

# AYER LIBRARY DIRECTOR'S REPORT

January 2023

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## FACILITIES

- The fire extinguishers were inspected without issue January 18.
  - Chuck returned January 18 to review lingering issues with the emergency doors. His work appears to have successfully resolved the problems.
  - Chuck inspected the emergency exits and emergency lights and sent his report on January 27. One bulb needs to be replaced. Everything else is in good order.
  - Luke continued to be in touch with the Department of Public Works during January's storms. They have kept the parking lot and sidewalks cleared and salted without issue.
  - We are still waiting for the quote for the repairs to the heating in the staff break room. Luke and Chuck have followed up multiple times and hope to see movement soon.
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## PERSONNEL

- Heidi Flynn has been offered the new Librarian I - Adult Services position.
- Becca Kranz has been offered the new Librarian I - Youth Services position.
- Raye has been offered the new 32-hour per week Library Assistant - Youth Services position, which will replace the current Circulation Librarian I position in FY24. This promotion would add 12 hours of additional staff coverage per week.
- Luke has finalized a job description for a new full-time Librarian I - Administrative Support Specialist position. That should be posted mid-February.

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## OPERATIONS

- Luke, Amy, and Barbara met on January 5 to review the FY24 budget request.
  - 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. We were unfortunately unable to appropriately staff the Library on the evening of Wednesday, January 18 and had to close to the public at 6PM. The Friends meeting that evening still occurred.
  - Luke, Amy, and Barbara met on January 19 and 26 to workshop job descriptions and finalize plans for the three promotions discussed above.
  - We are happy to be moving forward increasing our offerings to youth and families. Becca's first Wee Read & Play (story and playtime for ages 0-5) debuted January 27. It enjoyed solid attendance and received a great response. Raye's new Dungeons & Dragons club launched with an info session on January 28. Great job Youth Services!
  - In anticipation of inclement weather, in accordance with the Library's snow closure policy, and in response to the closure of other area institutions, Luke closed the Library entirely on Friday, January 20 and closed the Library at 3PM on Wednesday, January 25.
  - Luke has scheduled an all staff meeting for the morning of Thursday, February 9. Staff will arrive at 9 for the meeting; the Library will open as normal at 10AM; the Library will close one hour early at 5PM to ensure staff are not working shifts longer than 8 hours. Luke will remain in the building to let Trustees in for our meeting that evening.
  - Luke has been working over the last several months on planning a separate staff training on Trans and Gender Diverse Inclusion for Libraries. This workshop will be held virtually on the afternoon of Friday, February 17. We will close the Library at 2PM, allow staff to get home and settled and comfortable; and then conduct the training from 3-5PM. It will be led by Stephen G. Krueger and Kalani Adolpho, co-editors of the forthcoming book *Trans and Gender Diverse Voices in Libraries*. We will record the session to make it available for Trustees' viewing afterwards.
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# PROGRAMMING

## Children's Programs

- 1/5: L'Ecole De Ballet - 37
- 1/12: Thing About Yetis with Canine CPVet Dogs - 28
- 1/19: Strega Mama Shel Silverstein - 60
- 1/26: Hula Hoop Yoga with Pets & People - 46
- 1/27: Wee Read & Play: Snow Bears - 17
- 1/21: Body Mind Martial Arts - 14

## Teen Programs

- 1/4: Lego Club - 6
- 1/6: Pokemon Club - 27
- 1/7: Macrame Hangers - 0
- 1/18: Intro to Babysitting with Nashoba Boards of Health - 3
- 1/28: D&D - 22

## Adult Programs

- 1/6: Friday Flick - *Mrs. Harris Goes to Paris* - 1
- 1/7: Books Club - *The Only Good Indians* - 3
- 1/7: Clay Bird Tea Buddy class - 14
- 1/11: Movies I Wish My Kid Saw - *Cool Runnings* - 4
- 1/19: Tea 101 with the Cozy Tea Cart - 19
- 1/24: Stitch Circle - 3
- 1/28: Ayer Film Society - *Tender Mercies* - 2

## Takeaways

- Brain Bundles - 265
- Adult Craft: Clay Bird Tea Buddies - 25
- Tea of the Month: Hot Cinnamon Tea - 20

## Displays

- Children's Display: Lunar New Year, Snow, Ballet, Martial Arts, Pokemon
- Teen Display: Snow, Winter

- Adult Displays: “Back to history”, National Hot Tea Month, Sherlock holmes birthday, Belly laugh day reads
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## COMMUNICATIONS

### Facebook

- Followers: 1361 (+18)
- Total Reach for Top Five Posts: 6164
- Top Five Posts
  - Cozy Tea Cart - 1,549
  - YA Macrame - 1,407
  - Stitch Circle (January Meeting) - 1,173
  - Wee Read & Play - 1,120
  - Hula Hoop Yoga - 915

### Instagram

- Followers: 1030 (+8)
  - Total Reach: 497 (+26.5%)
  - Top Five Posts
    - Meet & Greet - 258
    - Fill-A-Bag Sale - 176
    - Storytime was Poppin’ This Morning - 171
    - L’Ecole de Ballet - 149
    - D&D - 130
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## POLICY

- Heidi caught one adjustment that still needed to be made to the updated Circulation Policy approved by the Trustees on January 12. Luke will present the edited policy at the February meeting.

- Luke has a proposal regarding the Communication Protocol edits that he will share at the February meeting.
  - Luke attended a training on January 10 offered by Town Hall on First Amendment Audits. Some of the takeaways will be incorporated into a set of policies and procedures designed to prepare the Library for these and other such challenges.
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## **FINANCIALS**

- See the attached spreadsheet for FY23 account balances.
  - The FY24 Budget continued on its way through the Town Budget process:
    - On January 5, Luke met with the Town Manager, the Town Accountant, and the Town Treasurer to review and modify the initial Library budget proposal.
    - On January 12, the Trustees approved the initial proposal.
    - With the support of the Trustees' January 12 vote to approve the initial proposal, on January 13, Luke met once more with the Town Manager, the Town Accountant, and the Town Treasurer to confirm the final proposal that would be included in first draft of the Town Budget.
    - On the afternoon of January 13, the first draft of the Town Budget was sent to the Select Board and Finance Committee, and posted on the Town website.
    - The first public budget hearing was held on January 25 at a joint session of the Select Board and Finance Committee. There were no questions about the Library's budget request from any committee members or public attendees.
    - The next public budget hearing will occur on March 8.
    - Town Meeting will vote on the final budget on April 24.
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## **TOWN**

- Luke attended the monthly Town Department Head meeting on January 11. The primary order of business was the FY24 Budget submission process.
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## FRIENDS OF THE AYER LIBRARY

- Luke attended his first Friends meeting on January 18.
  - The Friends hosted a wonderful Meet & Greet on January 21. Thank you Friends! Many Friends, Trustees, Town officials, and members of the public attended. Luke enjoyed his conversations with everyone and is grateful for the variety of perspectives shared.
  - Luke and Keith continue to work on making available new passes purchased by the Friends. The current status is:
    - Museum of Russian Icons (available)
    - Harvard Museum of Natural History and Peabody Museum (available)
    - Isabella Stewart Gardner Museum (in processing)
    - Fitchburg Art Museum (in processing)
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## COMMUNITY OUTREACH

- *Nothing outside of programming partnerships this month*