

Statistics

The people counter reported that there were **4,270** visits to the library during December. Patrons used CapiraCurbside checkout **21** times. A total of **255** books and other items were added to the collection. **Forty-two** new patrons got library cards, and a total of **7647** physical items and **14,705** Overdrive items were checked out in December.

The lower level was staffed **15** nights from 8:00 pm to 9:30 pm in December. During those evenings, **27** individuals used computers and the Makerspace. A total of **99** people attended **10** meetings and programs.

Building Maintenance

The roof top unit (Children's area and upper entry) is shut off due to a crack. The necessary replacement part won't arrive for 6-8 weeks. This roof top unit had to be shut off because it was leaking carbon monoxide (CO).

The heating system in the Story Hour Room is set at a low temperature and they have not been able to restore full function at this point. It is producing a significant level of carbon dioxide (CO₂) due to clogging.

After several visits from Verizon, our Verizon Internet has been updated.

Other

In December, **47** patrons used the new system to reserve museum passes.

During December, a total of **75** patrons came to the library between 2:00 pm and 4:00 pm. Numbers ranged from **12 to 28**.

We had 66 people participate in our adult programming in December.

Our monthly programs continue to have steady attendance. The Medway Library Book Discussion Group has a consistent following of enthusiastic patrons. Our Adult Game Night drew six participants. OH SHOOT! Photography Group took a holiday break but will meet again in January. The Senior Housing Outreach program had two participants but it is expected to draw more participants now that the holidays are over.

We have a new volunteer to continue our young adult Dungeons & Dragons group (18-25 yrs olds) which has gained several new members. Their first meeting was on December 30. The adult D&D group also met during the busy month of December.

Sixteen people participated in The Pastel Art Workshop on December 4, and our very first murder mystery game on Thursday December 12 was a huge success. Everyone enjoyed themselves so we are looking forward to holding more murder mystery games in the new year.

Unfortunately Barry Schneier's *The Song Is Still Being Written: The Folk Music Portrait Project* program had to be postponed until the spring. We look forward to him sharing his next photography project with us.

The Library Webinars and Online Events (Library Speaker Consortium) subscription held two virtual online talks. There were 2 registrations and 4 views for one of the programs. We are aggressively publicizing the programs. TJ Klune will be speaking next on January 15.

2025 January Budget Report Addendum: Payroll Error Statement

The following is part of my budget report for this month. Because it was listed as an item of new business, I have included it here as well. Please keep any further discussion to general budgetary matters and avoid specific staff members (and their personnel records).

The current year budget has been adjusted to reflect a payroll correction for one staff member.

- At the beginning of December, the staff member inquired about a step change, wondering if it was overdue.
- Upon reviewing the file, Cheryl Houle and I determined back pay was due (additionally, my files reflect requesting a step change for this employee back in July, when it was due).
- The accounting department prepared an audit.
- The employee received the back pay and is moving forward at the correct pay grade and step.
- Staff members' pay steps have been double-checked to avoid this type of error going forward. It is likely that the error that remained uncaught (by me, payroll, the finance office, the employee, and HR) was due to the employee beginning employment at the middle of the step range.
- There is room in the current budget to accommodate this one-time payment due to having a vacant full-time position for so many months.
- The budget is still on track and under control.

I was surprised to see this item listed as a matter of new business and am not sure how or why this information made it onto the agenda. It is certainly part of the pre-meeting information I send to the Trustees, but I have not disseminated it publicly.

January Makerspace Trustees Report

For December, **504** people either used the equipment, wanted a tour to see what we offered, or hung out in the space. We continue to have a healthy amount of children using the space to work on the 3D printer, play computer games, or sew and craft.

Participation for the Morning Mend in the Makerspace program is growing. Eight people stopped by on December 21st seeking help mending their clothing items.

The Fiber Arts Group met once in December but now that the holidays are behind us, the group will be meeting regularly every other week again.

The December STEAM program was another fun session. The children built volcanoes and were taught how to methodically perform an experiment. In January, we will create batteries using lemons.

We held a miniature two week Tween/Teen Dungeons & Dragons campaign that was very enjoyable for the children.

For a more detailed look into the usage of the space: Patrons used the large format printer and also took advantage of the Epson scanner to convert slides and documents to digital images. Other patrons used the VHS to digital & DVD converters. The computers, laminator, DVD buffer, and 3D printers were heavily used. On the craft side, patrons used the paper crafting and cutting supplies. Several patrons used the sewing machines throughout the month along with the large conference table to work on projects. Patrons have also been using the fabric and yarn supplies.

In January, we will continue to open the Makerspace to middle schoolers on Tuesdays and Thursdays to come and hang out. Morning Mend will be held on Saturday, January 18th, and the regular programs that use the Makerspace will continue to meet as well. We are also planning on a Tween & Teen Sewing session on January 25th as well as an Adult Sewing session on January 28th. The Medway High School Art Club will be holding a kids' art class in the space on January 15th. This is always a very popular program and registration has already filled up.

Sincerely
Diane Busa
Makerspace Coordinator

December 2024 Youth Services Report

Weekly programs

Even during December, Middle School Wednesday didn't die down. We expect a downturn in numbers this month, partly due to the vacation week and the holidays, and partly because our numbers are always a little weird before a big schedule disruption. Though the numbers may have been small, the participation was excellent. We're entering the new year with a strong weekly schedule, offering a drop-in program for children at 11 AM each day we are open. What I would like to see in the next two seasons leading up to summer is this: increased attendance at

our Saturday program, family yoga, and increased attendance at our Tuesday/Thursday Makerspace Hangout.

Monthly programs

One of our Read the Rainbow participants has volunteered to help staff Makerspace hangouts, and is now an extra set of hands in the Makerspace on Wednesdays for Middle School Hangout as well. So while we took December off from Read the Rainbow, we still got to see our people! We resume in January. PAWS to Read was not full, but those who attended enjoyed it. The OUT MetroWest Satellite Night was sparsely attended, but again, enjoyed by those who were there (I can already tell you Satellite Night in January was better attended (there are 11 kids in there right now at 6:15 on a Friday night)).

Passive programs

In the children's room: We had a winter sensory bin and a candy cane-themed salt writing tray. We had a winter-themed book for a flannel board. In the middle-grade room: Various examination tables and drawing prompt activities saw frequent usage.

Displays

Lorie Brownell created a beautiful winter wonderland on the bulletin board in the children's area (there was even a reading cat).

Collection development

In December, I purchased 30 YA titles and 86 children's books. There was a much better children's selection!

Deposit Collection/Schools

We're not quite at the point of collaboration with the middle/high school yet. The library media specialist has his hands overly full with class coverage and tech issues—we will get there!

Notes for Trustees

Website

We're currently waiting on a delivery date for the new site. More information should be available next month.

Policies

To follow up on the need for an art policy: we have a new exhibit in the conference room and recently fielded a question about whether artists are permitted to sell their work or just exhibit it, and the reasoning for that decision. The only answer I currently have is "selling has been

allowed in the past, but there is no official policy in place yet.” It would be useful for staff to be able to refer to written guidance when answering this type of inquiry.

Teen Programs

December was not the time to try and get in touch with potential event partners! I will be in touch this month with both SUP Medway and Fatima Neville at Millis to see how we can cross-promote. We are currently doing one Friday night per month with community partner OUT MetroWest.

Underserved Groups

We are working on reclassifying any non-English materials to be more visible and accessible, but this project has taken a back seat to both the holidays and the Library of Things. Update coming soon.

Sincerely,
Audrey

Director’s Meetings & Webinars in December included:

Department Heads Meeting
Zoom meeting with directors of small libraries in Massachusetts
SUP Coalition Meeting
Capital Improvement Planning Committee Meeting
ASRL Membership Meeting
ARSL Northeast Regional Focus Group Meeting
Virtual conversation with staff and Library Chef

Director’s Meetings & Webinars in January will include:

Department Heads Meeting
Staff Meeting
ASRL Adult Services Networking Meeting
Minuteman Library Network Membership Meeting
Zoom meetings with directors of small libraries in Massachusetts

Margaret Perkins, Library Director
Action Plan – Remaining tasks:

Open Saturdays in July & August 10-2 beginning 7/1/2025 – **will take effect on that date**

Revisit the book challenge policy - **December 2024**

Encourage piano practice in front of patrons - contact local piano teachers

Revisit the feasibility of renting land near Library in spring

Add Haitian Creole to other languages on flyers

(Spanish-speaking patrons have recently been coming in seeking assistance)

Complete the construction of the CNC machine

Revisit in the summer - Maple Lane

Complete painting and murals in children's areas - scheduled for this winter