

The Ayer Library
Director's Report for December 2019

Adult Programs & Activities:

Program/Presenter	Attendance	Date
Book Club – Reading <i>Eleanor Oliphant is Completely Fine</i>	5	December 5
Holiday Open House	111	December 7
Genealogy Club	3	December 10
Plastic Bag Watercolor Painting	9	December 11
Family Board Game Night	12	December 12
Family Board Game Night	4	December 26
<i>Crochet Crafting: Snowman</i> with Justine Paulson	3	December 28

- Displays:
 - Holiday books and media display
 - Winter Holidays and Crafts

New Books on Wheels Service launches!

- On Friday, December 13th, we launched our new Books on Wheels service with a visit to the Nashoba Park Assisted Living facility. Assistant Director Samantha Benoit and Circulation and Outreach Librarian Christina Zoller were joined by Friends of the Ayer Library board member Carol Horgan to deliver an assortment of items to seven residents. The recipients were very excited, and even began swapping items back and forth. We'll return in early January to pick up any returns and to deliver new books, DVDs, music CDs, etc. We're looking for more delivery customers, too! If you or someone you know in town can't visit the Library but would like to borrow library materials, please contact the Library or see the "Books on Wheels" page on our website for application information.

Library Director's Activities:

- I attended the Town of Ayer's Department Directors' meeting on December 11th.
- I finalized and submitted the preliminary draft of the Library's FY2021 operating budget to Town Hall on December 12th.
- The Library's new Head of Adult Services Barbara Cheeks joined Assistant Director Samantha Benoit, Head of Children's Services Amy Leonard, and me on Friday, December 13th for our first management team meeting since she started work. We discussed a number of ongoing and anticipated projects and events.
- On December 18th, I met with Shawn Hehir and a network engineer from CTS Services, for a detailed walk-through of the Library's IT systems and discussion of our needs. I anticipate receiving a quote for equipment, software, and services from CTS early in January.
- Assistant Director Samantha and I met with three staff members from MassCor Industries on December 18th for a final review and sign-off of the plans for the new circulation desks that MassCor will be fabricating for the library. We expect that the desks will be delivered and installed at the end of March or the beginning of April.

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- On December 19th, Samantha and I met with Friends of the Ayer Library board member Laurie Sabol to discuss the idea of the Friends funding additional discount passes to museums and cultural institutions. This would be in addition to the passes that are currently on offer and paid for through our operations budget. Laurie has researched the passes offered by many of the libraries in our area so that we could compare our offerings. We'll continue the discussion at the Friends meeting in January.

Library Operations:

- New Ayer Library website: Circulation Librarians Thomas Tagliavento, Christina Zoller, and I worked diligently to prepare the Library's new website for a December 31 launch. We participated in an online training session with site platform developer Aaron Schmidt of InFlux Library User Experience and then met twice over the course of the month to discuss how to lay out the new site and what information we wanted to be sure to transfer from the old site before launch. By the time you read this, the site will have been up for at least two weeks. It is going to be a work-in-progress for a little while, so please let us know what you think about it.
- A site visit by Chris Hancock of CW MARS on December 9th successfully resolved the slower-than-expected download speeds on the 30 MBPS fiber-optic line that connects our staff PCs to C/WMARS' network and provides the internet connection for our new public WiFi network. The problem turned out to be due to communication error between the Juniper switch on the fiber-optic line and the CW MARS modem and was fixed by a change in the switch settings.
- On December 10th, Ayer Facilities Director Chuck Schultz and I toured the building with two engineers from American Energy Management, the company that will be installing the new control system for our HVAC system at some point in 2020.
- On December 10th, Fish Window Cleaning sent a crew to clean the gutters on the library's exterior.
- Henry Renaud of Renaud Electrical Service came by to repair/replace bulbs in two exterior light fixtures on December 10th. He returned on December 23rd with a bucket truck and replaced four light fixtures on poles in the Library's parking lot with new LED fixtures. Two of the old fixtures had failed and, since the bucket truck is an added cost, we decided to replace all the fixtures at once with the efficient LEDs. The LEDs will use only about 10% of the electricity of the old bulbs and will also last a lot longer. Henry also installed a replacement part for the light on the granite sign at the library entrance that had been broken by apparent vandalism back in November.
- Nashoba Security repaired one of the doors at the entrance to the Children's Room on December 11th. We'd had recent occasional trouble getting this door to lock securely at the end of the day.
- The Library closed on Tuesday, December 17th, due to the snowy/icy weather. The December Board of Trustees meeting scheduled for that evening was canceled.

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- The carpets in the entire library were steam-cleaned on December 23rd. Duraclean Master Cleaners was hired to do the work and did a great job, including removing a number of stains in the Teen Room. Duraclean will return in January to clean and wax the vinyl tile flooring in the building. My thanks go to the library staff on duty Saturday, December 21st for moving a lot of furniture out of the way in advance.

Youth Services Programs & Activities:

Program	Attendance	Date
Story Ninja (Snowballs)	6	December 3
Ayer Family Partnership Music and Movement (Special Guest Mr. Vic)	55	December 4
Storytime (Special Guest Amy from Bang-a-Rang Yoga)	31	December 5
Story Ninja (Gingerbread Houses)	29	December 10
Ayer Family Partnership Center Music and Movement	21	December 11
Storytime (Special Guest Strega Mama)	29	December 12
Ayer Family Partnership Center Music and Movement	23	December 18
Storytime (Christmas)	7	December 19

- We had a couple of programs postponed due to weather, but all-in-all December was smooth sailing.
- Amy, Christina, and Justine have started planning for Summer Reading 2020! We have a tentative Kick-off date of Thursday, June 25th!

- **Young Adult (YA)/Teen Programs & Activities:**

- In December, the Makerspace crafting activities featured holiday wreaths and dancing figurines.

I would like to thank the following Ayer Library staff members for their contributions to this report: Samantha Benoit, Autumn Dore, Amy Leonard, Justine Paulson, Thomas Tagliavento, and Christina Zoller.

Respectfully,

Tim Silva
Library Director