

AYER LIBRARY DIRECTOR'S REPORT

April 2023

FACILITIES

- On March 29 the elevator door ceased to function. Keystone elevator repaired it April 7.
 - Easton Electronics repaired the building's water gong bell April 26.
 - On April 26 Luke met with MassCOR staff to discuss plans for repairing the circulation desks, which have been cracking and shifting since their installation last year.
 - Luke is scheduling some annual service calls for carpet cleaning, window cleaning, pest control, etc.
 - Luke and the Children's Room team are working on updates to the Teen Room, including reorienting some shelving and installing a TV and PS5 for patron use.
-

PERSONNEL & PROFESSIONAL DEVELOPMENT

- On April 25 Luke attended an MMA training on Public Records and Open Meeting Laws. It was excellent and is highly recommended for present and prospective Trustees.
- On April 26 Keith Ugles submitted his resignation. His last official day will be May 5. We thank him for his work here and wish him the best of luck!
- We have promoted Sue Hauk to a part-time Library Assistant role.
- We have hired Marco Carneiro for our Administrative Support Specialist position. Marco has a background in arts non-profit administration and brings some exciting experience with financial management as well as programming, human resources, marketing, culture-building, and EDI.

- We were discouraged to receive very few applications for our Librarian I position that were qualified for the position. We conducted interviews with the most qualified candidates, but have ultimately decided to wait and repost the position later in May.
 - Due to a perfect storm of staffing shortage, vacations, family emergencies, and professional commitments, the Library does not have enough staff to appropriately operate Tuesday, May 9. Instead, we will use it as a professional development day, and our remaining staff will attend the Massachusetts Library Association conference.
 - Luke has been working with Amanda Fauver at MLS to explore the possibility of hiring support staff through Bibliotemps.
 - Luke has been in touch with area library directors to explore the possibility of building a regional group of subs who might be able to fill in in the future at various libraries.
-

OPERATIONS & OUTREACH

- We launched the telescope in April for Global Astronomy Month. Related skywatching-themed programs were a hit. Unfortunately we still have not had anyone check out the telescope.
 - On April 5 Luke met with Faronics representatives to learn more about Deep Freeze.
 - On April 6 Luke met with Raynham Public Library director Karen O'Brien.
 - On April 7 Carly trained Luke on the public procurement process and Luke met with Robert regarding several operational matters.
 - On April 10 Luke met with former colleague and current MLA President Kim Hewitt.
 - On April 20 Luke visited and met with Groton Public Library director Vanessa Abraham.
 - On April 24 Luke met with All-Pro Cleaning representative Higor Marques to address some issues with the cleaning.
 - On April 26 Luke met with Nashoba Associated Boards of Health Public Health Educator/Communications Specialist Jenna Montgomery to discuss the use of the Library parking lot to provide mobile health van services.
-

PROGRAMMING

Children's Programs

- Story Time:
 - 4/6: Yoga - 31
 - 4/13: Cosmic Kelly - 39
 - 4/20: Strega Mama Secret Pizza - 71
 - 4/27: Great Road Farm - 51
- Wee Read & Play:
 - 4/7: Busy Babies - 24
 - 4/14: Senses - 16
 - 4/21: Monster Boogie - 10
 - 4/28: Alphabet - 22
- 4/11: Stone Soup Kitchen Outreach - 2
- 4/14: Homeschool Improv with Raye - 14
- 4/21: McPherson Road Earth Day Event Outreach - 52

Teen Programs

- 4/5: Comic Book Club - 5
- 4/7: Pokemon Club - 27
- 4/18: Star Wars Terrariums - 13
- 4/19: Lego - 7
- 4/26: D&D - 14
- 4/29: D&D with Burncoat Volunteers - 18

Adult Programs

- 4/6: Stitch Circle - 0
- 4/7: Friday Flick: *Ticket to Paradise* - 7
- 4/8: Book Group: *Starless Sea* - 7
- 4/8: Water Color Class - Canceled
- 4/11: Growing Places - 14
- 4/18: Family Movie: *Space Camp* - 0
- 4/18: Star Hoop Craft (in person) - 6
- 4/19: Black Stone Park talk ZOOM - 0
- 4/19: Sound Bath Introduction - 10
- 4/20: Family Movie: *Lightyear* - 5
- 4/22: Ayer Film Society: *Days of Heaven* - 3
- 4/25: Stitch Circle - 0

- 4/26: Salem Maritime Park Talk - 0

Takeaways

- Kids Brain Bundle: Spring 25, Star Suncatchers 50
- Adult Brain Bundles: 65
- Adult Craft: Hoop Wreath - 23
- Tea of the Month: Wild Blueberry - 27

Displays

- Kid/Teen Display: Earth Day, Historical Females
- Adult Displays: April Fools/ National exercise day/ Slay a Dragon Day/ MLB Opening Day

STATISTICS

CW MARS

- Total Circulations: 5,492
- Total Patrons with Ayer as Home Library: 4,089
- Items Added: 723

Overdrive

- Total Checkouts: 1134

Museum Passes

- Total Museum Passes Checked Out: 38
- Most Used Passes: New England Aquarium (8) & Tower Hill (6)

Facebook

- Facebook Followers: 1384 (+3)
- Facebook Page Reach: 5420 (+72.3%)
- Facebook Page Visits: 775 (+9.9%)

Instagram

- Instagram Followers: 1045 (+9)
 - Instagram Page Reach: 438 (+3.5%)
 - Instagram Profile Visits: 71 (+26.8%)
-

POLICY

- The Trustees approved the new Ayer Library Problem Resolution Procedure at their meeting April 13.
 - The Trustees approved a plan at their meeting April 13 to update our First Amendment policies. Luke has completed a first draft of a new Patron Conduct Policy and will proceed to work on the three other policies the Trustees agreed to consider together: Collection Development & Request for Reconsideration, Programming Policy, and Meeting Room Policy.
-

FINANCIALS

- See the attached spreadsheet for FY23 account balances.
 - On April 24 Town Meeting approved the FY24 Town budget. There were no changes to the Library's proposed budget.
-

TOWN

- On April 12 Luke attended the Town Department Heads meeting.
-

FRIENDS OF THE AYER LIBRARY

- The Friends of the Ayer Library had their quarterly meeting on April 26.
 - They are finalizing plans to host Cy Montgomery for a fundraiser at the Bull Run on October 22.
 - They are also working on another author event fundraiser with local author Emily Sweeney potentially in September.
 - Luke and the Friends discussed the creation of a Memorandum of Understanding between the Friends and the Library. Liz Nonis has shared a suggested draft provided by the MBLC. We will explore this in the coming months.
 - Various Friends have been doing great work to beautify the Library grounds. Liz Nonis continues to keep our vessels on the front porch looking great with beautiful seasonal arrangements. Laurie Sabol has worked with Grow Native Massachusetts to take over responsibility for planting and maintaining our raised garden beds. And Elaine Sullivan is working on acquiring two decorative urn planters to spruce up the front of the Library.