

AYER LIBRARY DIRECTOR'S REPORT

March 2023

FACILITIES

- The staff break room heating is finally repaired. This should resolve all of the issues that have occurred in the break room over the last couple of years.
 - On March 29 the elevator door ceased to function. Keystone elevator was unable to repair it until April 6.
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PERSONNEL & PROFESSIONAL DEVELOPMENT

- On March 16 Luke attended the MBLC workshop “Crisis Communication Skills”.
 - On March 16 Luke appeared as a panelist for the closing program of the virtual ConnectedLibFest, organized by the University of Maryland College of Information Studies, the University of Washington Information School, and the Institute for Museum and Library Services.
 - On March 21 Heidi Flynn submitted her resignation. Her last official day will be April 4. We thank her for her work here and wish her the best of luck!
 - We received 22 applications for the Administrative Support Specialist position. We interviewed 6 candidates. We unfortunately missed out on offers to our top two candidates. We are going to pause our search to focus on filling our Librarian I vacancy. Then we will repost the position or reevaluate.
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OPERATIONS & OUTREACH

- On March 1 Luke met with Ayer-Shirley Superintendent Adam Renda to make an introduction and explore opportunities for collaboration.
 - On March 2 Luke attended the swearing in of Ayer Library District Court's new First Justice, Tejal R. Mehta. Justice Mehta paid me a visit of thanks the following week and we briefly explored opportunities for collaboration.
 - On March 2 Luke attended a meeting of the Historical Commission to make introductions and explore opportunities for collaboration.
 - On March 2 Amy, Becca, and Luke visited Page Hilltop Elementary School classes for Community Reading Day.
 - On March 7 Luke met virtually with Robert Favini, the MBLC's Head of Library Advisory and Development, to discuss elements of the mediation procedure. Robert suggested a follow-up meeting with Maura Deedy, MBLC's Library Advisory Specialist, which took place virtually March 10.
 - On March 8 Luke attended the Town Budget Hearing and fielded some questions from the public regarding library operations. There did not appear to be any concerns about the budget proposal we have submitted.
 - On March 21 Luke attended the CW MARS User's Council meeting.
 - We approved revisions to the CW MARS Internet Acceptable Use Policy.
 - We approved the FY2023 CW MARS Budget revision, which included actual LEA (library ebooks and audiobook resource sharing state grant funds) numbers.
 - We voted to table a vote on the adoption of Aspen Discovery Layer until June 20. Aspen Discovery Layer will replace the current patron-facing search experience if adopted.
 - On March 24 Luke toured the Great Exchange.
 - On March 4 and 14 the Library closed due to inclement weather. Luke and Town Manager Pontbriand have begun to brainstorm ways the Library might be able to remain open during milder storms in the future.
 - We are on track to launch the telescope in April for Global Astronomy Month. Barbara and Amy have arranged some skywatching-themed programs. Heidi has helped with the processing, procedures, and marketing. Thanks team!
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PROGRAMMING

Children's Programs

- Story Time:
 - 3/2: Sparky Fire Dog - 29
 - 3/9: Hula Hoop Yoga - 24
 - 3/16: St Patricks Day & CPV Therapy Dog - 24
 - 3/23: Dr Seuss - 41
 - 3/30: No-Power morning closure
- Wee Read & Play:
 - 3/3: Music Shakers - 21
 - 3/10: Also an Octopus - 29
 - 3/17: How to Catch a Leprechaun - 18
 - 3/24: Dr Seuss Obleck - 18
 - 3/31: Obstacle Course - 42
- 3/3: Pokemon Club - 23
- 3/3: Page Hilltop Community Reading Day Visit
- 3/18: Family Game Day with Boston Children's Hospital Deaf & Hard of Hearing Program - 20

Teen Programs

- 3/1 Comic Club - 0
- 3/15 Lego Club - 15
- 3/22 D&D - 20
- 3/25 D&D - 20
- 3/29 Fiber Arts - 5

Adult Programs

- 3/1: Frederick Law Olmstead ZOOM - 1
- 3/03: Friday Flick: *Jerry and Marge Go Large* - 5
- 3/8: Longfellow Past & Present ZOOM - 3
- 3/8: Movie Night: ET - 0
- 3/9: Stitch Circle Afternoon - 0
- 3/11: Book Group: *The Life We Bury* - 7
- 3/11: Card Making Class with Becky - 9

- 3/15: Explore the Black History Trail ZOOM - 1
- 3/22: Stories From the Whaling Port ZOOM - 2
- 3/28: Ayer Film Society: *EraserHead* - 3
- 3/28: Stitch Circle Tuesday - 3
- 3/29: From Beals St to the White House ZOOM - 0

Takeaways

- Kids Brain Bundle: 25
- Adult Brain Bundles - 315
- Adult Craft: Wool Ball Key Chains - 32
- Tea of the Month: Irish Breakfast - 25

Displays

- Kid/Teen Display: Women's History/Rights/Freedom, Ian Falconer (children's author)
- Adult Displays: Take a Chance on Luck, Colleen Hoover Wait List, Won't You Be My Neighbor (Mr. Rogers Birthday), Retelling of Fairytales

STATISTICS

CW MARS

- Total Circulations: 5,920
- Total Patrons with Ayer as Home Library: 4,068
- Items Added: 496

Overdrive

- Total Checkouts: 1173

Museum Passes

- Total Museum Passes Checked Out: 32
- Most Used Passes: Discovery Museum & Tower Hill (10 each)

Facebook

- Facebook Followers: 1381 (+20)
- Facebook Page Reach: 3145 (-44.7%)
- Facebook Page Visits: 705 (-20.5%)

Instagram

- Instagram Followers: 1036 (+3)
- Instagram Page Reach: 423 (+17.2%)
- Instagram Profile Visits: 56 (-13.8%)

POLICY

- Luke delivered the first draft of a Mediation Protocol March 9. We will continue the discussion at the April 13 meeting.
- Luke attended several additional trainings on First Amendment issues this month. He will be sharing an outline of the path towards updated policies at the April 13 meeting.

FINANCIALS

- See the attached spreadsheet for FY23 account balances.
- The FY24 Budget continued on its way through the Town Budget process:
 - There were no complaints about the Library budget at the public budget hearing March 8.
 - The Select Board will vote on the final budget at their April 4 meeting.
 - Town Meeting will vote on the final budget on April 24.

TOWN

- Luke was unable to attend the monthly Town Department Head meeting on March 8. He received the agenda and was caught up on anything of significance.
 - On March 29, Governor Maura Healey signed a supplemental 2023 budget bill that extends pandemic-related authorizations related to public meetings, including allowing remote and hybrid meeting options for public bodies through March 31, 2025.
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FRIENDS OF THE AYER LIBRARY

- Luke continues to work with Liz and Laurie to simplify processes regarding Friends funds. He is working on a procedures document that will clarify how to handle donations, memberships, fees, petty cash expenditures, reimbursements, and programming funds.
- Garden In the Woods (Native Plant Trust) passes are now available to the public. Thank you to the Friends for donating this new resource!