

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
September 9, 2025
MINUTES

Robbins Library Conference Room With Remote Attendance Option

Call to Order

Chair Heather Calvin called the meeting to order at 7:16 p.m. In attendance were trustees Adam Delmolino, Jonathan Gates, Rebecca Gruber, Amy Hampe, Lily Rao, and Stephen Quinlan. Library Director Anna Litten and Assistant Director Lara Vilahomat were also in attendance, as was Casey Williams of the Metropolitan Area Planning Council (MAPC). Ms. Calvin shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Fox Branch Library + Housing Final Report Review

MAPC Senior Housing and Land Use Planner Casey Williams presented the final report from the Fox Branch Library + Housing study. The Board discussed the presentation and the full study.

Community Time

There were no comments from members of the community.

Approval of August 12 Meeting Minutes (vote)

Mr. Delmolino moved to approve the August 12 Meeting Minutes as amended. Ms. Hampe seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber abstained, Ms. Rao voted aye, and Mr. Quinlan voted aye. The Board approved the August 12 Meeting Minutes as amended.

Program Policy (vote)

Ms. Litten reviewed the changes to the policy and the goals of the new policy, as well as the new Program Proposal Form. The Board discussed the revised policy. Ms. Gruber moved to approve the revised Program Policy as amended. Mr. Delmolino seconded the motion. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Rao voted aye, and Mr. Quinlan voted aye. The Board approved the Program Policy as amended.

Meeting Room Policy Update

Ms. Litten discussed the update to the room capacity based on new information from Inspectional Services, and informed the Board of the change. The Board discussed the Meeting Room Policy updates.

Holiday Schedule (vote)

Ms. Litten reviewed the 2026 Holiday Schedule and Ms. Calvin highlighted the dates that were due to be approved by the Board and those set by the Union. Mr. Delmolino moved to approve the Holiday Schedule. Ms. Hampe seconded the motion. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Rao voted aye, and Mr. Quinlan voted aye. The Board approved the Holiday Schedule.

FY26 Trustee and Administration Goals

Ms. Litten discussed two versions of the FY26 Trustee and Administration Goals. Ms. Litten reviewed the goals with the Board. The Board discussed the document, asked questions, and offered suggestions especially around maintaining momentum on the Fox Branch Library Project. Ms. Litten will combine both into a single action plan that links the goals of the library and staff with the goals of the Board and bring these amended goals to the Board for a vote in October.

Preliminary Discussion of FY26 Budget

Ms. Litten shared with the Board her plans to ask for funding for a position with programming, marketing, communication and community outreach responsibilities.. She discussed staffing at comparable libraries and ways to align staffing with the evolving needs of the community. The Board discussed the FY26 Budget.

Financial Report Review

Ms. Litten discussed the 2025 Financial Report and some details about the Report itself. The report must be submitted to the MBLC on or before Oct. 3, 2025,

Town Day Planning

Ms. Litten will be sending out a spreadsheet to the Board to sign up for Library booth shifts on Town Day. Ms. Litten has designed some information about surpassing 1,000,000 circulations. The Library will be offering tours, and a scavenger hunt for adults as activities at Town Day. Feedback boards using the "I like, I wish, I wonder, I want" feedback method will be available for visitors.

Director's Report

The Board reviewed the Director's Report. Ms. Litten highlighted her preliminary meetings with staff to look at staffing in libraries.

Foundation Liaison Update

Ms. Hampe reported that she was unable to attend the August meeting, but shared that the Foundation approved the Library's grant request. It was the first formal meeting in a while and included the new Director of Development Emily Robertson. The next meeting will be September 24. The Foundation closed out their year up by \$33,000, ending at \$191,000; overall

total investments are about \$430,000. Ms. Litten complimented Ms. Robertson's work in her new role. Ms. Calvin shared that she also met with Ms. Robertson, who will be joining the Board for the October meeting.

Friends Liaison Updates

Ms. Gruber reported that many Friends board members were absent at the most recent Friends meeting, but the major focus of the meeting was the Town Day Book Sale. There will also be a History of Robbins Library presentation featuring former library director Maryellen Loud. The Friends are also co-sponsoring an upcoming October author talk. There was no report from the Friends of Fox.

Communications and Announcements

There were no communications or announcements.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: October 14, 2025

The Board will continue to conduct hybrid meetings.

Adjournment (vote)

Ms. Gruber moved to adjourn. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Rao voted aye, and Mr. Quinlan voted aye. The meeting adjourned at 8:54 p.m.

Materials Distributed

- September 9, 2025 Trustee Agenda
- August 12, 2025 Meeting Minutes
- Program Policy Update
- Holidays- Proposed 2026 Trustees & Union
- August Circ Report
- August Director's Report
- FY26 Action Plan
- ARL FY26 Action Plan

Circulation Summary September 2025 with FYTD

5 Year Circulation	Sept 2022	Sept 2023	Sept 2024	Sept 2025
Total	71,674	78,773	81,979	82,614
Physical Materials	57,694	61,497	61,845	58,585
e-Resources	13,980	17,276	20,134	24,029

FY26 and FY25 YOY	Sept 2024	Sept 2025	Change	FY25	FY26	Change
Total Circulation	81,979	82,614	1%	259,363	264,887	2%
Total Physical Materials	61,845	58,585	-5%	195,898	191,863	-2%
Total e-resources	20,134	24,029	19%	63,465	73,024	15%
Adult Physical Materials	26,952	26,356	-2%	85,542	86,484	1%
Adult e-resources	15,820	18,489	17%	48,681	56,768	17%
Total Adult Materials	42,772	44,845	5%	134,223	143,252	7%
Teen Physical Materials	2,844	2,756	-3%	10,453	10,354	-1%
Teen e-resources	1,276	1,448	13%	4,582	4,435	-3%
Total Teen Materials	4,120	4,204	2%	15,035	14,789	-2%
Children's Physical Materials	32,049	29,473	-8%	99,903	95,025	-5%
Children's e-resources	3,038	4,092	35%	10,202	11,821	16%
Total Children's Materials	35,087	33,565	-4%	110,105	106,846	-3%

Robbins Adult Circulation -- September 2025 with YTD

	Sept 2024	Sept 2025	Gain/loss	% Change	FY25 Cumulative	FY26 Cumulative	% Change
Adult Books	17,647	17,860	213	1%	56,204	57,032	1%
eBooks	6,943	7,478	535	8%	22,411	23,558	5%
Total Books	24,590	25,338	748	3%	78,615	80,590	3%
Periodical	620	448	(172)	-28%	1,805	1,402	-22%
OverDrive Magazines	2394	3,573	1,179	49%	6,653	10,403	56%
Total Periodicals	3,014	4,021	1,007	33%	8,458	11,805	40%
Adult Video	4,146	4,373	227	5%	13,144	14,303	9%
eVideo	632	747	115	18%	1,886	2,281	21%
Total Video	4,778	5,120	342	7%	15,030	16,584	10%
Adult Audio--Music	288	192	(96)	-33%	1,036	610	-41%
eMusic	12	22	10	83%	51	51	0%
Total Music	300	214	(86)	-29%	1,087	661	-39%
Adult Audiobook	415	317	(98)	-24%	1,316	1,175	-11%
eAudiobooks	5,839	6,669	830	14%	17,680	20,475	16%
Total Adult Audiobook	6,254	6,986	732	12%	18,996	21,650	14%
Video Games	247	233	(14)	-6%	743	872	17%
ComCat	49	62	13	27%	139	162	17%
Non-MLN ILL	25	31	6	24%	62	75	21%
Museum Pass	260	190	(70)	-27%	1,102	837	-24%
Equipment	307	369	62	20%	843	1,223	45%
Art Prints	74	82	8	11%	293	282	-4%
Library of Things	157	201	44	28%	549	675	23%
Robbins Adult Totals	40,055	42,847	2,792	7%	125,917	135,416	8%

Robbins Teen Circulation-- September 2024 with YTD

	Sept 2024	Sept 2025	Gain/loss	% Change	FY25 Cumulative	FY26 Cumulative	% Change
Teen Book	2,408	2,070	(338)	-14%	8,994	8,362	-7%
ebook	690	874	184	27%	2,623	2,728	4%
Total Teen Book	3,098	2,944	(154)	-5%	11,617	11,090	-5%
Teen Magazine	2	-	-	0%	2	-	-100%
Total Teen Video	1	4	3	300%	26	16	-38%
YA Audio	18	5	(13)	-72%	56	29	-48%
OverDrive audiobook	586	574	(12)	-2%	1,959	1,707	-13%
Total Teen Audiobook	604	579	(25)	-4%	2,015	1,736	-14%
YA Video Game	210	200	(10)	-5%	669	652	-3%
Robbins Teen Totals	3,915	3,727	(188)	-5%	14,329	13,494	-6%

Robbins Children's Circulation -- September 2025 with YTD

	Sept 2024	Sept 2025	Gain/loss	% Change	FY25 Cumulative	FY26 Cumulative	% Change
J Book	23,658	22,279	(1,379)	-6%	75,771	72,799	-4%
eBook	1,829	2,530	701	38%	6,051	7,288	20%
Total J Book	25,487	24,809	(678)	-3%	81,822	80,087	-2%
J Magazine	26	14	(12)	-46%	93	74	-20%
Juvenile Video	391	295	(96)	-25%	1,414	1,111	-21%
eVideo	67	48	(19)	-28%	239	133	-44%
Total Juvenile Video	458	343	(115)	-25%	1,653	1,244	-25%
Juvenile Audio	768	766	(2)	0%	2,744	2,600	-5%
eAudio	1,142	1,514	372	33%	3,912	4,400	12%
Total J Audio	1,910	2,280	370	19%	6,656	7,000	5%
J Video Game	121	116	(5)	-4%	375	588	57%

J DIY & American Girl	68	98	30	44%	259	274	6%
J Game/Toy	-	1	1	0%	-	1	0%
J eReader	1	3	2	200%	12	19	58%
Total DIY, AG, and Games	69	102	33	48%	271	294	8%
Total Children's Circulation	28,071	27,664	(407)	-1%	90,870	89,287	-2%

Fox Adult Circulation -- September 2025 with YTD

	Sept 2024	Sept 2025	Gain/loss	% Change	FY25 Cumulative	FY26 Cumulative	% Change
Total Adult Books	2,094	2,122	28	1%	6,274	6,660	6%
Periodical	50	23	(27)	-54%	141	111	-21%
Total Adult Video	210	244	34	16%	766	642	-16%
Total Adult Audio	121	45	(76)	-63%	260	223	-14%
Video Game	5	9	4	80%	27	15	-44%
ComCat	3	14	11	367%	16	34	113%
Equipment	31	14	(17)		94	28	-70%
Fox Library of Things	33	45	12	36%	92	123	34%
Total Fox Adult Circulation	2,547	2,516	(31)	-1%	7,670	7,836	2%

Fox Teen and Children's Circulation -- September 2025 with YTD

	Sept 2024	Sept 2025	Gain/loss	% Change	FY25 Cumulative	FY26 Cumulative	% Change
Total Teen Book	196	460	264	135%	676	1,260	86%
Total Teen AV	-	1	1		2	3	50%
YA Console Game	9	16	7	78%	28	32	14%
Total Juv Book	6,610	5,573	(1,037)	-16%	17,975	16,433	-9%
J Magazine	1	-	-		1	-	
Total Juv Video	112	135	23	21%	415	395	-5%
Total Juv Audio	246	129	(117)	-48%	682	529	-22%
J Console Game	47	64	17	36%	162	202	25%
Totals YA and Juv	7,221	6,378	(843)	-12%	19,941	18,854	-5%

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
OCTOBER 14, 2025
AGENDA

Hybrid Meeting:
Robbins Library Conference Room with Remote Participation Options

All meetings of the Board of Library Trustees are subject to the State's Open Meeting Law as contained in the MGL, Chapter 39, Section 23A-23C. A Public Comment or "Community Time" period will be scheduled at each meeting to hear concerns of the general public (some exclusions may apply). Community attendees are welcome to raise new issues for future board agendas, identify community problems, and comment on past, present or future board agendas. The issues raised will not typically be debated at such time. While the public is permitted to attend an open meeting, an individual may not address the Board without permission of the chair. Each speaker may speak only once for a maximum of three (3) minutes.

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|-----------|---|
| 7:15 | Call to Order |
| 7:15-7:30 | ALF Development Director Emily Robertson |
| 7:30-7:35 | Foundation Liaison Update |
| 7:35-7:45 | Community Time |
| 7:45-7:50 | Approval of September 9 Minutes (vote) |
| 7:50-8:00 | Approval of FY26 Robbins Library Action Plan (vote) |
| 8:00-8:05 | Patron Conduct Policy (vote) |
| 8:05-8:20 | Preliminary Discussion FY27 Budget |
| 8:20-8:35 | Library Support Networks |
| 8:35-8:40 | Reading Room Art Working Group Update |
| 8:40-8:45 | Director's Report |
| 8:45-8:50 | Friends Liaison Updates |
| 8:50-9:00 | Communications and Announcements |
| 9:00-9:05 | Unanticipated Items |

9:05 Date of Next Meeting: Wednesday, November 12, 2025

9:05 Adjournment (vote needed)



Robbins Library FY26 Action Plan

“The Library is a vital resource. We create opportunities for lifelong learning, meaningful connection, and discovery for all. We offer outstanding collections and services to meet the evolving interests and needs of the Arlington community.”

Ongoing

Actions	Timeframe	By Whom
Ensure that policies are up-to-date, support library services and operations, and adhere to current law	Sept 2025-June 2026	Board of Trustees, Director
Ensure that collections, programs, and services evolve to meet the needs of residents	July-2025-June 2026	Director, Library Staff

GOAL 1: Ensure programs and collections evolve to meet residents’ needs

Actions	Timeframe	By Whom
Effectively use available reporting tools to maintain and weed collections, and to make cost effective decisions about funding	September 2025-May2026	Collection Managers
Advocate for data-based budget requests that support Arlington’s readers and library users.	Oct. 2025-June 2026	Full Board, Support Orgs

GOAL 2: Increase library access for and use by all community members

Actions	Timeframe	By Whom
Review staffing at “Town Manager 12” libraries and other comparable libraries	Nov. 2025-June 2026	Director
Review staff job descriptions to align roles with current library work	September 2025-June 2026	Director, Library Department

		Heads
Create a role of “school liaison” for Children’s team and implement an outreach schedule to APS	September 2025-May2026	Children’s and Teen Services, Library Admin
Advocate for library budgets that support needed staffing support	Oct. 2025-Dec. 2026	Full Board, Director

GOAL 3: Transform library spaces to improve services and better meet residents’ needs

Actions	Timeframe	By Whom
Conduct a full space analysis at Robbins Library and make recommendations for interior spaces to align with residents’ needs	January 2026-June 2026	Director, Staff, Full Board
Develop MOUs with library support groups	Oct. 2025-May, 2026	Director, Liaisons
Investigate Sustainable Libraries Certification	October 2025-March 2026	Staff Sustainability Team
Partner with Town Counsel in pursuing the next phase of the Winfield Robbins Art Print project	October 2025-June 2026	Director, Art Print Working Group, Town Counsel
Create a program to investigate the Reading Room paintings and recommend a course of action	Oct 2025- February 2026	Director, Reading Room Art Working Group
Investigate solutions to site limitations to rebuilding at the Fox Branch Library noted in the MPLCP and MAPC reports	November 2025-May 2026	Director, Fox Branch Committee, Town Partners
Investigate funding options including municipal, state, private, and other funding sources to support construction at the Fox Branch Library	October, 2025-June, 2026	Director, Board, Town and Private Partners





BOARD OF LIBRARY TRUSTEES	ARLINGTON LIBRARIES FOUNDATION	FRIENDS OF THE ROBBINS LIBRARY	THE FOX AND ROBBIN SHOP	THE FRIENDS OF FOX LIBRARY
Town Appointed Governing Board	Non-Profit Fundraising Organization	Non-Profit Membership Organization	Non-Profit Retail Shop	Non-Profit Support Organization
The Library Trustees oversee policies and manage funds held in Trust for the Library	The ALF raises private funds to enhance the Library's operations	The Friends support the Library with volunteer opportunities and targeted funding	The resale shop located in the Fox Branch Library provides operating support for the branch	The Friends of Fox formed to support the Fox Branch Library
<ul style="list-style-type: none"> • Seven appointed Trustees with staggered three-year terms • Establish operating and administrative policies for the Library with the Library Director • Advocate for excellent Library services • Administer all restricted and unrestricted Library Trust Funds • Assist in the preparation and presentation of the annual budget 	<ul style="list-style-type: none"> • The primary fundraising organization of the Library • The Foundation's goal is to enhance the Library's financial standing and provide operational support where needed most • Receive larger individual and corporate gifts and grants • Bridge the gap between assets and aspirations in order to maintain a world-class Library 	<ul style="list-style-type: none"> • The Friends' goal is to promote and support the programs, functions, resources and services of Arlington's public libraries • Provides targeted support for the Library of Things, DIY, and American Girl collections • Fully supports the museum pass program • Manage and run all Book Sales 	<ul style="list-style-type: none"> • The resale shop was founded to support the operations of the Fox Branch Library • Funds raised by the shop are donated to the Library each year to support materials and staffing 	

How Can You Get Involved?

<ul style="list-style-type: none"> • Read the Library's strategic plan • Sign up for the Library's newsletter • Share your feedback with the Director <p>🌐 robbinsLibrary.org</p>	<ul style="list-style-type: none"> • Donate to the Foundation • Follow the Foundation on social media • Learn more about joining the Foundation Board <p>🌐 arlingtonlibrariesfoundation.org</p>	<ul style="list-style-type: none"> • Become a member • Learn more about joining the Friends Board • Volunteers at a Book Sale <p>🌐 friendsofrobbinsLibrary.org</p>	<ul style="list-style-type: none"> • Donate and purchase gently used children's clothes and other items at the Fox and Robbin Shop <p>🌐 foxrobbinshop.com</p>	
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Working Collaboratively to Support Arlington's Libraries

Patron Conduct

Purpose

The Board of Library Trustees establishes rules of appropriate behavior to protect the rights and safety of library visitors and staff. This policy is designed to maintain a conducive environment for persons of all ages and abilities to study, read, browse, and enjoy the resources available at the library.

This policy applies to all library visitors. Please refer to the Child Safety Policy and the Teen Area Policy for specifics pertaining to those spaces.

To ensure that the Library is a welcoming environment for all:

1. Throughout the library, patrons should respect others and avoid engaging in loud conversations or noisy activities.
2. Snacks are permitted at the discretion of staff except in the Children's Room, near library technology, and in the Conference Room. Food that is hot or messy is not permitted. All patrons are expected to clean up after themselves and notify staff of any spill that needs attention. Beverages must be in covered containers.
3. The second floor of the Robbins Library is the designated quiet floor.
4. Patrons are responsible for their personal property. Please do not leave items unattended.
5. Service animals, as defined in the Americans with Disabilities Act, are welcome. No other animals are permitted, including emotional support animals.
6. The library reserves the right to awaken a sleeping person.
7. The library reserves the right to limit the size and number of bags or parcels.
8. If visitors have concerns about policies or procedures, or about another patron's behavior, please speak with a staff member.

Prohibited Activities

1. Engaging in any activity in violation of Federal, State, or local applicable law, or Library Policy.
2. Disturbing patrons in the library with loud noise, or other manner of disruptive behavior. See M.G.L. ch. 272, s. 41.
3. Threatening other patrons, volunteers, or staff, either verbally, physically, or in writing, including all forms of electronic media.
4. Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
5. Interfering with another's right to use the library or interfering with the library staff's performance of their duties.
6. Harassing behavior, as defined in M.G.L. ch. 265 s. 43A.

7. Being visibly intoxicated, possessing, selling or use of tobacco, marijuana, or alcohol, or illegal drugs.
8. Smoking in the area within 15 feet of an entranceway accessible to the public at any municipal building, childcare facility or health care institution, except that this shall not apply to a smoker transiting through such a fifteen-foot area (per Town Regulations Prohibiting Smoking in Workplaces and Public Places).
9. No person shall threaten the safety or rights of another person while on library premises by violent/disorderly behavior or by abusive/obscene language.
10. Congregating in any area of the library that blocks access to emergency exits, public entrances, or impedes access to library resources.
11. Using wheeled devices inside the library or on Library property except in designated areas, including use of bicycles, roller blades, skateboards, motorized or non-motorized scooters, or similar equipment. Bicycles should be left in the racks outside the building. These restrictions do not apply to ADA assistive devices or baby strollers.
12. Running, pushing, shoving, or throwing things on Library property.
13. Projecting sound from electronic devices.
14. Entering areas posted "Staff only" or non-public or locked areas without permission.
15. Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside the Library or on Library ground without Library authorization. Some sales are permitted with the approval of the Library Trustees, as described in the Meeting Room Use Policy.
16. Theft, vandalism or mutilation of library property or materials is punishable by law. See M.G.L ch. 226 s. 99A-100.).

Enforcement of this Policy

Enforcement of these rules will be conducted in a fair and reasonable manner. Failure to comply with these rules may result in:

1. withdrawal of a person's permission to remain on Library property and/or
2. issuance of a Notice of Trespass from Library property for a period of one day to indefinitely, as provided herein.

Approved by the Board of Trustees, February 11, 1997. Amended March 10, 1998; December 14 2004; June 15, 2010; August 11, 2015; December 10, 2019.

Library Director Report September, 2025

Strategic Plan Highlights

GOAL 1: Ensure Programs and Collection Evolve to Better Meet Residents' Needs

b) Expand co-creation of programs and events, using community expertise and partner resources more fully.

Admin/Trustees: Along with the revised Program Policy, launched the new "Program Proposal Form," giving an easy way for residents to suggest programs and help Library staff identify community partners.

d) Expand non-traditional collection offerings at both branches, with acquisitions response to current and emerging needs within the community.

Children's/Tech Services: A new Lunar New Year Holiday Collection in the Children's Room will help Arlington families find materials to create meaningful celebrations at home.

Other Department Highlights

Administration:

- Town Budget Season is underway. All Town Department Heads attended a meeting reviewing the Long Range Planning Committee's Sept. 12 meeting.
- Community excitement around a potential Fox + Housing project remains high. In the weeks after Casey Williams presentation at the September Trustees meeting, quite a few questions came our way about the status of the project. Anna also attended an AmpUp meeting about housing.
- The biannual Civic Academy heard the Library presentation. As always, lots of great questions.
- Another great Town Day, thanks to our great button-making volunteers, Trustees were able to engage in lots of great conversations. Too many booth visitors to count, a sure sign of a successful Town Day.
- Anna attended an ALA webinar on "Evolving Staff Roles." Making use of annual survey data, this webinar highlighted emerging roles in libraries across the nation.

Adult Services:

- Library Assistant Eric Tighe accepted the role of Library Intern and is moving to the new role effective Oct. 6. The Library Intern role was created to give hands on experience to MLS candidates, and it's always nice to give Library Assistants a chance to move to this role.
- Onboarded and trained new Librarian Substitute staff. We rely heavily on substitutes in many roles.
- There are now 175 people on the Cookbook Club mailing list, this event is our most popular monthly event for adults. Without additional staff, there is no way for this program to grow.
- An art print that has been missing for months was returned!
- The Local History Room reorganization project is nearing completion.
- Steven Prochet completed the transfer of items from the art print filing cabinet to the Local History Room.
- A new "Adult Scavenger Hunt" for Town Day was very successful.

Children's Services

- The Children's team partnered with Arlington EATS to create a book display for Hunger Action Week.
- We had a scavenger hunt in the Children's Room on Town Day
- New staff are settling in:
 - We are so excited to have Glori at the Fox as a part of our fabulous team! She's fitting right in and

- o we're hearing fabulous reviews from our patrons.
 - o Natalie jumped right in and weeded our picture book section, purchased new volumes, cleaned up the Parents Shelf, and updated label language and books.
 - o Colleen is whizzing through purchasing series and graphic novels, rearranging and updating the series shelves, parachute playing and always creating our amazing bulletin boards.
 - o Jamie is our D&D master and not only is arranging her own campaign programs but working with a fabulous teen, Oscar, to create some play for kids that just want a taste of D&D.
- Shifting away from Microsoft Office tools means that it's time for staff to master Canva for creating PR tools.

Circulation:

- The long weekend closure for Labor Day means a LOT of volume each year on the Tuesday after Labor Day.
- Lots of hiring continues as internal promotions mean that once a position is filled, another one opens.
- Many applicants for para-professional positions with the circulation team is a great problem to have.
- Interviewed candidates for part-time and substitute roles with the Circulation team.

Fox Branch Library:

- New Children's Librarian Glori Chase started with us Sept. 8 and dove right in! Less than a month in and she's almost completed her first Ingram purchases, starting up storytimes to begin Oct. 4, and has been getting to know our small patrons and their grownups. She is fitting in very well at Fox so far.
- Many thanks to the Technology Department for their efforts in fixing the Fox printing kiosk issues and making printing services available at the Branch.
- Eileen created comment card based on the one at Robbins and a flier that invites patrons to reach out to Anna to get updates about the potential new Fox building.
- The small team of permanent library assistants worked on a "circulation tips and tricks" document for substitute staff, especially important as we rely heavily on substitutes.
- Hiring continues, this time for a part time library assistant and substitute
- Conversations continue with Facilities about improving cleaning at Fox.

Technical Services:

- With all FY26 budgets approved by the end of August, ordering picks up in September. Orders go from selectors across the library to the Tech Services. In September, the team ordered over 1,000 books and other materials.
- The Tech Services Team supports classification projects throughout the building. In September, the Team supported reclassification in the Local History Room, the Fiction Room, and the Parent's Shelf in the Children's Room.

Technology:

- Regular check-ins with Vertikal6 for network security assessments
- Installed new credit card reader at Fox assisted remote tech to configure and test
- Reviewed Sierra issues with printing item record messages with Liza (MLN)

Teen Services:

- The school year is off to a great start the team counted 1000 visits by teen patrons to the library in September. The grade census whiteboard poll marked 260 individual teens who used the teen room in a two week period. Teen Advisory Board was attended by a record 20 teens. The Robbins Library Teen Area as a major destination for teens after school lets out, and the services and resources we are providing are resonating with users!
- Outreach partnerships with the schools have been off to a very solid start this school year. Teen Librarian Stephen Toropov had a very productive introductory meeting with the new Ottoson school librarian Jessica Nelson, and the partnership with AHS school librarian Stacy Kitsis remains strong and mutually productive.
- We purchased a new Nintendo Switch 2 video game console for the teen room and have integrated it into the existing Teen AV cart. This new equipment was much requested by Teens, will hopefully drive continued

program engagement, and will allow the Teen Department to test out the particular features of the system to help plan purchasing of games and equipment for the circulating Library of Things and Video Game collections.

- Looking forward, creative solutions to expand comfortable seating options in the Teen Area are required.
- With such heavy afterschool use of the Teen Room we need to support the areas of greatest need and are pulling back on programming. The Teen Graphic Novel Book Club is going on hiatus after the October meeting, and no further staff-led programming is expected to fit on the schedule until additional staff support is available for teen services.

Upcoming Events/Projects:

- Host Town Manager Jim Feeney for the annual Budget Presentation in November
- Create an RFP for a space study at Robbins.