

The Ayer Library

Director's Report for May 2020

Operations at the Library

- The Library building remains closed and all in-person Library programs scheduled through the month of May have been canceled or postponed.
- Book drops remain closed and locked. Please continue to hold on to the books, DVDs, and other items that you've borrowed until further notice. All due dates have been extended and no late fees will be charged.
- **Even though the building is closed, library staff members are still available to help answer questions, assist you with online library materials, and so forth.**
- **To request assistance from one of our staff members**
 - **By telephone: Please call 978-772-8250 and then press 0 when you hear the answering message begin to play. You will be able to leave a voice mail message, and someone will return your call as soon as possible.**
 - **By email: Send your message to ayerlibrary@cwmar.org and someone will be in touch with you as soon as possible.**
 - **On Facebook: Message us or post a question to www.facebook.com/AyerLibrary and someone will respond as soon as possible.**
- The Library's WIFI network remains on and available 24 hours a day and seven days a week. The signal extends far enough to cover the library parking lot.

May updates:

- **On Tuesday, May 26th, library staff returned to the building for scheduled shifts from 10 AM – 2 PM in rotating teams of three to begin preparing for curbside service.**
- **Beginning June 2nd, library staff will be in the building from 10 AM-5 PM Tuesday-Friday. Books drops will be open during that time. We expect to start curbside service for books, DVDs, and other physical items on June 9th. More details are available on the Library's website (ayerlibrary.org) and on our Facebook page.**

Library Director's Activities:

- Assistant Director Samantha Benoit, Head of Youth Services Amy Leonard, and Head of Adult Services Barbara Cheeks and I met via a weekly conference call each Tuesday in May.
- Zoom meeting with CWMARS' Systems/Networking Director Anne Savoie and other library directors on May 7th to review current and upcoming changes to CWMARS' Information Technology (IT) services available to consortium libraries.
- Phone meeting on May 7th with Mass. Library System Advisor Michelle Eberle to discuss current recommendations for pursuing library strategic planning projects.
- Participated in Zoom meetings with CWMARS library directors and staff on May 6th and May 21st to discuss COVID-19-related issues and share information.
- The Ayer Library Board of Trustees met via Zoom on May 27, 2020. The meeting recording is available on the Ayer Public Access Corporation (APAC) website.

The Ayer Library

Director's Report for May 2020

Library Operations:

- Samantha, Amy, and Barbara have been touching base with the rest of the staff on a regular basis. Samantha has been giving weekly tasks to the rest of the staff, including:
 - Come up with a Top 20 list of things you recommend. It could be songs you're listening to, books you've read recently, podcasts, etc.
 - Brainstorm library projects that can be done individually or in teams of two (planning for when we can bring staff back into the building)
 - Review the draft procedures for curbside pickup and imagine yourself as a patron – what information is missing, what questions might you have?
- Head of Youth Services Amy Leonard and Head of Adult Services Barbara Cheeks have been leading the planning and development of virtual Summer Reading activities and programs. Some of our contracted performers may be able to adapt their programs to virtual presentation, but others may not. Barbara and Amy are both working with an online platform called Beanstack (which is new to our library) that will allow patrons to sign up for our Summer Reading programs, games, and reading challenges.
- The Library staff participated in a virtual "all-staff" meeting on Tuesday, May 19th to update everyone on the latest conditions and to discuss the current status of our plans to restore services from the library building.
- Samantha and Tim received training from Jim Thyne of American Energy Management on the operation of the newly installed HVAC control system in the library on May 29th.
- **May Programming Highlights:** Content provided by library staff on Facebook in May.
 - Monday Munchies – featuring easy-to-make recipes
 - Facts of the Week (Tuesdays). Example: Did you know that Captain Crunch's full name is...? (Answer below)
 - Video Story Times (Wednesdays or Thursdays), featuring Ayer Library staff and friends!
 - Social Distancing Watch Party (Fridays)– featuring *Despicable Me*, *The Shawshank Redemption*, *Indiana Jones & the Raiders of the Lost Ark*, *Hook*, and *Sherlock Holmes* (the Robert Downey, Jr. version)
- **May Collection Development highlights:**
 - Added eAudiobooks, digital comics & graphic novels, and streaming video - including Acorn TV (British TV shows), IndieFlix (independent films), and Qello (recorded concert videos) - through a new subscription to RBDigital. These digital materials are available to Ayer Library cardholders via the Library's website or the RBDigital app.
 - We continued to purchase eBooks and eAudiobooks for our OverDrive collection.
 - Ancestry.com's Library Edition, normally only available in the Library building, is now available to Ayer cardholders at home through the Library's web page. This change will be in effect through the end of June 2020 (at least).

The Ayer Library
Director's Report for May 2020

Library Maintenance:

- Able Landscapers began seasonal maintenance on the library property on May 5, cleaning up from the winter and mowing the grass for the first time. On May 6th and 7th, Able Landscapers returned to weed, edge, and put fresh bark mulch on the library's planting beds.
- Henry Renaud of Renaud Electrical spent parts of three days working to install electric, phone & internet wiring into the new Children's Circulation Desk.
- Ayer's Director of Facilities Maintenance Chuck Schultz visited the library on May 19th with a plumber from G & L Plumbing to look at some of the long-overdue repair work needed to get the HVAC system working completely. When AEM tested the new control system, they (re)discovered a number of faulty valves and other mechanical parts within the system that have been preventing the system from operating at peak effectiveness. G & L will provide us with a quote for the work to be done.
- Chris Hancock of C/WMARS visited the library on May 28th to install a 4th WiFi access point (WAP) in the building. When we closed the building to the public in March, one of the existing WAPs in the building was moved in order to extend the WiFi across the parking lot. This additional WAP will allow us to continue to provide WiFi throughout the building and across the parking lot once the building reopens.

Respectfully,

Tim Silva
Library Director

Fun Fact Answer: Captain Crunch's full name is Horatio Magellan Crunch (according to *Reader's Digest*)