

The Ayer Library

Director's Report for November 2020

November Updates to Library Operations

- **We launched our new WiFi Hotspot Lending program just before Thanksgiving.**
 - We have 18 WiFi hotspot devices to loan. Each device can connect up to 15 other devices (laptops, smartphones, etc) to the internet over TMobile's cellular network.
 - We also have 6 tablet computers that can connect to the internet over TMobile's cellular network AND ALSO connect up to 10 other devices.
 - A standard loan period is three weeks, but borrowers that meet certain criteria may borrow the devices for longer periods of time. Call the Library or visit our website for more details.
 - Funding for these devices comes from the Massachusetts Department of Housing and Community Development, which is overseeing the COVID Impact Community Development Block Grant that is paying for the program.
- Curbside bags picked up in November: 468
- Working on a collaboration with Ayer Park & Rec/Boy Scouts/Ayer Library story walk for November with the book *Three Little Kittens* by Paul Galdone
- Launched Kids Play Page on our website to enrich reading experiences. The page contains links to educational games, stories, and other fun learning content for kids.
- November Kids Book Bundle Themes: Dinosaurs & Thanksgiving
- Year to Date: Book Budget evaluation, spending management- are we on track to meet the state guidelines of expenditure percentages.
- Adult Brain Bundles (packets of word games, puzzles, coloring activities for grown-ups) created for curbside pickup. There's a new one each week in November.
- Ayer Cultural Council grant submitted for 2021: Through Me To You Puppetry, offering educationally fun virtual and Zoom library classes.
- Adult Creative Crafting for Nov. Mini Dot Art canvas
- Pastel Paint Class Zoom Event with Greg Maichak 11/1
 - (7 attended)
 - Grant reapplied for for next year & 11/2021 date picked
- Strega Mama's Secret Pizza Party - Video Story Time 11/5/20
- Video Story Time with Eben Goldman:
 - 11/19 - *'The Secret of Saying Thanks'* by Douglas Wood
 - 11/26 - *'Tyrannosaurus Rex vs Edna the Very First Chicken'* by Douglas Rees
- Kids and Teen Curbside Crafts for November:
 - Teen - Triceratops Bookmarks, Flying Pterodactyl Puppets, Pipe Cleaner Chameleons, Pom Pom Turtles
 - Kids - Dino-Mite headbands, Dino 3D bookmarks, Dino-exercises and dino- shape project, Snoopy Thanksgiving placemats
- Friends' Book Sale wrap-up
 - We weeded over 7,000 items from the shelves, most of which were put in the book sale. The Friends sold more than half of the items. Remaining Large Print

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books were donated to the residents of the Nashoba Park community. The rest of the leftovers were picked up by a book

- With weeding almost complete we can start to shift parts of our collection. One goal we have is to make the Biography section more accessible.
- We also have a new homeschooling materials collection that should be ready to circulate by the end of the month.

“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.
- Faxing, photocopying, and document printing are also available at curbside. 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.
- 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.

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Library Director's Activities:

- FY2022 Operating Budget: I presented a draft operating budget for FY2022 to the Library's Board of Trustees at the Board's November 18th meeting. The deadline for submitting budget requests to the Town Manager has been moved up by two weeks this year to December 4th, so the Library Board will meet on the third to review and vote on the budget.
- IT Infrastructure projects
 - On Tuesday, November 30th, Chris Hancock of CWMARS installed a new internet switch under the Main Circulation Desk which allowed me to set up a new computer at the 2nd work station.
- The Ayer Library Board of Trustees met via Zoom on November 12th, 2020. The meeting recording is available on the Ayer Public Access Corporation (APAC) website.
- On Tuesday, November 17th, I spoke to the Town of Ayer's Capital Planning Committee via Zoom about the Library's FY2022 request for \$12,000 to repair or replace a number of valves, dampers, and other worn out parts of the Library's HVAC system.
- On Wednesday, November 18th, I attended the Town of Ayer's Department Heads' Meeting via Zoom.
- The Library's administrative STAB (Samantha, Tim, Amy, Barbara) team met virtually on October 5th, 12th, 19th, and 24th.

Library Maintenance:

- Able Landscapers visited the Library to begin the fall cleanup of the property.
- Ayer Facilities Director Chuck Shultz and I met with Luke Tripp from Lookout Security on October 22nd to discuss some needed repairs and upgrades to our building security system. Outlook sent us a proposal November 3rd.

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