

AYER LIBRARY

DIRECTOR'S REPORT

As we wrap up the calendar year, we're floored by the generosity and support of our patrons. One after another entered the building bearing gifts for staff in the weeks preceding Christmas—trays of homemade cookies, tins of confections, boxes of candy, bags of popcorn, assorted pastries, a sausage loaf—each to express their gratitude for the services we provide, the friendly smiles that greet them when they visit, and the sense of interconnectedness we strive to nurture as a hub for the community. The entire staff of the Ayer Library wishes all of our residents, patrons, and colleagues happy holidays and a rich and rewarding year ahead. We look forward to serving you in 2024!

ACTION PLAN

- **2.1.a. Use best practices from the MBLC's Public Library Handbook to update the Board's by-laws and policies. & 2.1.c. Develop and implement a process for onboarding new Board members. IN PROGRESS.** I spent time developing the Trustee Orientation document and tying the to-do list to the Trustees' annual cycle of decision-making. This has occurred in tandem with the development of an organization-wide calendar of annual activity. I have shared both documents for discussion at the January meeting.
- **2.2.a. Develop an agreement between the Friends and the Trustees with respect to the roles and responsibilities of each group. IN PROGRESS.** I hope to discuss the MOU between the Trustees and Friends in a joint meeting at the February Trustees meeting.
- **2.3.b. Create a schedule for periodically reviewing staff job descriptions and responsibilities and reclassifying as necessary & 2.4.b. Create and implement a work planning process with annual measurable goals for Library staff. COMPLETED-ONGOING.** We are finalizing an annual personnel routine as part of our organization-wide calendar. We have collected annual goals from staff and are planning mid-year check-ins. We will review job descriptions as part of annual cycle.
- **3.3.a. Provide online access to the Library's digitized collection of historic images and documents. COMPLETED-ONGOING.** I am exploring the possibility of adding the digitized glass slides images to our online community archive.
- **3.3.e. Create an IT plan to schedule and budget for the timely replacement of computers, servers, and other IT infrastructure. IN PROGRESS.** We have completed our update to the technology inventory, disposed of unused technology, and have begun assessing future needs.
- **3.3.f. Replace aging wire line phone system with VOIP system. IN PROGRESS.** Plans continue moving forward to upgrade to a cloud-based VOIP system.

FACILITIES

- On 12/5 we received a service call for elevator maintenance. On 12/6 we received our annual elevator inspection and passed.
- On 12/11 I met with Chuck and Town Manager Robert Pontbriand to explore clarifying the maintenance relationship with the Town. Robert suggested we draft a facilities MOU between the Library and the Town and continue conversations in the new year about ensuring optimal facilities maintenance for the building and grounds including any possible budget adjustments for FY26.
- We have seen a couple of roof leaks during recent storms. We are working with Facilities Director Chuck Shultz to resolve the issues.

OPERATIONS

- On 12/5 I attended an Envisionware Roundtable Meeting with CW MARS to discuss the transition to the new Cloud 9 public PC reservation system.
- On 12/7 all of the Library's obsolete, damaged, and/or unused technology was collected and recycled by Clean Out Your Office LLC.
- On 12/15 I met with Director of Community & Economic Development Alan Manoian regarding a potential donation from a community member to the Library.
- On 12/20 I submitted the FY25 budget presented at the December Trustees meeting.
- On 1/2 the Youth Services Department will launch its 1000 Books Before Kindergarten program.
- On 2/1 we plan to launch the Baby Bags project.
- Staff are scheduling trainings for February to be oriented to the new Aspen search overlay.

PERSONNEL & PROFESSIONAL DEVELOPMENT

- On 12/7 Sue Hauk was promoted to a part-time Librarian I - Technical Services position.
- On 12/21 Sarah Gomes was promoted to a full-time Administrative Support Specialist position.
- On 12/4 we made an offer to a candidate for a full-time Library Assistant position in Adult Services. On 12/15 the candidate backed out to pursue another opportunity. We will post for a full-time Library Assistant in the next few weeks.
- On 12/4 I attended a Leadership Community Chat organized by MLS.

FINANCES

ACCOUNT	LINE	DESC	APPROPRIATED	ADJUSTED	SPENT	AVAILABLE	% USED
LIBRARY FY24			\$709,023.71	\$709,023.71	\$314,261.73	\$394,761.98	44.32%
01610	51000	Salaries	\$94,454.86	\$94,454.86	\$47,053.05	\$47,401.81	49.82%
01610	51100	Wages	\$367,954.35	\$367,954.35	\$136,839.42	\$231,114.93	37.19%
01610	52000	Services	\$76,900.00	\$76,900.00	\$47,089.16	\$29,810.84	61.23%
01610	52100	Utilities	\$20,000.00	\$20,000.00	\$4,235.90	\$15,764.10	21.18%
01610	54000	Supplies	\$14,000.00	\$14,000.00	\$14,580.06	-\$580.06	104.14%
01610	54100	Materials	\$134,714.50	\$134,714.50	\$63,892.14	\$70,822.36	47.43%
01610	57000	Expenses	\$1,000.00	\$1,000.00	\$572.00	\$428.00	57.20%
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	\$68,426.64	\$6,573.36	91.24%
31610	5814 7	Boiler	\$75,000.00	\$75,000.00	\$68,426.64	\$6,573.36	91.24%

TOWN

- On 12/12 I attended the Town Department Head Meeting.
 - Department budgets submissions are due 12/29. The first public forum will be 1/24.
 - There has been a lot of activity around issues related to Devens.

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	278							
Wireless	159	186	142	163	166	145							
Web Hits	4584	4405	3311	3974	3869								
New Patrons	59	50	34	41	38	29							
Circulation	6055	6792	5397	5491	5538	4902							
Overdrive	1320	1287	1187	1312	1303	1427							
Items Added	405	609	604	424	363	248							
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								

FRIENDS

- I hope to discuss the Friends MOU with Friends and Trustees at the February Trustees meeting.
- On 12/20 the Friends organized a staff appreciation breakfast with delicious pastries from Markoh's Wake & Bake Cafe. Thank you Friends!

PROGRAMMING

NAME	DATE	PPL	KITS	AGE	TYPE	FORMAT	SITE
Tot Time: Dinosaurs	12/01/23	23		0-5	Live	In Person	Onsite
Pokemon Club	12/01/23	27		6-11	Live	In Person	Onsite
Adult Craft: Felt Mistletoe	12/01/23		30	Adult	Passive	Passive	Onsite
Tea of the Month: Gingerbread Joy	12/01/23		42	Adult	Passive	Passive	Onsite
Read-It-All Book Group: The Maid	12/02/23	9		Adult	Live	In Person	Onsite
Mini Book Ornament Class	12/02/23	21		Adult	Live	In Person	Onsite
Growing Places Market	12/05/23	19		Adult	Live	In Person	Onsite
Story Ninja: Snowflakes	12/05/23	13		6-11	Live	In Person	Onsite
50+ Job Seekers Networking Group	12/06/23	2		Adult	Live	Virtual	Offsite
Storytime: Latkes	12/07/23	39		0-5	Live	In Person	Onsite
Teen D&D	12/07/23	5		12-18	Live	In Person	Onsite
Tot Time: Sharing	12/08/23	25		0-5	Live	In Person	Onsite
Card Making	12/09/23		100	All Ages	Passive	Passive	Onsite
Story Ninja: Came in the Mail	12/12/23	13		6-11	Live	In Person	Onsite
D&D Wednesday Campaigns	12/13/23	8		12-18	Live	In Person	Onsite
Therapy Dog	12/14/23	41		0-5	Live	In Person	Onsite
Yoga Emma Brown	12/14/23	41		0-5	Live	In Person	Onsite
Watercolor Painting	12/14/23	12		6-11	Live	In Person	Onsite
Gift Wrapping Gathering	12/15/23	0		Adult	Live	In Person	Onsite
50+ Job Seekers Networking Group	12/15/23	2		Adult	Live	Virtual	Offsite
Tot Time	12/15/23	27		0-5	Live	In Person	Onsite
Fidget Spinners	12/15/23	1		12-18	Live	In Person	Onsite
Ayer Film Society	12/16/23	4		Adult	Live	In Person	Onsite
D&D Saturday Campaigns	12/16/23	12		6-11	Live	In Person	Onsite
Grief Group	12/19/23	0		Adult	Live	In Person	Onsite
Family Partnership	12/19/23	27		0-5	Live	In Person	Onsite
Story Ninja	12/19/23	17		6-11	Live	In Person	Onsite
Thriller Book Group: Strange Sally Diamond	12/20/23	4		Adult	Live	In Person	Onsite
50+ Job Seekers Networking Group	12/20/23	0		Adult	Live	Virtual	Offsite
Lego Club	12/20/23	13		6-11	Live	In Person	Onsite
Storytime Santa	12/21/23	58		0-5	Live	In Person	Onsite
FLLAC visit	12/21/23	9		12-18	Live	In Person	Onsite
Tot Time	12/22/23	23		0-5	Live	In Person	Onsite
Story Ninja: Kwanzaa	12/26/23	10		6-11	Live	In Person	Onsite

Fuse Beads	12/27/23	5		6-11	Live	In Person	Onsite
Strega Mama: Frozen	12/28/23	77		0-5	Live	In Person	Onsite
Tot Time	12/29/23	30		0-5	Live	In Person	Onsite
Scavenger Hunt December	12/29/23		120	All Ages	Passive	Passive	Onsite
White Board December	12/31/23		130	All Ages	Passive	Passive	Onsite

Displays

- Kids Displays: Caldecott Voting, Hanukkah, Kwanzaa, DIY Crafts ideas for kids.
- Teen Displays and Chapter books we used cover colors to bring out some new titles!
- Adult Displays: Holiday Romance, National Bartender Day, Staff Stocking Stuffer Picks, How Often Do You Think About the Roman Empire?, Fireplace Display: Christmas, Hanukkah, and Kwanzaa