

The Ayer Library
Director's Report for August 2022

CURRENT OPERATIONS

- As of March 4, 2022, the Library is following the Town of Ayer's mask mandate. Masks are recommended but not required for library visitors and staff.
- We continue to offer curbside pickup service via the Curbside Shed. The default pickup location for requested items is the Main Desk. Please call us to have your requested items placed in the shed.
- The Friends' Book Cellar on the Ground Floor is open.
- The library's hours through at least the end of 2022 remain:
 - Tuesday 10am – 6pm
 - Wednesday 10am – 8pm
 - Thursday 10am – 6pm
 - Friday 10am – 5pm
 - Saturday 9am – 2pm

AUGUST UPDATES

PERSONNEL

- New Library Director Luke Kirkland started on August 2. He is planning to go on parental leave for 8 weeks starting September 7 barring an early delivery.
- Assistant Director Samantha Benoit's last day was August 5. Plans for her replacement will be on hold until after Library Director Luke Kirkland returns from parental leave.
- Head of Adult Services Barbara Cheeks will be the Acting Director during Luke's leave. Luke and Barbara have drafted a Memorandum of Agreement regarding expectations and terms of Barbara's service.
- Luke started his leave as of August 30 after the birth of his son Angus.
- Volunteer Round up: Jan.- Aug 2022: 10 Volunteers with 256 hours. Youth Services, Adult, Tax write off (*Not included in this number, Don Comeau' hours)

SUMMER READING

Summer Reading wrapped up another successful year!

- 1,152 Total Program In person Attendance All Ages
- Passive programming participation: 1,559 All Ages
- Ayer Cultural Council Funded program: Elijah T Grasshopper and Friends Concert
- Local Heros support: DCOP J. Bigelow, Ayer DPW, First Robotics 495 ASRHS
- Friends Funding: Strega Mama, Animal Craze

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Bean Stack Totals

- o Children:
 - Registered – 106
 - Completed Activities – 227
 - Badges Earned – 1,695
 - Books Read – 1,585
- o Teens:
 - Registered – 24
 - Badges Earned – 148
 - Books Read – 182
- o Adults:
 - Registered – 55
 - Earned Badges- 409
 - Completed Activities – 97
 - Reviews Written – 36
 - Books Read – 263

CHILDREN'S PROGRAMMING

Programs are being presented by the Head of Youth Services Amy Leonard, Circulation Librarian Becca Kranz, and some special guests.

- Storytimes:
 - o 8/2 Andromeda One - 71
 - o 8/11 Animal Craze (Funded by Friends) - 165
 - o 8/18 Strega Mama Summer Spectacular (Funded by Friends)
 - o Schools attended: Ayer Community School, plus 3 home daycare programs
- Kids Displays: National Geographic Fun, Cooking, Robotics, Farm animals
- Teen Programs:
 - o 8/9 Recycled Sculpture - 8
- Teen Displays: MA Teen Choice Awards

ADULT PROGRAMMING

Programs are being presented by the Head of Adult Services Barbara Cheeks.

- Book Club: Golden Hotel - 3
- Adult Craft: Family Crest - 15 (summer total of 35)
- Spice Kit: Mediterranean - 20
- Murder Mystery Packs: - 18 (summer total of 38)
- Spring Brain Bundles: 140
- Adult Book Displays: Summer Days, Off the Beaten Path, Mystery Book (summer reading badge), Blind Date with a Book (summer reading badge)
- Curbside pick-ups: 6

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SOCIAL MEDIA

- Facebook Posts:
 - **Facebook Numbers - August**
 - Total reach: 6,181
 -
 - **Top five posts with the highest reach that month:**
 - Seed Savers - 1,387
 - Strega Mama Face Paint/Balloons - 1,361
 - Mural Design Contest - 1,293
 - Adult Summer Reading Challenges - 1,161
 - Animal Craze - 979

The number of people who saw any content from your page or about your page, including posts, stories, ads, social information from people who interact with your page, and more. Reach is different from impressions, which may include multiple views of your posts by the same people. Reach refers to individual numbers, not multiple views of your posts by the same people. Reach can include the number of people who had the post in their Facebook newsfeed, clicking "read more", clicking on the image of the post, etc.

BUILDING MAINTENANCE

- The Reading Room Ceiling has been repaired. The smoke detectors need to be reinstalled. Chuck Shultz dropped the smoke detectors power lines down into the ceiling on 8/23. Easton Electronics will return to complete the connections.
- The Trustees voted at their August 11, 2022 Board Meeting to authorize the use of Trustee funds for the repair of the Library heating system. Chuck Shultz has delivered a document outlining the repair plan and shared additional details verbally. Phase 1 should begin September 12; he is hoping repairs will not exceed 3 days. Phase 2 should be completed simultaneously or shortly after. Phases 1 and 2 will get the heating system in good working order. Chuck will have more information on a Phase 3 timeline after he returns from leave.

BEHIND-THE-SCENES

- Barbara updated our Community Bulletin Board Policy. I have reviewed it and submit it for Trustees approval.
- Barbara and I received a MUNIS Bill-Pay Training from Asst Accountant Kerry Cooper and successfully submitted our first set of bills without issue!
- Aldrich Astronomical Society Telescope delivered the telescope August 25 and trained Keith, Becca, Barbara, and Luke in its use.
- Samantha Benoit submitted the ARIS report and left notes regarding much of the Financial Report. I have identified the sources of all figures and confirmed many with the help of Assistant Accountant Kerry Cooper. I have entered all of the figures into the Financial Report Form. Kevin Johnston has promised confirmation of one final figure. Regardless, Baker and Taylor, who provide the web portal for the submission of MBLC

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forms, suffered a ransomware attack that has prevented every library from submitting the form. We are receiving status updates daily.

DIRECTOR ACTIVITY

- I spent most of my first week being trained by outgoing Assistant Director Samantha Benoit on all sorts of essentials of her position, including payroll processing, bill payment, vendors, the budget, ARIS, the Financial Report, and more.
- 8/4/22 - Met with Robert and Carly to introduce myself and learn more about the HVAC repair situation.
- 8/5/22 - Attended a CW MARS Executive Board Meeting.
- 8/9/22 - Attended a CW MARS New Director Orientation.
- 8/9/22 - Received a facilities tour of the building from Chuck Shultz including a history of the HVAC repairs and plans for imminent maintenance.
- 8/9/22 - Met with Cindy Knox to better understand the IT arrangement between the Town and Library.
- 8/9/22 - Met with members of the Friends in anticipation of the Fall Newsletter.
- 8/9/22 - CW MARS has created a new Library Director mentor program. My mentor is Peishan Bradley of the Sargent Memorial Library in Boxborough, who I had already been connected with by her mother-in-law who happens to be the former President of the Friends of the Waltham Public Library. We met to introduce ourselves and talk through some early questions I had for her.
- 8/10/22 - Attended the CW MARS directors meeting. These will now occur quarterly.
- 8/11/22 - State Aid Workshop – How to submit ARIS (Mass Board of Library Commissioners, Luke)
- 8/11/22 - Attended my first Trustees meeting. The Board approved funding of HVAC repairs.
- 8/12/22 - Met with Kelly Linehan, Director of Waltham Public Library, for guidance on some unfamiliar matters to me as a new director.
- 8/18/22 - Barbara and I received training in the MUNIS bill-pay system from Assistant Accountant Kerry Cooper (Town of Ayer, Luke and Barbara)
- Conducted one-hour one-on-one get-to-know-you meetings with all staff members and several Trustees.
- 8/23/22 - Attended Bystander Intervention & Conflict De-Escalation led by Right To Be and offered by CW MARS.
- 8/23/22 - Met with our Massachusetts Library System liaison, Kristi Chadwick, to seek guidance and learn more about the services she can provide us.
- 8/25/22 - Met with Heidi and Becca to make a plan for resurrecting our Instagram account and beefing up our social media content. We have already established a set of procedures and everyone is excited about this new project.
- 8/26/22 - Met with friend Sondra Murphy, Director of the Gladys E. Kelly Library in Webster, MA for insights into directorship and CW MARS.

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- 8/26/22 - At the suggestion of Kristi Chadwick, met with Rob Favini, Head of Library Advisory and Development for the Massachusetts Board of Library Commissioners to learn more about what support the MBLC offers new directors.
- Barbara, Amy, and I met weekly to stay on top of library-wide goings-on.
- I spent a lot of time combing through and organizing documents that were left to me and consolidating them with our Google Drive documents.
- I spent a lot of time going through the Policy Manual and Trustee Handbook.
- I spent a lot of time trying to understand the FY23 budget and crunched a fair bit of numbers to begin thinking about the FY24 budget that I will have to start assembling upon my return in November.

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

Respectfully,
Luke Kirkland
Library Director