

Medway Public Library
Director's Report
February 27, 2025

Statistics

The people counter reported that there were **4,462** visits to the library during February, through February 27th. Additional statistics will be available in April.

The lower level was staffed **13** nights from 8:00 pm to 9:30 pm in February. During those evenings, **31** individuals used computers and the Makerspace. A total of **90** people attended **11** meetings and programs.

Building Maintenance

The furnace in the Story Hour room is now working. The large well-worn brown floor mat at the front door of the building has been replaced. The vinyl tiles and the floor mat near the upstairs door have also been replaced with a large mat. The large window shades in the front of the Library will be replaced in the near future. Several of the shades are beyond repair.

February 1st - 26th Adult Programs Report

We had 79 people participate in our adult programming in February.

Our monthly programs continue to have a steady attendance. The Medway Library Book Discussion Group and OH SHOOT! Photography Group had a consistent following of six enthusiastic patrons. The Senior Housing Outreach program had four participants who borrowed 15 books in total. Our Adult Game Night will be held on February 27th and will hopefully continue to draw its regular participants and any newcomers.

Our young adult Dungeons & Dragons group (18-25 yrs olds) has grown in numbers and meets regularly on Mondays. The adult D&D group continues to meet during the weeks that work for everybody in the group.

The Library Webinars and Online Events (Library Speaker Consortium) subscription held three virtual online talks. There were 3 registrations and 10 views for the Sabrina Sholts program, but unfortunately Waubgeshig Rice's talk did not attract any registrations or views. However, Lee Hawkins had 1 registration and 1 view. We are aggressively publicizing all three of these monthly programs.

In February, ten people accessed the AtoZ World Food website to view 56 pages.

Mark Gostkiewicz presented his Art of Container Gardening program. Fifteen patrons participated in the program. Several participants asked about his other programs and would be interested in

attending potential future ones. We hope to invite him back this year to present some of his other gardening topics.

In March, we have scheduled several programs. Barry Schneier will be presenting his The Song is Still Being Written presentation which will explore the Folk Revival of the 1960s, along with the artists who are redefining what folk music is today. Mary King will be bringing back her very well received Irish music and storytelling program. We will also be hosting our second Murder Mystery Night. To round out the month, Matt York will be performing his Willie Nelson songs and stories program.

February 1st - 26th Makerspace Trustees Report

For February, 489 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.

Three people stopped by during our Morning Mend session to seek help mending their clothing, and The Fiber Arts Group had a healthy participation of twelve people.

The February STEAM program was a very fun but messy session. The children learned about solubility, solvents, and solutes using hot cocoa mix and marshmallows. In March, we will learn about chemical reactions.

During February break, the space attracted families as well as middle school students to hang out and use the 3D printers, computers, and sewing machines. One-on-one help was given to a middle school student who wanted to design t-shirts using the vinyl cutter for a party she was hosting.

Two new people were certified on the 3D printer during February

For a more detailed look into the usage of the space: Patrons used the large format printer, the VHS to digital & DVD converters. The computers, 8mm converter, laminator, DVD buffer, and 3D printers were heavily used. On the craft side, patrons used the Silhouette along with the paper crafting and other 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 knitting needles, fabric, and yarn supplies.

A patron donated a Hi-8 video camcorder to the space so now we can easily convert Hi-8 video cassettes to DVDs or digital formats.

In March, 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, March 15th, and the

regular programs that use the Makerspace will continue to meet as well. A tween/teen sewing program will be scheduled for late March along with an adult session as well during a weeknight.

Sincerely

Diane Busa

Makerspace Coordinator

February Report - Tech Services

Hello!

This month I:

- Processed and catalogued 107 Adult books, 91 Children's books, 40 Young Adult books, 9 Library of Things items, and 10 Media items
- Updated Aspen and Assabet for Library Things
- Updated Aspen to show our events and our museum passes
- Publicized upcoming monthly programs on Instagram, Wowbrary newsletter, and Facebook
- Ordered and maintained inventory of office supplies

Our book supplier Ingram has been having delays with shipping books. It would take them two months to fulfill our orders. While talking to other Tech Services librarians in the network, I was able to find out the main reason for the delay was the processing of the books (covering all hardback books with a Mylar jacket). The decision was made to forgo the processing by Ingram to receive our items in a more timely manner. This meant that covering the books had to be added to the workflow, but it's worth it in order to have our books out on time for our patrons.

In addition to that, Library of Things items are very time consuming to process and catalog, primarily because they are usually original cataloging instead of copy cataloging. It can take 30 minutes or more to do each item. Even with the added workflow, I am happy to say 10 items were added to our collection in February. I also updated Aspen (our public facing catalog) each month to showcase staff picks, new books, and our Library of Things images. Our event calendar and museum pass pages were added to Aspen to help our patrons access these from all interface points.

I spend time every month and then weekly keeping our newsletter and social media updated. It would be helpful if Trustees could repost our events on their stories or at the very least like and comment in order to boost the posts.

Regarding the purchasing of new items, we received the following guidance from the town's Health Director Derek Kwok: "I would strongly discourage the library from distributing kitchen/food prep items. The library cannot ensure they are cleaned properly before/ after distributing them, as the library does not have the means for cleaning food contact surfaces. There may be a liability risk if someone were to use a piece of equipment the library distributes that has not been properly

cleaned as a food contact surface.

Similar to my last answer, the infant/ toddler booster seats/ playpens should be cleaned and sanitized, which the library may not be able to complete. Furthermore, with the booster seats, these expire over time and require knowledge/ directions on how to properly install them. I'm unsure what liability the library would hold if someone did not install a booster seat correctly and an injury occurred."

Thank you for your time. - Ivana

February 2025 Youth Services Report

Weekly programs

The storytime room has heat again! However, it lacks adequate ventilation. Because it is cold and flu season, until this is resolved, the in-house children's programming will remain in the Cole room. (Toddler Jam has moved back to the storytime room at the presenter's request.)

Monthly/special programs

This month we:

- welcomed OUT MetroWest with a small but solid group of participants. (Please see Incident Reports for more.)
- held Read the Rainbow, which was not well attended but had a good discussion.
- did not fill up PAWS to Read this month, but we will be working further on that program. - crowned a town champion (see **Deposit Collection/Schools/Outreach** below)
- had a Valentine's Day/Nana's Birthday Middle School Spectacular

Passive programs

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

Displays

The winter wonderland bulletin board in the children's area will make way for the Girl Scouts' annual art show in March. February featured Black History Month displays in the middle grade and YA sections.

Collection development

In February, I purchased 26 YA titles and 92 children's books.

Deposit Collection/Schools/Outreach

We crowned Harper B. the Medway Library Middle School Rock, Paper, Scissors Champion and she will go up against the Millis champion soon.

Incident Report

The OUT MetroWest Satellite Night on Friday, Feb. 7 saw two guardian complaints. Neither

party made a formal complaint to the library. Both parties wished to participate in the Cole Room activities. This OUT MetroWest program welcomes middle school and high school participants, but requires non-staff adults to remain outside the room.

In the first instance, a parent wished to join the party and was invited to remain outside. The parent did not appreciate the invitation, but the library staff member on duty was able to de-escalate the situation. In the second instance, the guardian wished to observe inside the Cole Room, and was not permitted to do so. The guardian returned after the library closed and objected to their ward having put their contact information on a sign-in sheet, requesting the data be scrubbed. The library staff member provided the guardian with contact information for OUT MetroWest and then apprised the organization of the complaint.

The OUT MetroWest director and I will be implementing the following changes going forward: Signage will clarify that the program is solely for youth. The lounge will be clearly labeled as a parent/guardian waiting space.

OUT MetroWest will continue to have two adult staffers at each program. The library staff member will be a consistent and visible presence at the entrance of the library (much like the evening steward is on other nights), able to greet and direct attendees and guardians to the appropriate venues.

Notes for Trustees

Website

Our site should go live next week (the first week of March). Overall it is a fine upgrade. We are looking forward to the staff training and to making some adjustments

Policies

Social media policy: concept TBD at meeting Tuesday 3/4.

ICE raided a business up the road in Bellingham this week. I reviewed our policies and the town's emergency procedures manual and did not locate appropriate guidance for an ICE visit, but this is one of those things staff should be clear on well before it happens, and it could happen anytime. Although it's likely procedural rather than a policy, given the legal ramifications, this seems like the right place to request that guidance. The ALA has some [guidance](#) through the Office for Intellectual Freedom.

Underserved Groups

We are working on reclassifying any non-English materials to be more visible and accessible. This is a longer-term project given the reorganization of the technical services workflow this month, but it's on our radar and happening!

The Children's Room Again

From last month:

"Although the heat should be fixed, inspected, and running by the time you read this, the unevenness of the floor has now extended about halfway across the room and some of the floor tiles are pulling away from the wall."

It was pointed out (during a random patron chat in that room) that the dip corresponds to where

there is a crack in the pavement fully crossing the driveway, just outside the story room door. Speculation (grain of salt, please) is that water is leaking in through the camouflaging gravel and eroding the foundation. Structurally, it's not going to collapse. The larger concern is still with the ventilation. However, if not addressed, the erosion will probably continue and the floor will become more uneven.

Sincerely,
Audrey

Director's Meetings & Webinars in February included:

Department Heads Meeting

Zoom meeting with directors of small libraries in Massachusetts

Library GreenScapes: Cultivating Climate Resilience, Community, and Learning Outdoors

SUP Full Coalition Meeting

ASRL Northeast Regional Forum

ASRL Membership Meeting

Director's Meetings & Webinars in March will include:

Staff Meeting

Zoom meetings with directors of small libraries in Massachusetts

MLA Leadership & Management Section

Pollinator Gardening Workshop

SUP Policy Meeting

Phil McNulty Library Visit

Minuteman Library Network Membership Meeting

ASRL Membership Meeting

ASRL Adult Services Networking Group

Margaret Perkins, Library Director