

Medway Public Library

Director's Report

November 4, 2024

Statistics

The people counter reported that there were **4,522** visits to the library during November. Patrons used CapiraCurbside checkout **23** times. CapiraCurbside software is going to be discontinued March 31, 2025. A total of **319** books and other items were added to the collection. **Forty-six** new patrons got library cards, and a total of **7037** physical items and **2267** Overdrive items were checked out in November.

The lower level was staffed **14** nights from 8:00 pm to 9:30 pm in October. During those evenings, **30** individuals used computers and the Makerspace. A total of **61** people attended **8** meetings and programs.

Other

The fire alarm went off one day in early November. We evacuated the building and Fire Department personnel investigated. An emergency sprinkler system technician had performed maintenance several hours earlier (with DPW present). The sprinkler system maintenance worker had made an error, which in turn had set off the alarm. DPW called the technician and he returned and fixed the error.

The Assabet event calendar, room booking software & museum pass reservation modules have been migrated from Plymouth Rock and have been integrated into the website. So far, fifteen patrons have used the new system to reserve museum passes.

The Library Speakers Consortium is now available.

During the first two weeks of extended Friday hours, 18 and 21 patrons came to the library between 2:00 pm and 4:00 pm. In addition, each week three patrons who had arrived earlier stayed beyond 2:00 pm.

Adult Programming

We had 57 people participate in our adult programming in November.

Our monthly programs continue to have steady attendance. The Medway Library Book Discussion Group still has a consistent following of enthusiastic patrons. Our Adult Game Night drew six participants, and six people also attended October's meeting of the OH SHOOT! Photography Group. The Mahan Circle Senior Housing Outreach program and Glenbrook apartments visit was put on hold for the month because of the holiday. Visits to both places will continue in December.

The Fiber Arts Group continued to meet in the Makerspace. We are working with a new volunteer to continue our young adult Dungeons & Dragons group (18-25 yrs olds). The adult group will be finishing up their two year campaign in December and continue with a new one.

The FAFSA Basics Workshop held on November 14th drew thirteen eager parents. It was a very informative session and we hope to hold it again next fall.

Along with our regular monthly programs for December, we will be having a Pastel Art Workshop on Wednesday, December 4th as well as our very first murder mystery game on Thursday December 12th. Both programs have filled up quickly and have growing waitlists.

On Tuesday, December 10th, Barry Schneier, an internationally recognized photographer who has been immersed in the music scene since the mid-1970s, will be sharing his latest project and book. His exhibition, *The Song Is Still Being Written: The Folk Music Portrait Project*, premiered in September of 2024 at the Folk Americana Roots Hall of Fame at the Boch Center in Boston.

The Library Webinars and Online Events (Library Speaker Consortium) subscription is now active. The link to the information page has been added to the website and publicity has started for the upcoming December speakers.

December Makerspace Trustees Report

For November, **538** 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.

Six patrons in total were certified on the 3D printer. Three people were certified on the sewing machine. Five more people attended November's mending program and all had a variety of repairs they needed help with.

The November STEAM program was a huge success. The children dissected owl pellets and enjoyed discovering the many different types of small critter bones. In December, we will build volcanoes.

For a more detailed look into the usage of the space: Patrons used the Silhouette to work on projects and several used the large format printer. Patrons 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 also used. On the craft side, patrons used the paper crafting and cutting supplies. Several patrons used the sewing machines throughout the month. Patrons have also been heavily using the fabric and yarn supplies.

In December, 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, December 21st, and the regular programs that use the Makerspace will continue to meet as well. We are also planning on holding a mini-Tween/Teen Dungeons & Dragons campaign due to its high request rate.

Sincerely

Diane Busa

Makerspace Coordinator

November 2024 Youth Services Report

Weekly programs

The programs are there, but the weather is not. Early childhood programs have had sporadic attendance. The one consistently big program is Middle School Wednesdays, which requires the whole lower floor and three staff members to keep down to a dull roar. We have settled into the routine of having a Tuesday-Thursday Makerspace Hangout and will start promoting it more heavily in the new year.

Monthly programs

PAWS to Read returned to paper signup due to the death of our event calendar. We should be back on track going forward, but program registrations have been challenging over the past couple of months. The program itself continues to be popular and we have excellent teams in place. Read the Rainbow is small but consistent. We gained a new library volunteer in one of the participants.

Passive programs

In the children's room: We had a dinosaur sensory bin and a dinosaur-themed salt writing tray. The flannel board book of the month was **Flora's Very Windy Day**. In the middle-grade room: Various examination tables and drawing prompt activities saw frequent usage.

Displays

Our theme for middle grade and YA displays was Indigenous Peoples Heritage Month. The children's bulletin board has been replaced with a turkey- and harvest-themed display, thanks to Lorie.

Collection development

In November, I purchased 22 YA titles and 32 children's books. The children's list was much smaller this month. Next month's purchases should be back in line (30s for YA, 80s/90s for children's) with our usual spending.

LibraryIQ shows that our YA print circulation goes up a bit in May, more in June, and hits its peak in July, after which it drops again in August and then settles back down to a consistent rate. In the new year, I'd like to promote this collection more and give it some visibility so that our newer titles get more love, and not just our summer reading.

Deposit Collection/Schools

Sean Sullivan, the middle/high school library media specialist, has settled in and is ready to start collaborating. Mat Holt assisted us with promoting a local author visit at the elementary school.

Notes for Trustees

Website

We received four website examples to consider (thanks, Susan). All four of these show up in CyberOptik's article <https://www.cyberoptik.net/blog/25-best-library-websites/> and CyberOptik designed at least two of them (likely, all four, but the other two lack developer information). CyberOptik is also a developer making its reputation on ADA compliance, and is the company that Piper Webs recommended for its customers going

forward. We are going with the very basic template for the first year. It is, as CyberOptik's Ron Johnson stated frankly, "already a pretty big upgrade." Here's the library site template: <https://library.cyberoptik.co/>

Their library website portfolio is extensive and varied, and if we ever wished to upgrade from a basic template we would be able to do so while staying with this outfit.

Policies

At the last meeting, members noted that they passed an art policy in the recent past. An art policy was not approved. A liability waiver form was approved. We do not have (but we need) an actual art exhibit policy. There are some excellent local policies to draw inspiration from, including Wellesley's, Bellingham's, and Wayland's.

Teen Programs

Nutan mentioned at the last meeting that the Millis library Friday nights were packed with teens, and that sounded quite promising! The library touched base with Fatima Neville, the Evening Library Assistant-Teen Services, for more information, who clarified that her programs are for 6th-8th graders only (there was one program open to high schoolers, but none registered). She did note that the average attendance was up from 4 in 2022 to 7 in 2024. We are all in the same boat, I think, with the teens. The only time we get teens in regularly is when they volunteer, so that may be an avenue of participation to explore. I will be in touch with both SUP Medway and Fatima Neville to see how we can cross-promote and maybe cover more Fridays. We are currently doing one Friday night per month with community partner OUT MetroWest.

Underserved Groups

Our children's circ numbers are fine, and our regular early morning program offerings are stable, even though the numbers are a bit weird right now. The Saturday morning family yoga is picking up participants, and it's also convenient to be able to say, "Any day we're open, there's a drop-in program for kids at 11." Middle grade titles are going out as well. It's at the teen level where there's a drop in circ and attendance. Supporting

this age group involves continuing to purchase excellent titles but figuring out how better to market them.

Additional groups that require visible support include our LGBTQIA+ youth. Our partnership with OUT MetroWest continues on First Friday Satellite Nights. Read the Rainbow is taking December off, but it will return on Jan. 21.

Sincerely,

Audrey

Director's Meetings & Webinars in November included:

Department Heads' Meeting

Visit to Sherborn Library

ARSL Directors, Managers, & Administration Networking Group

ServSafe Training & Certification

Minuteman Library Network Membership Meeting

Zoom meeting with directors of small libraries in Massachusetts

Director's Meetings & Webinars in December will include:

Department Heads' Meeting

Staff Meeting

Zoom meetings with directors of small libraries in Massachusetts

Full SUP Coalition Meeting & Policy meeting

Verizon investigation - WiFi speed improvement

Annual ARSL Member Meeting

ARSL Northeast Regional Focus Group Meeting

MLA Leadership & Mgmt Section

Margaret Perkins, Library Director

Action Plan – Remaining tasks:

Open Saturdays in July & August 10-2 beginning 7/1/2025 – **secured sufficient coverage**

Revisit the book challenge policy - **December**

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

Revisit the feasibility of renting land near Library – **next spring**

Add Haitian Creole to other languages on flyers

Complete the construction of the CNC machine

Revisit programs at Maple Lane - **summer**

Complete painting and murals in children's areas - **Next winter**