



**Report presented to the Board of Trustees
by Margaret Morrissey, Director
September 26, 2023**

Building

- Globe Signs has completed the refurbishment of one of the JEL mahogany – the Main Street sign and it is in place. The second sign is underway.
- 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. A request was submitted to the ARPA Committee for funding and I presented the request at the 8/31 meeting. The request was not funded and the Town Manager is working on alternative sourcing for funding for the Modernization.
- Slim’s Sewer Service corrected an issue with the sewer 9/11.
- Town Manager and former Interim Town Manager are working on an RFP for the ceilings throughout the building.
- Replace one of the security cameras. Not operating since a power outage 7/16. American Alarm scheduled to install the replacement camera 9/27.
- DPW has trimmed the hedges and shrubs. The perimeter of the parking lot has been cut back. A request to have the trees trimmed has been submitted.
- The annual building inspection by the town’s Fire Inspector and Building Inspector is scheduled for the afternoon of 9/27
- The library was gifted many gorgeous large plants with interesting foliage by Bernadette Meade.

Chess Park

- The Town Accountant will set up an account to receive donations from the public, once the outline design is available and fundraising can commence. Anticipate a rendering of the chess park by Joe Coan, landscape designer to be available for the September 26th meeting

Children’s Room

- The décor in the room has been changed to reflect Back to School and Fall.
- Programs offered in addition to the regular Story Time (Wednesdays and Fridays), Lego Club (Tuesdays and Thursdays), Crafty Wednesdays, STEAM and others.

- *Young Scientists Spring II* programs part of YFCP has been very successful. *Wiggles and Giggles* another YFCP sponsored program will resume in September

Collection Development

- A 35 mm film was found in the Holmes Ammidown History Room and Archive in a can with a brief note indicating it was of Sacred Heart Church. It was a professional movie “Exclusive Pictures Taken for the Strand Theatre by Central Motion Picture Co. C.L. Raimondo Photographer”. The film was thought to be in poor condition and it was vacuumed and is not deteriorated. I have spoken with Anthony Labbate, Preservation Manager at the Eastman Museum. He has provided some images of what we can expect from the digital version He was encouraging about the results we could anticipate from this process. A 4k scan will be done which would include editing and color correction. The funding for the project has been provided by Cornerstone Bank (\$500) and Southbridge Historical Commission (\$400.25) and Savers Bank have offered to cover the remaining cost. The film is at the George Eastman Museum and the process for digitizing has begun. 1,000 ft of film was salvageable and 50 ft. was destroyed by rust and environmental issues.

FOJEL

- Group met on 9/11.
- The Friends approved sponsorship of some of the programs: Ronny LeBlanc, Carlos Odria, Gingerbread House Making.
- Booksale at the Cornerstone Bank event. Members of the Friends will be in attendance.

Garden

- The planting by Trustee Bernadette Meade is thriving and sets off the building nicely. Request to purchase the *Twistee Birdhouse* from the August exhibit by Eric’s Aviaries, for the JEL garden

Grants and Donations

- Request by the board to set up a Gift and Donation page on the JEL website has been set up and accessible at the following link
<https://www.jacobedwardslibrary.org/Pages/Index/227455/giving>
- Starting to liaise with potential performers and presenters to work on Local Cultural Council grants. LCC deadline 10/17.

Local History

- Working with the MOTT (MA Office of Travel and Tourism) grant group to compile a database of historic buildings, as part of a series of walking tours that are being planned.

Long Range Plan

- Staff is focusing on services to the disabled community. A wish list of Sensory and Memory Kits are being put together to offer patrons- following up on a recommendation from last month’s professional training.

Outreach

- Attended the MOTT meeting 9/5
- Participated in the Cable Committee's meeting 9/5
- Attended *Autumn Fest* organized by Southbridge Business Partnership 9/16, on the Town Common.
- Staff from Old Sturbridge Academy met with staff to discuss some outreach and programming Re-scheduled to 9/29

Programs

- Anne Tisdell is the artist of the month. The library has her paintings in various media depicting Endangered Animals.
- A Facebook Live broadcast was conducted during the Meet and Greet 9/7, as well as the SCTV recorded the show for uploading to YouTube. The Southbridge News also covered the event.
- Ronny LeBlanc who is featured on the Discovery channel, presented a program Paranormal Hot Spots 9/14.
- CMRPC in conjunction with Lady Fern Farm presented two workshops on Native Plants and Pollinators on 9/18.
- Book Club discussed *Hang the Moon* by Jeannette Walls 9/20
- *Mark Mandeville and Rainne Richards acoustic concert 9/21* was sponsored by the Southbridge Cultural Council. This concert was rescheduled due to illness. Surveys were distributed for feedback to the Southbridge Cultural Council.
- Afternoon Author Talk with Gail Ward Olmsted 9/27
- *The Carlos Odria Trio* are scheduled to perform on 9/27. The event is funded jointly by the Friends of JEL and the Olive I. and Anthony A. Borgatti donor advised fund at the Greater Worcester Community Foundation.
- The ongoing programs - Tuesday Knitting and Chess on Monday evenings are well attended.
- Chess resumed on Mondays starting at 5:15 pm. The group is growing in popularity. On 9/25 there were 13 participants.

Reference

- During the month many research questions were responded to, mostly on genealogy and vital records.

Safety and Security

- Police officers drop by the library periodically to do a walk through.
- Two patrons were issued No Trespass Orders and one was subsequently arrested.

Staff

- The S-5 Library Assistant position has been advertised on the MBLC job listing and the Town of Southbridge's HR page. A flyer with the information is also posted in the library. There were a total of fourteen applications - 9 incomplete which were disqualified and 7 complete. Interviews were conducted 9/25 and a candidate has been selected and HR notified.

State Aid

The financial report is due for submission October 6th

Tax Abatement

- There are five program participants work a 2 hour shift each week until they reach 65 hours.

Technology

- ComCat system upgrade is scheduled. No interruption to service is anticipated.
- Postings were made to social media
- Mobile Beacon (hotspots) system upgrade still ongoing. Until completed, we are unable to turn off the service if the hotspot is not returned on time. I wrote to Mobile Beacon to express our frustration that the system is not working as planned. Two of our hotspots are on extended loan, as a result.

Teen

- The monthly *Take and Make* craft featured *Papel Picado Banner* celebrating Hispanic Heritage Month
- Teen Advisory Group (TAG) 9/19

Training/Professional Development

- Attended MA Municipal Association training on Grant Tips 101 on 9/18
- Circ. Staff participating in CWMARS training on Metabase system.
- Attended CAI Tech training on the new GIS system the town is using 9/20
- Participated in the Social Justice Zoom call on First Amendments Audits 9/22

Trustees

- At the Trustees request, a Giving page has been added to the website.
- The board meetings have been entered on the JEL Calendar available on the website.
<http://engagedpatrons.org/EventsCalendar.cfm?SiteID=9899&thisMonth=9&thisYear=2024>