

**Report presented to the Board of Trustees
by Margaret Morrissey, Director
September 27, 2022**

ARIS (Annual Report Information Survey)

- Signed ARIS report was submitted 9/7 – date was extended by the state, as the software company had been hacked and created a delay in submission.

Building

- Elevator re-inspection passed 8/25. Stop Switch II installed retrospectively.
- Custodian has resumed regular hours, starting at 8 am. The custodian is at JEL until 12:30 pm
- The DPW replaced the filters and check the CD/DVD buffing machine and outlet 8/29.

Collection Development

- Ann LaVallee donated some photographs of the 1938 flood taken by her father Edgar Arthur LaVallee
- Working on updating the collection development policy
- Materials selected from the Grassroots of MA gift \$111.36 for the adult, teen and children's areas.

Grants and Donations

- Coordinating with presenters and writing letters of support for Local Cultural Council (LCC) grants through the Southbridge Cultural Council.
- Received \$500 from Dexter Russell through a donor advised fund managed by Schwab.
- Grassroots Central MA presented the library with a gift of \$111.36 for books on the climate change theme 8/29. A display will be arranged once all the items are received.
- Gift of \$500 was received from Schwab Charitable from Dexter Russell 8/30
- Participating 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

Museum Passes

- FOJEL has arranged for some passes for the Worcester Art Museum for patrons to receive 50% off admission.
- Current list of passes: Old Sturbridge Village, Magic Wings, Salem Witch Museum, MA Park Pass,

Outreach

- Southbridge Middle High School Librarian Kaitelin Malixi visited JEL to discuss teen services and other areas of mutual interest on 9/8.

- The Adult Services Librarian participated in
 - SMHS Open House - high school (9/14): 27 people visited table
 - SMHS Open House - middle school (9/20): 28 people visited table
- Reached out to the Southbridge boy scout troop to offer a workshop for the Reading Merit Badge.
- Promoting Library Card Sign Up Month. The Town Manager shared a PSA we requested to be broadcast, to invite the community to get a card.
- WCAC has begun its sign up for the LIHEAP (fuel assistance) program
- I attended the Southbridge Autumn Fest 9/17.

Policy

- Working on updating the Collection Development policy

Programs

- Sam Cloutier is the artist for the month of September. He has a large following on social media and it has helped promote the library to a wider audience.
- Due to changes in the way the MBLC is requiring our statistics, we are recording the data to answer the specific questions in the ARIS form.
- Adult (3 events / 130 attendees) – Andrew Noone, author talk *Bathsheba Spooner: A Revolutionary Murder Conspiracy* 9/22, Bob McMaster presented his biography *All the Light Here Comes from Above: The Life and Legacy of Edward Hitchcock* 9/15, and the LCC funded concert by Quintessential Brass 9/8 who focused on the music of John Williams. Events were broadcast on Facebook Live. SCTV record for upload to YouTube.
- Brittany Davidson of UMass presented a program on Addiction Recovery 9/14. There were 4 people in attendance.
- Anna Smith, Interim Recycling Coordinator presented a program on composting 9/19 at 10 am. Three people attended.
- Tour of the library for the Mary E Wells Class of 1961 on 9/16. There were 17 people in attendance from as far away as Colorado and Florida and places in between.
- Self-Directed/Passive
 - Teen (*Take & Make*): 14 kits taken
 - Puzzle: 7
 - Chess Games: 16
 - Switch: 11
- All-Ages (Knitting): 5 events / 55 attendees. This is the weekly event on Tuesdays.

Reference:

- Assisted patron access database for resume update
- Helped patron set up Google account on new device
- Worked with local boy scout so he could earn his Reading merit badge
- Research: Masonic lodge in Holland/Brimfield – continuing the general research on the Southbridge lodge.

Safety and Security

- Adult Services Librarian called the police 9/2 on the non-emergency line to report a couple having an extremely loud verbal argument on Main St. right outside of the library.
- No trespass order initiated on 9/14 for abusing the property.

Schools

- During the summer the middle school offered a reading group “Let’s Read Together” where five chapters of the recommended reading books were covered in each session. The in-person meetings took place on Mondays and Thursdays, from 1 – 2 pm, at the library and there were also online opportunities.

Service

- Saturday service has resumed 9/10. The library is open 9 am to 1 pm. Each Saturday morning, Ben Marinelli offers a chess program and instruction at 9:30 am.
- The staff received compliments from a patron and a presenter on the welcoming atmosphere and how pleasant the building is. Mention was also made of the extra steps staff takes to remind patrons of materials being available.
- Closed 9/4 for Labor Day.

Social Media

- Regular postings continue on Facebook as well as live broadcasts.
- Began using Instagram to publicize events

Staff

- Interviews for S-5/30 hours per week Circulation Assistant were conducted 9/6. Position is being re-advertised

State Aid – Financial Report

- Currently working on the report. Due 10/7.
- Reformatted FY23 monthly database statistics sheet to better align with ARIS. Live social media broadcast and views for the month can now be counted as part of the attendance statistics.

Summer Reading:

- Report submitted to the MBLC

Tax Abatement Personnel

- The five participants in the program have less than 15 hours each to complete

Technology

- Hotspots have become increasingly popular. MBLC program ending on 9/30. Began process of transferring to Mobile Beacon. We will continue with 5 hotspots.

- Discussed changes to policy to reflect that the devices are now owned by JEL and reflect the experiences we have had to improve the flow of the devices among patrons.
- Participated in CWMARS User Council 9/20

Teens

- Arranged for flyers to be sent to SMHS librarian Kaitelyn Malixi for posting
- Planned monthly Saturday teen events and *Take & Makes* from Oct-May
- Finalized details for New Hope workshops for teens