

The Ayer Library

Director's Report for September 2020

September Updates to Library Operations

- **Ayer Library curbside service now available Wednesday evenings.** As of September 23, library staff are working in the building from noon to 7 PM on Wednesdays to provide curbside pickup into the evening hours.
- **Friends of the Ayer Library Book Sale, October 17th**
The Friends of the Ayer Library will be hosting an outdoor book sale in the Library's parking lot on Saturday, October 17th from 10 AM – 2 PM (rain date: October 24th). More details on the book sale are available on the Library's web page. Proceeds from the book sale benefit the Library's public programming.
- The Library will not be offering curbside service on the day of the Friends' Book Sale.
- Assistant Director Samantha Benoit and I have been helping to facilitate the sorting of books for the book sale by providing access to the Teen Room on Mondays where Friends members have been working to organize the sale.
- New "Window Shopping" Display: We're trying to get creative with our now very limited display space. New and featured items from the Library's Adult collection are now hanging in the window next to the main entrance. Patrons can window shop and call the front desk to pick out an item from the window. Items are then checked out and given directly to the patron.
- Child and Teen "Curbside Crafts" were a success during summer reading, so we're continuing them into the fall along with a new Adult craft.
 - For September, crafts included: Juv- Black Panther Masks (honor passing of Chadwick Boseman), Ruth Bader Ginsburg activity pages, Geronimo Stilton Newspaper search, coloring mazes YA- Jeweled elastic bracelets, pipe cleaner parachutists, magnet buggies, pipe cleaner super heroes, mini book keychain dangles, glass bead magnets
 - Adult "Take and Make" crafts launched, the first craft was a tassel keychain.
- We held an in-person All-Staff Meeting - with everyone masked and physically distant – at the Library on Friday, September 4th. After a number of service updates and some discussion about what we might expect this fall as the pandemic continues, we adjourned to the outdoors for some ice cream.
- We added some additional outdoor seating on the Library grounds in the form of two wooden picnic tables purchased from Moore Lumber.

"Normal" COVID-19 Operations at the Library

- Library staff are working at the Ayer Library Tuesday, Thursday, and Friday from 10 AM to 5 PM, Wednesday from noon to 7 PM, and Saturday from 10 AM to 2 PM. The library building remains closed to the public but, since June 9th, curbside pickup of books, DVDs, and other physical items is available by appointment. More details are available on the Library's website (ayerlibrary.org) and on our Facebook page.
- Book drops are open to accept returns. No late fees will be charged on overdue items.
- All in-person Library programs scheduled through the fall months have been canceled or postponed, but video Story Times and other online programs continue, and more are in the works for the fall and winter months.

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- Even though the building is closed, library staff members are available to fill requests for books and DVDs to be picked up curbside, to help answer questions, or assist you with online library materials, etc.
- To request assistance from one of our staff members
 - By telephone: Please call 978-772-8250.
 - 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.
- The staff of the Ayer Library continue to work hard to restore library services while also working safely:
 - The staff is divided into two teams of five, with the teams working alternating days to maintain separation.
 - Returned items are being quarantined on tables in the historic Reading Room for 72 hours before being re-shelved or checked out to another patron.
 - Workstations and desk surfaces are being cleaned by staff at the end of each day, if not more frequently, in addition to the disinfecting provided by our cleaning contractor on a daily basis.
 - Staff members do their best to remain physically distant from each other while working, and wear face masks inside the building when they can't do so.

Library Director's Activities:

- IT Infrastructure projects
 - I met with a representative of CTS IT services on September 3rd over Zoom to restart a discussion of the Library's IT infrastructure needs, specifically with respect to a file server and software to allow staff to work together more efficiently and, as necessary, remotely. This is a project that had been interrupted by the pandemic.
 - On September 16th, I had a follow-up Zoom meeting with representatives of White Mountain IT services to discuss the Library's IT infrastructure needs.
 - On September 8th, I had an online meeting with representatives from Faronics software about renewing and/or upgrading the Deep Freeze software we use to secure our public PCs.
- I participated in CWMARS Users' Council Meeting via Zoom on September 29th. Although the network's annual budget planning has been slowed by the lack of a state budget for the rest of the year, the member libraries approved several proposals intended to improve access to the internet and to library materials for patrons across the network.
- The Ayer Library Board of Trustees met via Zoom on September 17, 2020. The meeting recording is available on the Ayer Public Access Corporation (APAC) website.

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- The Library's administrative STAB (Samantha, Tim, Amy, Barbara) team met virtually on September 3rd, 10th, 23rd.

Library Maintenance:

- A safety inspector from the Commonwealth of Massachusetts performed the annual inspection of the Library's boiler on September 9th.
- Country Glass installed two pieces of tempered glass on the work surfaces of the new Children's Circulation Desk on September 15th.
- On September 21st, Joe from Moore Enterprises returned to the Library with a new phone for the 2nd workstation on the Main Circulation Desk. He also moved our fax line to make it more convenient for us to provide curbside fax service.

My thanks to Amy Leonard, Barbara Cheeks, Samantha Benoit, and the rest of the Ayer Library staff for their contributions to this report.

Respectfully,

Tim Silva
Library Director