Street
- The Borgatti fund gift of \$1,500 was received 11/9. It is unconditional.

Outreach

- Participated in the meetings regarding the MA Office of Tourism (MOTT) grant for the design of a Walking Tour. Various community organizations and individuals are working to raise \$8k. Assisting with some background research.
- CMRPC presented highlights from the Transport Survey 10/5. It was an opportunity to network with some of the CMRPC staff in other areas of the agency.
- Library Card drive is underway with SMHS, Southbridge Academy and the elementary schools.
- Attended Southbridge Business Partnership meeting 11/8 at Southbridge Hotel and Conference Center.
- Interviewed for The Last Green Valley visioning for the organization's strategic plan 11/29

Programs

- Linda Early's show *Work in Clay* is on view throughout the month of November. A Facebook Live broadcast was done during the Meet & Greet.
- Staff member Megan Garlie presented *Old Buildings Old Connections* 11/9 – many participants connected online during the broadcast as well as the in person audience.
- Book Club returns! The first meeting 11/17 discussed *Manhattan Beach* by Jennifer Egan. There was a lot of positive comments to the online survey. There was a promising turnout on the night. Copies of the books are always available at the circ desk in advance of the program.
- October programs:
 - Adult (7 events / 425 attendees)
 - Talking Book Library
 - CMRPC Transportation Study
 - Artist Meet & Greet (Joe Smith) 10/6
 - Oakes & Smith and Kala Farnham 10/13 – LCC Grant
 - Cohasse Country Club – 10/20 - FOJEL
 - Wilfredo Pagan Interview with live broadcast via SCTV 10/27
 - Virtual Book Talk: Itoro Basseyy – 10/27
 - Self-Directed/Passive
 - Teen (Take & Make): 13 kits taken
 - Puzzle: 16
 - Chess Boards: 10
 - Switch: 6

- Coloring Sheets: 20
 - All-Ages
 - Knitting: (4 events / 40 attendees)
 - Chess: (5 events / 42 attendees)
- November Programs
 - Adult (4 events / 50 attendees) - attendance numbers not complete due to Facebook Live numbers not yet compiled.
 - Artist Meet & Greet - Linda Early (11/3)
 - Old Buildings and Old Connections (11/9)
 - JFK in Southbridge (11/10)
 - Book Club (11/17)

Reference:

- Patron microfilm training: 4
- Various local history research questions.

Safety and Security

- There was a very threatening graffiti message left on the paper towel dispenser in the restroom and found on 11/7. The Chief of Police was notified. An officer came in and spoke to Adult Services Librarian. Photograph of offending message was shared with the police.
- The residue of 2 marijuana roaches on the floor by the table outside the upstairs study rooms. Police Officer responded to our call. A non-trespass order was issued.
- The patron in question returned with another man. This individual began to harass several of our female patrons and they complained to staff. Police officers were called. One of the patrons had left and the police escorted the other patron out of the building and would follow up with the other patron.

Social Media

- Regular postings continue on Facebook and Instagram, as well as live broadcasts.

Staff

- Library Page position has been advertised in area schools – 10 hpw position for high school student
- Deborah Tatro has started as Circulation Assistant S-5/ in a 30 hpw position 11/14.

State Aid Financial Report

- Submitted in advance of the deadline. The library has met the requirements and will receive state aid funding.

Tax Abatement Personnel

- One participant has 16 hours to complete as she started later in the year.

Tax Assistance AARP

- The AARP Tax Assistance program will not be available due to lack of volunteer preparers. An email was sent to WCA-VITA inquiring about their offering in 2023. The Town Manager was informed.

Technology

- Website: Database page currently being revamped. Worked with web service on capturing web statistics using the new Google Analytics 4. The website was down for a brief period 10/24. PiperWebs responded quickly to our ticket.
- Hotspots - The MBLC grant funded hotspots have been returned to Staples for recycling now that the program has finished. Five new devices from TechSoup/Mobile Beacon have been received and being prepared for circulation.
- New printer from Ricoh arrived in a damaged condition. Picked up 11/3 and will be replaced.
- Technology Task group met 11/3 - Jim Dyer, Drew Paradis, Valley Communications/Citizen, Jessi McCarthy and Margaret Morrissey to discuss the audiovisual projection needs in the Pioppi Room and fiber optic connectivity.
- Met with new IT Director Victor Roule 11/1 to discuss areas of mutual interest.
- Troubleshooting:
 - Envisionware (computer time/print management) not printing guest passes
 - PrinterOn (mobile printing) site issues

Teens

- Arranged for flyers to be sent to SMHS librarian Kaitelyn Malixi for posting
- Teen Trail Clean Up/ 2 attendees)

Training and Conferences

- Staff Development 11/29 – presentation from Employee Assistance Program Steven Bernstein
- Participated in the webinar *Collaboration and Connection in Times of Crisis: How Public Libraries Support Their Communities* with Dr. Rachel Williams, Simmons University
- Intellectual Freedom: Fighting the Good Fight with Dr Martin Garnar, Amherst College and Chair ALA Intellectual Freedom Committee.
- Attended the MA Library System annual meeting 11/7 in Devens, MA

Service

- Closed
 - November 11th in honor of Veterans Day and
 - November 24 and 25 in celebration of Thanksgiving.
 - Half day for staff development afternoon of November 29th