

# AYER LIBRARY DIRECTOR'S REPORT

November 2022

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## FACILITIES

- Wires have been pulled through the building to prepare for the Town-wide VOIP phone system. Some additional lines were pulled to add Internet connections to certain areas if desired.
- Luke met with Anne Savoie, Systems/Networking Manager for CW MARS, for a site visit on November 14 to better understand the IT equipment and services currently being used for the library. We discussed what equipment we will be needing to replace or update in the coming years, including what equipment we might need to purchase to facilitate the VOIP phone system. She will be returning December 12 to meet with me and Chuck to finish that conversation and make a plan.
- Luke has been in touch with Able Landscapers to clarify the services we are receiving, and has obtained a copy of the most recent contract. They performed a fall cleanup.
- HVAC repairs continued November 15 as planned. But the November 21 repairs were derailed when a part broke and workers were called from the site to address outages elsewhere. Some repairs continued November 23. Chuck communicated that the repairs that were to be done November 21 will be done November 30. Costs for the repairs are expected to still fall within the original budget. Chuck is in the process of preparing an update regarding the invoices. He will be attending the December 8 meeting and will share the information he has.
- Chuck walked me through the building showing the damage concerns from the leaking roof on November 15. During the rainstorm on November 16, I witnessed the leaks I have been told about. Both were minimal but noticeable. We are hopeful the Town will approve our FY24 Capital Budget request so that we can patch these leaks before more damage occurs.

- Chuck repaired the Ground Floor's automatic doors on November 29. One issue was a simple battery replacement for one of the buttons. The other was a hardware malfunction that staff will need to be mindful of. The initial repair resolved the issue but it appears to still be sticking. I will follow up.
  - Luke spoke with a Citron representative to be updated on services they are providing and explore other offerings. He has asked for a quote to provide menstrual product dispensers. They no longer offer sharps containers—Luke is researching alternatives.
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## PERSONNEL

- Luke has been devoting significant time to researching the library's needs and exploring options for meeting them. He is sharing his plan for moving forward at the December 8 meeting.
  - Barbara finished another installment of the MLS Basic Library Techniques course, this time on administration.
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## OPERATIONS

- Luke, Barbara, and Amy met on November 4, 10, and 23rd.
- Luke has been in contact with CW MARS about the process of Going Fine-Free. Because museum passes are booked to be used on a specific date and returning them late would mean depriving another patron of an experience they have been planning on, we agree museum passes as the only items we still want to maintain fines on.
- Luke updated the Action Plan spreadsheet to have a fuller picture of the progress staff have made on activities.
- Luke has scheduled weekly all-staff meetings for Fridays at 9AM starting December 2. We will use this time to share information about the work we are all doing and to establish open lines of communication and professional norms.
- We have had several people out sick for various reasons this month, contributing to a crunch in coverage. Staff have stepped up to fill in gaps however necessary. Their flexibility is much appreciated. Luke enjoyed an opportunity to do a storytime!

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# PROGRAMMING

## Children's Programs

- 11/3: Apples with Pets and People therapy dog visit - 43 people
- 11/10: Busy Little Squirrel - 43 people
- 11/12: Dinosaur Scavenger Hunt - 32 people (Congratulations to Raye for putting together a fabulous event that brought a huge crowd on a Saturday!)
- 11/17: Thank You for Thanksgiving - 43 people

## Teen Programs

- 11/2: Duct Tape - 4 people (Luke sat in on this program to see Becca in action—she has such a wonderful manner with young people!)
- 11/30: YA game night - 3 people

## Adult Programs

- 11/2: Mushroom Foraging Talk with Jonathan Kranz - 32 live & via Zoom (This event had a fantastic attendance and energy. Great job Barbara!)
- 11/5: Greg Maichack Virtual Pastel Class - 12 via Zoom
- 11/12: Ayer Film Society Presents *Dr. Strangelove* - 4
- 11/14: Elf Class - 7 & 11/19: Elf Class - 8 (Barbara put a ton of work into these programs and created some really clever and adorable kits for participants.)
- 11/19: Book Group: *Cerulean Sea* by TJ Klune - 5

## Takeaways

- Brain Bundles - 310
- Adult Craft: Morse Code Bracelets - 25 (Barbara and Heidi collaborated on a really well-conceived craft offering. Great job!)
- Spice Kit: Pumpkin Pie Spice - 25

## Displays

- Children's Display: Genealogy, All About Families, Indigenous Peoples Day
- Teen Display: Celebrating Famous Indigenous Women

- Adult Displays: Pick of the Patch (Staff Pick), Homemade Gifts, Celebrity Book Group Picks, Native American Heritage Month
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## COMMUNICATIONS

### Facebook

- Followers: 1328 (+6)
- Total Reach: 7009
- Top Five Posts
  - Ayer Library Community Archive Announcement - 2,623
  - Elf Classes - 1,564
  - Dino Hunt - 1,150
  - YA Game Night - 978
  - Duct Tape Art - 694

### Instagram

- Followers: 1018 (+23)
  - Total Reach: 291
  - Top Five Posts
    - Mushroom Foraging event images - 139
    - Dino-Mite - 121
    - Ayer Library Community Archive - 89
    - Elf Class - 85
    - Staff Picks - 29
  - Top Five Stories
    - British Christmas Spice - 66
    - Closing for Thanksgiving - 58
    - YA Paint Night - 56
    - Closing for Veterans' Day - 56
    - YA Game Night - 55
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## POLICY

- Luke wrote a draft of a proposed Compensation Policy for the Trustees' consideration at the December 8 meeting.
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## FINANCIALS

- See the attached spreadsheet for FY23 account balances.
- Luke followed up with Mary Rose Quinn at the MBLC to make sure everything was in order to receive our State Aid. She explained that the Library missed the 19% materials requirement for FY22 by \$4395 and would have our State Aid award adjusted by 12.5% if we were not able to find that in other areas of the report. She has asked me to look through our financials to see if there was anything we missed and get back to her by the end of the week if possible. I was able to find two purchases—the OWL and the public copy machine—that put us at \$4503, just surpassing that \$4395 threshold. She also explained that when we surpass the required 25 hours open threshold, we have a 19% materials requirement, but if we are open just two more hours and surpass a higher 40 hours per week threshold, that drops to a 16% requirement, which would free us up to redistribute funds into other areas of impact. (*“Per regulation, ‘each library shall be open at least the minimum required hours for its population group (refer to the minimum standards contained in 605 CMR 4.01[3]). A library that is open the required hours for a larger population group may, by request of the Library Director and Chair of the Board of Trustees, expend the required materials expenditure for that population group. The request shall be made by filing a Notification of Request for Flexibility for the Materials Expenditure Requirement (Word) with the Board of Library Commissioners as part of the State Aid to Public Libraries Application.’”*) I'll be spending some more time with the internal accounting systems here so that we have a better idea of where we're standing as we get close to the end of the fiscal year. I'll make sure this doesn't happen again. Mary Rose was extremely supportive and glad to have the opportunity to explore ideas I had for what might constitute materials for public use—they are updating their State Aid FAQ and have learned a lot from these types of conversations with libraries, so I'm relieved this wasn't an inconvenience to her.

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## COMMUNITY OUTREACH

- Michaels' Crafts donated 130 take and make craft kits for our Thanksgiving storytime.
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## TOWN

- The monthly Town Department Head meeting was canceled.
  - Per the Trustees' request, Luke met with Town Manager Robert Pontbriand on November 21 and 28.
  - The Select Board reviewed Capital Budget requests on November 17 and asked for more details on our requests to be presented at their hearing on 12/8. Because the Trustees meeting is the same night, Chuck will be presenting on our behalf.
  - The initial FY24 Budget is due to the Town Manager by December 30. Luke will be spending the month focused on learning more about the process, processing this year and last year's spending as a whole, and preparing that document.
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## FRIENDS OF THE AYER LIBRARY

- The Friends are looking for suggestions of possible authors to be speakers for their next fundraising event in 2023.
- Liz updated our planters with some festive greenery foraged from her home.
- Luke and Liz met so that Luke could become more oriented to the Friends' past spending.