

AYER LIBRARY

DIRECTOR'S REPORT

As we enter fall and students head back to school, we pivot from a vibrant summer to attend to a variety of housekeeping tasks. We are eager to make progress on some key facilities concerns. We will begin hiring a new Office Assistant and Library Clerk. And we continue to devote significant time to updating policies, streamlining procedures, and refining our programming and services offerings.

FACILITIES

- On 9/13 I met with Town Manager Robert Pontbriand and Facilities Director Chuck Shultz to discuss the boiler situation. Everyone agrees that completely replacing the boiler makes the most sense. However, the lead time for a new boiler is as much as 16 weeks. We have reason to believe the boiler will function adequately in the short term, but a replacement is still necessary. At the Select Board meeting on 9/19 we requested \$50k to fund the replacement. Knowing the potential for the cost could exceed our initial request depending on how long it takes to receive the parts, the Select Board approved \$75k in ARPA funding. We are grateful for the Select Board's support!
- Chuck has been facilitating the roof repair. Work is scheduled to begin the second week of October.
- On 9/25 I met with Chuck to discuss capital requests and the general facilities status. I plan to submit requests for funds to continue HVAC repairs and to repair our sidewalks. I do not plan to pursue the previously scheduled request to hire a LEED-certified landscaper and architect—we will discuss this at our meeting on 10/12.

ACTION PLAN

- **4.2.b. In Progress.** On 10/7 we met with Council on Aging Director Katie Petrossi to brainstorm opportunities to collaborate. We generated several ideas we plan to work on in the coming weeks.
- **2.4.b. In Progress.** We are currently working with staff to develop annual SMART goals and will finalize conversations in October.
- **4.2.c. In Progress.** On 9/5 Children's Librarian Becca Kranz and I met with ASRHS school counselors to discuss the feasibility of hosting an intern. There are several obstacles but we will continue to exploring the possibility. On 9/7 Becca hosted her first Anime/Manga/Comics Club at ASRHS. On 9/21 Becca and I met with English and History teachers during their curriculum meeting to explore ways to support their students. Becca has booked class visits for October.

OPERATIONS

- On 9/6 Head of Youth Services Amy Leonard and I met with Sarah Sullivan from the Family Partnership to learn more about the current state of the organization. We will begin partnering with them to offer Music and Movement programs every other week beginning in October.
- On 9/19 I attended the quarterly CW MARS User's Council Meeting.
 - The start date for renewals will soon be the due date, rather than the date the patron renewed the materials.
 - CW MARS is working on offering a new search tool called Aspen that will be a significant improvement for patrons. It should go live in March.
 - CW MARS upgraded the public PC management software for our public computers.
 - Patrons who are unable to borrow materials because of unpaid fees will not be blocked from borrowing materials on Overdrive.
- On 9/22 I attended the CW MARS Social Justice Committee meeting to discuss recent First Amendment Audits at area libraries.
- On 9/22 I met with several directors and librarians to learn more about the statewide migrant shelter situation and libraries' responses. We will be exploring outreach opportunities in October.
- On 9/24 the Town Manager received a FOIA request for information about materials challenges we might have received since 2021. The request is part of a project by the organization Mass Transparency to better document challenges to materials in libraries. 350 libraries across the state received the same request. We have no documented challenges, and responded accordingly.
- On 9/25 I submitted the Financial Report to the MBLC. We are in compliance with funding and materials spending requirements and will once again receive State Aid in FY24.
- On 9/27 Amy attended the Page Hilltop open house. On 9/28 Becca and I attended the ASRHS open house.
- On 9/28 I attended the annual meeting of the Central Massachusetts Library Advocates.
- The Library is no longer charging fees for replacement library cards.
- The TV, Playstation 5, and two new gaming PCs are all installed and operational in the Teen Room.
- First drafts of a new Patron Conduct Policy, Reading Room Policy, and Safe Youth Policy have been completed and are attached for Trustee consideration, with input from Maura Deedy, Library Advisory Specialist for the MBLC, and Martin Garner, Director of Amherst College and a leader in the field of intellectual freedom. Town Counsel has been unable to review our policies; we will receive input from them in October.

PERSONNEL & PROFESSIONAL DEVELOPMENT

- On 9/7 Amy and Luke attended the MLS training "Dipping a Toe into Sociocracy."
- On 9/27 Luke attended the MLS training "Creating a Culture of Caring in the Workplace."

FINANCES

Spending is on-track. The \$75,000 in ARPA funds have been added as an additional line.

ACCOUNT	LINE	DESC	APPROPRIATED	ADJUSTED	SPENT	AVAILABLE	% USED
LIBRARY FY24			\$709,023.71	\$709,023.71	\$163,929.52	\$545,094.19	23.12%
01610	51000	Salaries	\$94,454.86	\$94,454.86	\$25,336.23	\$69,118.63	26.82%
01610	51100	Wages	\$367,954.35	\$367,954.35	\$72,992.22	\$294,962.13	19.84%
01610	52000	Services	\$76,900.00	\$76,900.00	\$32,514.18	\$44,385.82	42.28%
01610	52100	Utilities	\$20,000.00	\$20,000.00	\$658.02	\$19,341.98	3.29%
01610	54000	Supplies	\$14,000.00	\$14,000.00	\$3,232.65	\$10,767.35	23.09%
01610	54100	Materials	\$134,714.50	\$134,714.50	\$29,196.22	\$105,518.28	21.67%
01610	57000	Expenses	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	0.00%
CAPITAL FY24			\$25,000.00	\$40,000.00	\$0.00	\$40,000.00	0.00%
01999		HVAC	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	0.00%
01999		Roof	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	0.00%
CPC FY24			\$25,000.00	\$16,025.00	\$4,920.00	\$11,105.00	30.70%
23024	57001	Digitization	\$25,000.00	\$16,025.00	\$4,920.00	\$11,105.00	30.70%
STATE AID FY24			\$47,643.03	\$47,643.03	\$4,028.80	\$43,614.23	8.46%
26607	57000	State Aid	\$47,643.03	\$47,643.03	\$4,028.80	\$43,614.23	8.46%
ARPA BOILER FUNDS			\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	0.00%
		Boiler	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	0.00%

TOWN

- On 9/13 I attended the Town Department Head Meeting.
 - The migrant shelter in Ayer is operational. Town Social Worker Brittany Beaudry is a primary point of contact and has kept us informed of developments.
 - Budget season approaches. Capital requests are due 10/27.
- Fall Special Town Meeting will take place on Monday, October 23, 2023 at 7pm in the Auditorium of the Ayer Shirley Regional High School. Friday, September 29 is the deadline for all Warrant Articles.

USAGE, SOCIAL MEDIA, & PROGRAM STATISTICS

MEASURE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
Visits	2314	2637	1798										
Study Rooms	19	26	19										
Museum Passes	46	56	16										
Public PCs			488										
Wireless													
Web Hits	4584	4405	3311										
New Patrons	59	50	35										
Circulation	6055	6792	5397										
Overdrive	1320	1287	1187										
Items Added	405	609	604										
FB Followers	1414	1429	1438										
FB Reach	4196	2556	3032										
FB Visits	1230	1077	1172										
IG Followers	1045	1075	1090										
IG Reach	307	315	408										
IG Visits	45	74	53										

FRIENDS

- The Board of the Friends of the Ayer Library next meets on 10/18.
- The fundraising event on 9/17 with Emily Sweeney was very successful. Many thanks to everyone who worked to make it happen. The next fundraiser with Sy Montgomery will occur Sunday, October 22. Trustees are encouraged to attend—and please help in promoting the events! Visit bullrunrestaurant.com/speakerseries to purchase tickets.
- To support use of the Library's telescope, we will be hosting an event with Aldrich Astronomical on Wednesday October 11, 2023 at 6:30 PM. They will introduce their telescope program, demonstrate how to use our telescope, update patrons about the latest breakthroughs in space exploration, answer questions from the audience, and take the telescope out for stargazing if weather permits.

PROGRAMMING

Adult Programs

9/5: Growing Places Market (31)
9/6: 50+ Job Seekers Networking Group (1)
9/13: 50+ Job Seekers Networking Group (0)
9/16: Book Club: The Bear and the Nightingale (10)
9/20: 50+ Job Seekers Networking Group (0)
9/20: Cooking Demo w/ Growing Places (9)
9/23: Eric The Plant Guy (6)
9/26: Stitch Circle (3)
9/27: Imagine 2200 (4)
9/27: 50+ Job Seekers Networking Group (1)
9/30: Ayer Film: Out of the Past (3)
9/30: Mushroom Walk (13)

Displays

Kid/Teen Displays: Back to School, Hispanic Heritage Month, Banned Books, Empowerment
Adult Displays: Hispanic Heritage Month, National Chicken Month, September 11th, Movies with Big Birthdays, Medical Cannabis

Youth Programs

9/6: Teen D&D (2)
9/7: Storytime Jungle (36)
9/7: ASRHS Anime Club (3)
9/8: Tot Time: Colors (26)
9/14: Yoga Emma Brown (30)
9/14: Cricket the Therapy Dog (15)
9/15: Tot Time: Water Play (26)
9/19: Story Ninja: Explorers (13)
9/20: Lego Club (7)
9/21: Storytime: Peace (44)
9/22: Tot Time: Bird Feeder (12)
9/23: Deaf & HH Family Game Day (25)
9/26: Story Ninja: Super Sloth (15)
9/28/23: Storytime: Bear (23)
9/28: Tot Time: Obstacle Course

Takeaways

Kids Scavenger Hunt (100)
Kids Brain Bundle (20)
Adult Brain Bundle (215)
Adult Craft: Apple Tea Towel (25)
Tea of the Month: Baked Apple (35)

TRUSTEES

- The Massachusetts Library Trustees Association Annual Conference will occur Saturday, October 21 from 10AM-1PM at Shrewsbury Public Library. Visit mblc.libcal.com/event/10690959 to register.
- Following the MLTA Annual Conference, sign up for a Trustee Orientation with Maura Deedy and Rob Favini from MBLC from 1:00 PM to 3:00 PM. Visit mblc.libcal.com/event/11031624 to register.