



## REPORT FROM LIBRARY DIRECTOR

DECEMBER 2, 2025

**Personnel / Administration:** Staff is happy to know the search for the Director is officially over and are incredibly supportive and ready to move forward into the Library's new chapter. I am working with HR and our Town Manager to figure out next steps regarding our new Full Time positions and hiring. It is an exciting time at the Library and we are all committed to continue to serve our community and make the Medway Public Library a safe and welcoming place for all.

**Finance:** Financially we are doing well. Our electricity usage was flagged by Finance because we have used up 72.58% of the money allocated to electricity. This was due to the HVAC working extra during the summer to keep the building cool since we are a Cooling Center. I have spoken to DPW and the Town's Sustainability Coordinator to figure out a way to get the costs down especially since we foresee a spike in pricing in the coming months. The other item that needs to be addressed is Bibliotemps. I had been paying those invoices out of our Full Time Salary Line item, but have since been told that is not allowed. This means I will have to use State Aid to pay for those invoices which are reflected on the budget report now.

**Library Services:** We are renewing Museum Passes and hoping to get a favorite Winter pass from last year. We are also trying to figure out what the needs of the community are and how best to serve them. Once we have more full-time staff we will be able to focus a lot more on creating educational programs as well.

**Youth Services:** Our story-time programs have been packed! We typically have about 20 or so people per day, and have acquired a crew of about 10 "regulars" who come quite frequently. Fridays are our busiest with about 30 attendees each week. This month, one of our Library Assistants had the chance to lead a week of story-times to build up her confidence and experience as a library professional- she did amazing! We've been able to make connections between families/caregivers as well. One of our story time families was impacted by the increase in immigration fear, and decided to move back to Mexico, impacting their best-friend-family (another Storytime mom and daughter). We discussed how to best support the Medway family through the move of their friends, both by introducing the daughter to other kids at Story Time but also by introducing the mom to other parents in the story time group. Folks have been quite appreciative of both the engaging activities for kids but also a space for adults to connect- we hope to continue this with our family programming in December. We've also started to move all the story time programs into the Story Time room, which allows for more art and game activities. The story time families would be a great group that I want to tap to become new Friends of the Library.

We switched to offering a Thursday afternoon story time, both to offer a variety in times and to allow for better staff hours (Sam closes on Thursdays). It has taken a bit to build- we only get a couple of families at this time right now. However, we formed a great connection with a parent of a Franklin preschooler who mentioned that the afternoon time works well with preschool dismissal time; she is also posting about the story-time in the Franklin parent spaces to see if more folks will come out.

Middle School Wednesdays have continued to be awesome- and I want to start adding in more structured activities, as we manage the number of kids in the space and the need for adults to access computers. A group of our middle schoolers signed up to participate in the DnD for Tweens and Teens, which was graciously run by a volunteer. We're brainstorming how to make the DnD program as best suited to the audience and DM as possible. Similarly, we're brainstorming how to adapt Manga Mondays to be a more expansive "Media Mondays" to allow for media literacy for late elementary/middle schoolers while having the freedom to move beyond manga/anime. We have had great success at our Crafty Crew but may look to move the date/time in 2026 so we don't have the same overlap with the large middle school group.

I had one student attend our Late Night in the Library for resume help, which was awesome! We had a couple teens also take a plant at our Plant Swap the week prior, and more grab snacks as they finished up homework. This seems like an appreciated space so I'm excited to build a stronger relationship with Sean, the middle and high school librarian, to hopefully visit the school and let more students know about the program.

Finally, for our events, we had about 10 people attend our Family Loteria event, run in English and Spanish. It was great to build a deeper connection with one of our families who uses the library later in the evening. During Halloween, we had the Bright Star preschool group lead a Halloween walking parade over the library, where we heard some beautiful songs and were able to read a story together. It was super fun and great to connect with Pat to organize, and we look forward to being able to do more collaborations in the future. Our Dino-Vember had about 30 attendees who colored, read stories, measured dinosaur feet, excavated for dino skeletons, and freed dinosaurs trapped in ice. A reel of this event [can be found here](#)- it was a blast!

Keep your eyes out for our Family Fun Winter Break programming, including a Family Felting class, Family Bingo, movie afternoons, a "Noon" Year Countdown and Stuffed Animal Sleepover, and more!

Thanks for all your support!

**Technical Services:** In November I finished deaccessioning the Reference materials that were not needed from the Quiet Study Room and have rearranged the bookshelves in there to accommodate some items from our Reference corner, as well as some of the Reference we would like to keep. I have also audited the Mystery collection for old or damaged books and have added some of the older items to this new collection in the Quiet Study Room. I have added many books from donations and have been working with Ken to get the deaccessioned

items rehomed, and also to have better communication as to what the library needs from book donations. I started the World Language collection, adding Spanish items and then French. I have 4 more languages to add in the coming month, and fill in that space, while also deciding where there are holes in the collection. I have started the Library of Things games and puzzle collection on the wall behind the Young Adult section and seating. I have also rearranged the DVD collection so that only the adult fiction DVDs still remain in that alcove. In the other alcove I have created a Blu-Ray space, as well as a TV shows collection that have been pulled from the original adult DVD collection, as well as added any world language items to this alcove. I also moved the young adult media from young adult to that media alcove and interfiled them with the adult collection.

In December I plan to continue to add Library of Things games and puzzles, as well as work with the other items in the Library of Things to make them more accessible and seen by our patrons. I also plan to work on the Juvenile DVDs so that way we can add the items that were previously cataloged as adult, and definitely are not adult.

**Makerspace:** While certain machines are unavailable to people who have not been certified before September, it is still well used! Knitting materials, crafts, sewing machines, and even the 3D printer are still regularly used. This space is getting a lot of use for crafting both during our programs but also on a normal day to day basis. Staff is currently working to organize the space and do a rough inventory of materials—which we have so much of! We are extremely lucky to have a lot of materials, but we are also planning to share with school teachers nearby.

**Programs:** In November we started a couple of new programs that were a big hit! Others will take a bit longer to take off so we will continue to offer them. We are also taking feedback and open to modifying the times we offer them so people have a chance to attend. The Mahjong group was a huge success! We are excited to offer it monthly going forward. In December, we have programs such as Construct a Gingerbread House, Card Making Class, Jane Austen Birthday Party, and Felted Squirrel Hoop that are sponsored by the Friends of the Medway Public Library. We are also in the starting stages of brainstorming for Summer Reading!

**Building:** We had an issue with the HVAC unexpectedly and one room would not heat. DPW came right away and hired a specialist to come check it out and thankfully it was fixed with only one day of downtime.

**Policy:** At the last meeting with the Friends of the Library, I brought up wanting to create a Memorandum of Understanding between all parties. The Trustees, Library staff, and the Friends are all crucial to the success of the Library and I want to ensure we are all on the same page on how we move forward and what each of our roles entail. Other policies that are important to have are:

- Children in the library / unattended children policy (Library Use Policy should include something about children in the library but stops at this: “Parents are responsible for the behavior of their children while in the Library.”)
- Decertification Policy (loaning items to Libraries that are decertified)

- Makerspace Usage Policy - at the moment we have an Agreement that was created in 2016

**Community Partnerships:** Our Food Drive was incredibly successful. The community showed up in a big way and we had to do multiple trips to both local pantries to drop off the donations. Thank you, Medway! We have reached out to Parks & Rec to collaborate on a program for January and we are working on getting a tutorial ready for the Senior Center for Libby and other online materials.

**Professional Skills & Meetings:**

- Department Heads Meeting on the 2nd
- Monthly Staff meeting on the 5th

**Incidents:** No incidents to share this month.

Respectfully submitted,  
*Ivana Aguilar, Director*

This month our most popular:

- **Library of Things:** Hotspot
- **DVD:** The Accountant 2
- **Adult Fiction:** Broken Country - Claire Leslie Hall
- **Adult Mystery:** Rage - Linda Castillo
- **Adult SciFi/Fantasy:** Orbital - Samantha Harvey
- **Adult Romance:** Atmosphere - Taylor Jenkins Reid
- **Horror:** Never Flinch - Stephen King
- **Speed Read:** My Friends - Fredrik Backman
- **Periodical:** New Yorker 2025
- **Biography:** Careless People - Sarah Wynn-Williams
- **Adult Non Fiction:** Walk: The Path to a More Mindful Life - Sholto Radford
- **Juvenile Fiction:** Dog Man: Fetch-22 - Dav Pilkey
- **Juvenile Graphic:** Yokai Cats - Pandania
- **Juvenile Easy Fiction:** The Pigeon Wants a Puppy - Mo Willems
- **Juvenile Easy Reader:** Pigs Make Me Sneeze - Mo Willems
- **Juvenile Beginner Chapter:** Stranger Things - David Lubar
- **Juvenile Non Fiction:** All About Diversity - Felicity Brooks
- **Board Book:** Fingertrails ABC Big Letters - Felicity Brooks
- **Young Adult Fiction:** A Theory of Dreaming - Ava Reid
- **Young Adult Non Fiction:** Dungeons & Dragons Player's Handbook
- **Young Adult Manga:** Blue Lock
- **Young Adult Graphic:** Heartstopper - Alice Oseman
- **Young Adult Biography:** Alexander Hamilton: Revolutionary - Martha Brockenbrough

<b>NovemberFY26</b>					
	<b>Acct FY26</b>	<b>Start Balance</b>	<b>Expen. To Date</b>	<b>End Balance</b>	<b>% Spent</b>
Salaries - Full Time	5110	\$285,997	\$71,125.86	\$214,871.14	24.87%
Salaries - Part Time	5111	\$137,120	\$46,796.29	\$90,323.71	34.13%
Electricity	5211	\$23,000	\$16,692.86	\$6,307.14	72.58%
Heating Fuel	5212	\$9,000	\$1,691.02	\$7,308.98	18.79%
Trash	5232	\$2,580	\$642.88	\$1,937.12	24.92%
Water & Sewer	5231	\$800	\$190.56	\$609.44	23.82%
R & M Miscellaneous	5240	\$4,600	\$1,786.45	\$2,813.55	38.84%
Telephone	5341	\$600	\$196.71	\$403.29	32.79%
Supplies	5400	\$4,400	\$3,310.95	\$1,089.05	75.25%
OPS - (Minuteman bill)	5380	\$28,066.00	\$28,106.46	<b>-\$40.46</b>	100.14%
Programs	5380	\$3,000.00	\$2,881.00	\$119.00	96.03%
Books, Media & Periodicals	5521	\$88,000	\$61,312.66	\$26,687.34	69.67%
Travel	5710	\$20	\$0.00	\$20.00	0.00%
Dues & Meetings	5730	\$400	\$169.00	\$231.00	42.25%
<b>TOTAL - GENERAL FUND</b>		<b>\$587,583</b>	<b>\$234,902.70</b>	<b>\$352,680.30</b>	<b>39.98%</b>
	<b>Original Approp</b>	<b>Transfers</b>	<b>Revised Budget</b>	<b>YTD</b>	<b>Available Budget</b>
Tuchinsky Other Purchases	\$129,882.00		\$129,882.00		\$129,881.61
Tuchinsky Media	<b>-\$1,681.00</b>		<b>-\$1,681.00</b>		<b>-\$1,680.74</b>
Tuchinsky Books/Interest	\$24,602.00		\$25,032.00		\$25,032.16
<b>Total Tuchinsky Library</b>	<b>\$152,803.00</b>		<b>\$153,233.00</b>		<b>\$153,233.03</b>
Memorial Donations	\$166,783.00		\$166,783.00	\$4,470.00	\$162,313.00
Library Restitution Fund	\$6,124.00		\$6,823.00		\$6,823.00
Copier & Printer Rev. Fund	\$11,686.00		\$11,775.00		\$11,775.00
Meeting Room Rev. Fund	\$4,317.00		\$4,417.00		\$4,417.00
Free Public Library (State Aid)	\$129,606.00		\$129,606.00	\$30,996.41	\$98,609.59