

AYER LIBRARY

DIRECTOR'S REPORT

Ayer Library rang in November without heat. Installation of the new boiler began 10/30; warm air wouldn't blow through the building until 11/6. We were committed to keeping the building open for our patrons and maintained manageable temperatures with Facilities Director Chuck Shultz's army of space heaters. Thanks to the persistence of our staff, we were able to provide uninterrupted library service to 477 patrons who visited us that week. That's a lot of visitors on its own. But it also included 42 Storytime attendees, 17 Tot Time attendees, 34 Pokemon Club attendees, 12 Felt Wool Painting attendees, 7 Story Ninja attendees, 5 Teen D&D attendees, 4 Game Night attendees, 6 Book Group attendees, and 6 Stitch Circle attendees. I highlighted that breadth of programming last month. But above all, our chilly week represents our commitment to making top-notch public service our top priority. We continue our work through the holiday season in the spirit of gratitude and giving.

ACTION PLAN

- **2.1.a. & 2.1.c. In Progress.** On 11/28 I met with incoming Trustee Chair Sue Kennedy to discuss some goals for her tenure. We agreed we should make it a priority to finalize Rebecca Myers's draft of Trustee orientation materials in a way that will help us clarify and update requirements, bylaws, and procedures. I have spent some time adding to Rebecca's document and will share an outline at the December Trustees meeting.
- **2.2.a. In Progress.** I continue to work on an MOU between the Trustees and Friends and hope to make it an item on the January Trustees and Friends meeting agendas.
- **3.2.d. In Progress.** I have been organizing some of our Google Drive files and folders to collect operations and personnel policies in a way that is easily accessible and updateable.
- **3.3.a. Completed-Ongoing.** We have completed the CPC-funded digitization of our microfilm archives and all issues from 1869 through 2022 of the various historical manifestations of the Nashoba Valley Voice are available for the public to browse in the Ayer Library Community Archive. We hope to explore other digitization possibilities should we receive the MBLC consultation grant in 2024. Going forward we will no longer produce microfilm of the Nashoba Valley Voice and will simply digitize the newspapers and add them directly to the archive.
- **3.3.e. In Progress.** I have been spending a significant amount of time considering technology needs of the Library. I have been updating the technology inventory. In December we will dispose of a large collection of obsolete technology. I have started replacing certain staff PCs and will gradually shift to updating public PCs. I should have a more clear replacement schedule soon.

- **3.3.f. In Progress.** Facilities Director Chuck Shultz has secured a grant that has already added many ethernet ports throughout the building. It will also be updating our phone system. On 11/7 we met with Partners Technology to discuss the Library's needs. At this time, we plan to upgrade to a cloud-based VOIP system and install several IP speakers that will provide us with building-wide intercom capabilities.
- **4.2.c. Completed-Ongoing.** Children's Librarian Becca Kranz continues to build relationships with ASRHS. We feel confident we've established this habit and mark this item to Completed-Ongoing.

FACILITIES

- The new boiler replacement occurred 10/30-11/6.
- The roofers returned to work more on the roof. We have seen no leaks since their repair.
- At their first meeting on 11/9, the Capital Planning Committee appeared to have no concerns about our FY25 Capital Request for sidewalk/exterior repairs.
- On 11/27 CW MARS upgraded our main network switch hardware. This upgrade will eventually support faster connection speeds as CW MARS works with Crocker to improve Internet service.
- On 11/28 the boiler controls went into error mode repeatedly, shutting off heat to the building for portions of the day. Chuck was able to reset the system safely until Renaud arrived on 11/29 to resolve the issue. There remains some uncertainty about the problem and its cause, but we have had no issues with heating since.

OPERATIONS

- Our Baby Bags project is moving ahead after further coordination with the Town Clerk, the Friends, and the Town Social Worker. We hope to launch the initiative in January or February.
- We received input from Town Counsel on the remaining issue regarding the new Patron Conduct Policy, and I will submit that final draft for vote at the December Trustees meeting.
- On 11/6 I met with Town Manager Robert Pontbriand to discuss various operational matters.
- On 11/14 I attended the quarterly CW MARS Users Council meeting:
 - MLS and BPL are looking to expand access to their Browse Borrow and Board program.
 - We received a demo of the new Aspen search interface that will go into effect in the spring of 2024. This will provide public catalog users with a significantly improved search experience.

TRUSTEES

- On 11/28 I met with incoming Trustee Chair Sue Kennedy to discuss some goals for her tenure.

PERSONNEL & PROFESSIONAL DEVELOPMENT

- Head of Adult Services Barbara Cheeks received a scholarship from the MBLC that will fund attendance at the Public Library Association Conference in Columbus Ohio in April! We are thrilled!
- We posted and began interviews for a full-time Librarian I position in Adult Services.
- On 11/2 I attended an Economist presentation on “How to Be a Better Boss.”
- On 11/6 I attended the Massachusetts Library System Annual Meeting.

FINANCES

ACCOUNT	LINE	DESC	APPROPRIATED	ADJUSTED	SPENT	AVAILABLE	% USED
LIBRARY FY24			\$709,023.71	\$709,023.71	\$270,022.80	\$439,000.91	38.08%
01610	51000	Salaries	\$94,454.86	\$94,454.86	\$39,814.11	\$54,640.75	42.15%
01610	51100	Wages	\$367,954.35	\$367,954.35	\$116,527.47	\$251,426.88	31.67%
01610	52000	Services	\$76,900.00	\$76,900.00	\$40,653.81	\$36,246.19	52.87%
01610	52100	Utilities	\$20,000.00	\$20,000.00	\$2,381.86	\$17,618.14	11.91%
01610	54000	Supplies	\$14,000.00	\$14,000.00	\$13,930.50	\$69.50	99.50%
01610	54100	Materials	\$134,714.50	\$134,714.50	\$56,390.05	\$78,324.45	41.86%
01610	57000	Expenses	\$1,000.00	\$1,000.00	\$325.00	\$675.00	32.50%
LIBRARY BUILDING			\$250.00	\$250.00	\$0.00	\$250.00	0.00%
26615	57000		\$250.00	\$250.00	\$0.00	\$250.00	0.00%
CAPITAL FY24			\$25,000.00	\$40,000.00	\$39,800.00	\$200.00	99.50%
31610	58136	HVAC	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	100.00%
31610	58137	Roof	\$15,000.00	\$15,000.00	\$14,800.00	\$200.00	98.67%
CPC FY24			\$25,000.00	\$16,025.00	\$13,365.00	\$2,660.00	83.40%
23024	57001	Digitization	\$25,000.00	\$16,025.00	\$13,365.00	\$2,660.00	83.40%
STATE AID FY24			\$47,643.03	\$47,643.03	-\$6,258.53	\$53,901.56	-13.14%
26607	57000	State Aid	\$47,643.03	\$47,643.03	-\$6,258.53	\$53,901.56	-13.14%
ARPA BOILER FUNDS			\$75,000.00	\$75,000.00	\$61,544.72	\$13,455.28	82.06%
31610		Boiler	\$75,000.00	\$75,000.00	\$61,544.72	\$13,455.28	82.06%

TOWN

- On 11/8 I attended the Town Department Head Meeting.
 - The Fourth of July Committee set the dates for next year's festivities. On Saturday, June 22 they will have a morning parade, afternoon festival at Pirone Park, and their evening movie night. On Sunday, June 23 they will have the Town softball tournament. Because of Juneteenth, the parade, and the actual 4th of July, that means we will be closed Wednesday, June 19, Saturday, June 22, and Thursday, July 4.
 - The Town has already committed to changing insurance providers, but it has come to light that 4 or 5 other municipalities are also exploring leaving Minuteman Nashoba Health Group, which suggests they are likely to dissolve in the near future. So it's good that the Town has been proactive in looking for other options.

USAGE, SOCIAL MEDIA, & PROGRAM STATISTICS

MEASURE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOT
Visits	2314	2637	1798	2147	2028								
Study Rooms	19	26	19	29	30								
Museum Passes	46	56	16	11	18								
Public PCs			488	265	236								
Wireless	159	186	142	163	166								
Web Hits	4584	4405	3311	3974	3869								
New Patrons	59	50	34	41	38								
Circulation	6055	6792	5397	5491	5538								
Overdrive	1320	1287	1187	1312	1303								
Items Added	405	609	604	424	363								
FB Followers	1414	1429	1438	1445	1453								
FB Reach	4196	2556	3032	2507	3050								
FB Visits	1230	1077	1172	1127	933								
IG Followers	1045	1075	1090	1094	1103								
IG Reach	307	315	408	365	236								
IG Visits	45	74	53	48	43								

PROGRAMMING

Youth Programs

11/2: Storytime Pouch/Family 42
11/2: Teen D&D 5
11/3: Pokemon Club 41
11/3: Tot Time 18
11/7: FPC Music and Movement 19
11/7: Story Ninja Moonlight 23
11/9: Story Time Yoga 41
11/9: YA Duct Tape 13
11/10: Tot Time Truck/Goose 24
11/14: Story Ninja with local author Marietta Appolonio 18
11/15: Lego Club 13
11/15: D&D Weds Campaign 6
11/16: Story Time Thanksgiving 35
11/16: Therapy Dog Cricket & Mead 35
11/17: Tot Time 28
11/17: YA Fidget Fridays Slime 14
11/18: D&D Sat Campaign 14
11/21: Story Ninja Family Table 16
11/28: ASRHS Lang class
11/28: Story Ninja Breadmaking 35
11/30: Story Time Hot/Cold 32
11/30: FLLAC HS Visit 5

Adult Programs

11/1: 50+ Job Seekers Networking Group (0)
11/1: Wool Painting (12)
11/04: Book Group: Mexican Gothic (5)
11/7: Growing Places Market (8)
11/08: 50+ Job Seekers Networking Group (3)
11/15: Nashua Watershed (14)
11/15: 50+ Job Seekers Networking Group (2)
11/17: Historical Book Group (2)
11/18: Ayer Film Society (4)
11/21: Grief Group (1)
11/28: Stitch Circle (0)
11/29: Make up 101 (8)
11/29: 50+ Job Seekers Networking Group (2)

Displays

Kid/Teen Display: First Voices, Thanksgiving, Fall, Movie or Book, Non-Fic & Graphic Novels
Adult Displays: It's Time for Football, Furry Friends, Stress Busters, Love Your Lawyer Day

Passive Programs & Takeaways

Kids Scavenger Hunt (150)
Adult Brain Bundle (260)
Adult Craft: Pie Garland (30)
Tea of the Month: Cuppa Cake Vanilla (35)

FRIENDS

- I continue to work on a first draft of the Friends MOU. I hope to discuss it in our January meetings.
- The Friends renewed memberships to several museums whose memberships expire at the turn of the year: Harvard Museums of Science & Culture, Isabella Stewart Gardner Museum, Fitchburg Art Museum, Icons Museum (formerly Museum of Russian Icons), Mass Audubon (Drumlin Farm).