



REPORT FROM INTERIM LIBRARY DIRECTOR

NOVEMBER 4, 2025

Personnel / Administration: Our Temporary Technical Services Librarian started on 10/1. They have been a great help and a wonderful addition to our staff. I also reached out to Bibliotemps for a Makerspace Coordinator because patrons really miss being able to use the space properly. We have settled into a great rhythm in staffing. While the staff was saddened to hear the Director search continues, they are hopeful about the future and bringing great energy to work.

Finance: There are a couple of things I would like to bring your attention to. Our programming budget is almost gone. We can use State Aid going forward, so I am not terribly worried about this, but it is good to know for the future. My other concern is the staffing budget. While we agreed to temporarily staff the Library with Bibliotemps until the permanent Director was hired, we are now facing a point where a decision has to be made about staffing permanently. The cost of a Bibliotemp in a temporary position was a good one, but it is not financially viable going forward. We are also looking to start creating next year's budget soon. I have also attached a proposal for a brand new full time position to be created by combining two part-time positions that are currently open.

Library Services: We have obtained the Franklin Children's Museum pass and it's been really well received! This month we are having two month long events: a Food Drive for the local food pantries and a call for art for a Community Art Show in December.

Youth Services: Happy October! The month has included a large variety of youth programming, including the continuation of Manga Mondays, Crafty Crew, and Lego Club. Our Middle School Wednesdays have been a great hub of energy and activity. We have a call for art in November, and many young artists expressed interest in submitting their work to show to the community!

Our daily story times have grown a consistent community of young readers and their adults, with about 10-15 people per story time. We received some great suggestions from caregivers around how to include more touch and feel books as well as how to align our activities to the state preschool readiness standards. For November, we are moving our Thursday story time to 2 pm to both allow for better staffing, and to provide an afternoon option for families.

Our two listening parties for KPop and Taylor Swift were an amazing success with almost 30 folks attending our K-pop Demon Hunter dance party! Our Family Pumpkin Painting was also incredibly well-attended, with spots filling up immediately. We had 35 folks come out and we received 15 pumpkins donated from Medway Gardens- we also had a family get their daughters their first library cards! Our Late Night in the Library teen programs have been slow to start with a couple of teens grabbing some snacks but we know this population is quite busy, especially in

the fall. We additionally have been able to collaborate to restore some programming that was missed from the spring, including our Tweens and Teens DND night in November.

Regarding the collection, we are undergoing a large weeding of the picture books as well as a re-organization of that collection to make it more accessible to children and their families. We have begun displaying picture books and rotating out displays to ensure different titles are being checked out. We greatly appreciate the ability to find replacement or new titles in the Book Sale collection. In November, we look forward to rearranging the YA section as well as collaborating with our schools more. We also have an array of programs for families, youth, and adults in November.

Technical Services: Over the past month I have been working on several projects while settling into the Medway Public Library. The first project was to get the backlog of books in the Technical Services office cataloged and processed for circulation. This project led me to clean the entire office from top to bottom. This included inventorying all of the supplies stored around the office, purging or offering the items we did not need to other libraries, and reorganizing for a more cohesive feel in the office. I then created a new collection that will be housed in the Quiet Study room. With no need for the majority of the Reference material stored in there, we are deaccessioning the reference collection, and putting some of the oldest books in our collection on display for an in-library use only collection, as they are in no shape to continue circulating with the rest of the collection. This project led me to the fiction section, where a lot of these books still reside. In the process of taking these books out, I also took series that had several authors and put them with the original author, like Tom Clancy or Clive Cussler. Patrons are looking for these original author's characters, so we want them to find them easily, and not look for up to four or five different authors to find their favorites. I also spent some time with Ken in the book sale room collecting books that may be good for the collection.

In November I plan to continue, and hopefully finish deaccessioning the reference collection and get the old books collection organized and displayed. I also hope to audit the mystery and science fiction sections for more books to add to this collection. I also plan to get through the rest of the donations I pulled from the book sale room and add what is needed to the collection. I hope to create an adult World Language section, while also adding to the children's language collection by expanding the language offerings, with the help of Ivana. We have collected a decent number of Spanish, German, French and Portuguese items that would be great to add to the collection. But first, some minor reorganization needs to be done on the actual floor.

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.

Programs: We have had a wonderful attendance to our programs this past month! We are looking forward to brand new programs in November such as: Fiber Arts Group, Junk Journaling, Family Loteria, Let's Puzzle!, Collectibles Appraisal, Color Me Chill, Chess Club, Dino-vementer Play Day!, and Language Intercambio. I had a meeting with someone interested in

running a Mahjong group and have purchased the card tables needed. Hoping to be able to start the group soon!

Building: Our elevator was inspected and we passed! The sprinkler system is due to be inspected this month. Since it is now getting colder, we have adjusted the building temperature and are keeping an eye on the HVAC to make sure no issues arise.

Policy: I want to bring attention to creating an ICE Policy. I'm aware we would need Town input. Worcester shared their policy so perhaps we could model ours to theirs? I've attached it to the email. Unfortunately, this is something that is a matter of when not if and I would prefer to have a plan/policy in place before anything happens. At the moment, we have no guidance other than the [ALA website](#) or this statement from the [ALA Office of Intellectual Freedom](#), which are great, but we should all be on the same page about this.

Community Partnerships: We are working with the local food pantries to run the Food Drive this month! Our Youth Librarian has also done wonderful work reaching out to the schools and getting High School students to help with the Book Sale, and to the Historical Society to do a program/talk.

Professional Skills & Meetings:

- Monthly Staff meeting on the 7th
- Friends of the Library meeting on the 12th
- What Public Librarians Should Know about Immigration Law Webinar on the 13th
- Minuteman Network meeting on the 19th
- Municipal Finance 101: Budgeting & Best Practices for Library Directors and Trustees Webinar on the 19th

Incidents: There was an incident where a patron was smoking right outside the doors of the Library and became upset when asked to step further away while smoking. They questioned why there was an ashtray on the trash can at the front door if smoking wasn't permitted that close. They left right after, but I had my staff member write an incident report nonetheless. I also called DPW and had the ashtray removed. I am looking into making a sign for the area since I believe the law states it is illegal to smoke within 50 feet of a Library.

Respectfully submitted,
Ivana Aguilar, Interim Director

This month our most popular:

- **Library of Things:** Hotspot
- **DVD:** The Friend
- **Adult Fiction:** The Academy - Elin Hilderbrand
- **Adult Mystery:** Rage - Linda Castillo
- **Adult SciFi/Fantasy:** Orbital - Samantha Harvey
- **Adult Romance:** We All Live Here - Jojo Moyes
- **Horror:** The Last House on Needless Street - Catriona Ward
- **Adult Graphic:** Countdown to Final Crisis - Paul Dini
- **Speed Read:** She Didn't See It Coming - Shari Lapena
- **Large Print:** Summer Light on Nantucket - Nancy thayer
- **Periodical:** Real Simple 2025
- **Biography:** Careless People - Sarah Wynn-Williams
- **Adult Non Fiction:** The Let Them Theory - Mel Robbins
- **Museum Pass:** New England Aquarium
- **Juvenile Fiction:** Dog Man: Fetch-22 - Dav Pilkey
- **Juvenile Graphic:** Pokemon Journeys
- **Juvenile Easy Fiction:** Don't Let the Pigeon Stay Up Late - Mo Willems
- **Juvenile DVD:** Paw Patrol: Best in Snow! Collection
- **Juvenile Easy Reader:** A crack in the track : a Thomas the Tank Engine story
- **Juvenile Beginner Chapter:** Posey the Puppy - Jane Clarke
- **Juvenile Non Fiction:** Guinness Book of World Records 2024
- **Board Book:** Let's Build! A Flip-and-Find-Out Book - Lindsay Ward
- **Young Adult Fiction:** Tower of Dawn - Sarah J. Maas
- **Young Adult Non Fiction:** My Neighbor Totoro: The Official Handbook
- **Young Adult Manga:** Blue Lock
- **Young Adult Graphic:** Heartstopper - Alice Oseman
- **Young Adult Biography:** Undefeated - Steve Sheinkin

OctoberFY26					
	Acct FY26	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$285,997	\$75,542.15	\$210,454.85	26.41%
Salaries - Part Time	5111	\$137,120	\$37,492.98	\$99,627.02	27.34%
Electricity	5211	\$23,000	\$13,840.36	\$9,159.64	60.18%
Heating Fuel	5212	\$9,000	\$1,026.59	\$7,973.41	11.41%
Trash	5232	\$2,580	\$0.00	\$2,580.00	0.00%
Water & Sewer	5231	\$800	\$833.44	-\$33.44	104.18%
R & M Miscellaneous	5240	\$4,600	\$1,120.45	\$3,479.55	24.36%
Telephone	5341	\$600	\$157.57	\$442.43	26.26%
Supplies	5400	\$4,400	\$2,594.28	\$1,805.72	58.96%
OPS - (Minuteman bill)	5380	\$28,066.00	\$28,106.46	-\$40.46	100.14%
Programs	5380	\$3,000.00	\$2,881.00	\$119.00	96.03%
Books, Media & Periodicals	5521	\$88,000	\$40,310.78	\$47,689.22	45.81%
Travel	5710	\$20	\$0.00	\$20.00	0.00%
Dues & Meetings	5730	\$400	\$169.00	\$231.00	42.25%
TOTAL - GENERAL FUND		\$587,583	\$204,075.06	\$383,507.94	34.73%
	Original Approp	Transfers	Revised Budget	YTD	Available Budget
Tuchinsky Other Purchases	\$129,882.00		\$129,882.00		\$129,881.61
Tuchinsky Media	-\$1,681.00		-\$1,681.00		-\$1,680.74
Tuchinsky Books/Interest	\$24,602.00		\$25,032.00		\$25,032.16
Total Tuchinsky Library	\$152,803.00		\$153,233.00		\$153,233.03
Memorial Donations	\$166,783.00		\$166,783.00	\$4,350.00	\$162,433.00
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	\$15,127.86	\$114,478.14