

# **AYER LIBRARY DIRECTOR'S REPORT**

December 2022

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## **FACILITIES**

- The elevator was inspected without issue December 2.
  - Luke and Chuck met with Anne Savoie, Systems/Networking Manager for CW MARS on December 12 to discuss what is needed to route the Town's new VOIP phone system through the CW MARS lines.
  - The primary HVAC repairs have been completed. All invoices are in and work has thus far exceeded the \$35,000 budget by \$891.75. That sum will come out of our regular services budget without issue. Unfortunately the heat in the staff lounge continues to malfunction. Chuck has been working on getting technicians to address what appears to be a software issue that has been causing the problem. At present we are working on resolving some IT issues that will allow them to do the repair remotely.
  - Luke has been in touch with the Department of Public Works to understand Library snow removal procedures. They brought a bucket of ice melt for us to use on the sidewalks.
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## **PERSONNEL**

- Luke continues to explore staffing options and hopes to move forward with some personnel plans as the FY24 budget becomes clearer.
- Barbara attended an MLS training on burnout in the workplace.

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## OPERATIONS

- Luke held an all-staff meeting on December 2 to set some standards for communication and begin to outline a vision for the library. Because of illness, we had to cancel meetings planned for December 9 and 16. We are planning to schedule a follow-up meeting as soon as we have more information regarding the budget.
- Luke met with Barbara and Amy on December 7 to discuss staffing and programming.
- Luke, Barbara, and Amy met on December 15 to review procedures for responding to inclement weather.
- Luke, Amy, and Becca met on December 15 to discuss options for increasing programming and staff support for Youth Services. Raye has already been developing a D&D club that will launch January 25. After our discussion, Amy and Becca came up with a great new weekly Sensory Storytime concept that will launch January 27.
- We have had several people out sick for various reasons again this month, contributing to more coverage crunches. Staff have stepped up to fill in gaps however necessary. Their flexibility is much appreciated!
- As a thanks for everyone's hard work this year, with the Trustees' support, we closed the Library on December 23 and 30 to give folks some additional time to recuperate.

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## PROGRAMMING

### Children's Programs

- 12/1: The Mitten & CPV Therapy Dog - 39
- 12/2: Pokemon Club - 35
- 12/8: Baby Penguins Everywhere - 39
- 12/15: Strega Mama - 54
- 12/22: Polar Express - 71 (Thank you Amy for inviting Luke to dress up as Santa!)
- 12/29: Hula Hoop Yoga - 51
- Christmas Juv Scavenger Hunt - 107

## Teen Programs

- 12/7: Paint Night - 17
- 12/14: Teen Mental Wellness with Alicia Lepardo - 4
- 12/28: Jewelry & Beading - 5
- Teen Volunteers: 18 hours

## Adult Programs

- 12/2: Afternoon Movie - *Home Alone* - 5
- 12/3: Book Group: *Holidaze* by Christina Lauren - 5
- 12/7: Evening Holiday Movie - Classic Claymation - 8
- 12/9: Afternoon Holiday Movie - *National Lampoon's Christmas Vacation* - 7
- 12/10: Ayer Film Society - *A Christmas Carol* - 0
- 12/14: Evening Holiday Movie - *8-Bit Christmas* - 0
- 12/16: Afternoon Holiday Movie - *Miracle on 34th Street* - 4
- 12/21: Evening Holiday Movie - Hallmark Holiday Movie - 0

## Takeaways

- Hallmark Movie Bingo Game - 30 (Very clever interactive game for patrons watching holiday movies. Great job Barbara and Heidi!)
- Brain Bundles - 215
- Adult Craft: Embroidered Felt Trees - 25 (Another great offering from Barbara and Heidi. Great job!)
- Spice Kit: British Christmas Spice Mix - 25

## Displays

- Children's Display: Program Marketing, Snow, Holidays
- Teen Display: Program Marketing, Holiday
- Adult Displays: The Naughty List, Cozy Christmas Books, Cooking, Family Movie Night (And Adult Services staff transformed the column into an amazing chimney display!)

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# COMMUNICATIONS

## Facebook

- Followers: 1343 (+15)
- Total Reach for Top Five Posts: 8649
- Top Five Posts
  - Holiday Film Series - 2,977
  - Markoh's/Friends Thank You - 2,719
  - YA Winter Watercolor - 1,368
  - Holiday Movie BINGO - 822
  - Beading & Jewelry Making - 763

## Instagram

- Followers: 1022 (+4)
- Total Reach: 393 (+59.1%)
- Top Five Posts
  - Teen & Tween Paint Night - 175
  - Holiday Storytime Thank You - 172
  - Hula Hoop Thank You - 106
  - Holiday Bingo Cards - 79
  - Chimney Display - 72

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# POLICY

- Luke edited the Circulation Policy to reflect our upcoming fine-free status (effective January 1) and other practices that have changed since last approved by the Trustees. He will present the new draft in the January meeting.

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## FINANCIALS

- See the attached spreadsheet for FY23 account balances.
- Luke devoted significant time this month to preparing the FY24 Budget Proposal.
  - Contacted vendors to secure updated quotes and contracts.
  - Compared past requests with actual spending.
  - Caught up with FY23 bookkeeping to ensure accuracy of financial information and project spending for the remainder of the year.
  - Met with Chuck on December 21 to go over anticipated facilities and energy expenses for FY24 to ensure accurate budget projections.
  - Met with Town Manager, Town Treasurer, and Town Accountant on December 21 to be oriented to budget process.
  - Met with Town Manager on December 29 to resolve follow-up questions.
  - Submitted Budget to Town Manager by December 30 deadline.
- The final FY24 Budget Proposal requests a significant increase in the Library budget. Luke will present the budget and explain the rationale for the numbers he generated at the January 12 meeting. The Library Budget Presentation to the Select Board will be Wednesday, January 25 at 6 PM.

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## TOWN

- Luke attended the monthly Town Department Head meeting on December 14. The primary order of business was the FY24 Budget submissions.
- See FINANCIALS for additional Town communication regarding the budget process.

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## FRIENDS OF THE AYER LIBRARY

- The Friends hosted a generous staff breakfast on December 15. Thank you Friends!
- Luke has been in communication with the Friends about museum passes and money collection procedures.
- We are excited to have received some new passes we will add to our offerings in 2024:
  - Museum of Russian Icons
  - Harvard Museum of Natural History and Peabody Museum
  - Isabella Stewart Gardner Museum (has not yet arrived)
  - Fitchburg Art Museum (has not yet arrived)

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## COMMUNITY OUTREACH

- Thanks so much to the Wake & Bake Cafe in Markoh's on Main for donating baked goods for the Friends' staff appreciation breakfast.