

AYER LIBRARY

DIRECTOR'S REPORT

This January we undertake a variety of administrative housekeeping projects: organizational calendar development, service analysis, data reporting, records retention, staff onboarding procedures, a memorandum of understanding with the Friends of the Ayer Library, and more. The overarching goal in this work is to define or establish best practices across a variety of dimensions of our work within the organization as well as across our partnerships with other organizations.

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.** We continue to fine tune the Trustee Orientation document. We will get on schedule with it beginning in March with the Director's Evaluation. In April Trustees will conduct their self-evaluation. In May we will have Trustees complete the Legal Requirements section.
- **2.2.a. Develop an agreement between the Friends and the Trustees with respect to the roles and responsibilities of each group. IN PROGRESS.** On February 8 the Trustees and Friends will meet together to discuss and vote on the MOU.
- **3.3.e. Create an IT plan to schedule and budget for the timely replacement of computers, servers, and other IT infrastructure. IN PROGRESS.** New public PCs for the adult floor and new will be installed on February 5.

FACILITIES

- January has been an unexciting month. Systems are working well in 2024. Knock on wood!
- Snow removal has gone smoothly thanks to our open communication with the DPW. We greatly appreciate their work in keeping the Library accessible during and after inclement weather.

OPERATIONS

- On 1/2 we made the Reading Room available to the public to borrow for their own events. Information is available on our website at <https://ayerlibrary.org/museum-passes/>

- On 1/2 the Youth Services Department launched its 1000 Books Before Kindergarten program.
- In connection, we launched the Baby Bags project in mid-January. Several bags were dropped off with the Town Clerk to be distributed to families with newborns as they pick up their birth certificates. Many thanks to the Friends, the Social Worker, and the Town Clerk for their support!
- On 1/9 and 1/16 Administrative Support Specialist Sarah Gomes and I attended a two-part training on customization options for our Aspen search interface. In February staff are scheduled for orientations to Aspen user experience. Aspen is still anticipated to launch in March.
- We remained open to the public during the storm on 1/17. This was the first time since approving our new Closures Policy that we have remained open despite the schools' closure. I will be keeping records for our snow day activity and the activity of other organizations for future reference.

	Ayer Libra ry	Visit ors	Deliv ery	Tow n Hall	Seni or Cent er	Ayer Scho ols	Nash oba Valle y Tech	Grot on Scho ols	Grot on Libra ry	Harv ard Scho ols	Harv ard Libra ry	Little ton Scho ols	Little ton Libra ry	Shirl ey Scho ols	Shirl ey Libra ry
1/16/ 23	OPE N	32	CLO SED	OPE N	CLO SED	CLO SED	EAR LY	OPE N	OPE N	CLO SED	EAR LY	OPE N	EAR LY	OPE N	OPE N
Harvard library closed 3 hours early at 5. Littleton library closed 1 hour early at 7.															

- We will close 3/22 For Staff Development Day. Planning is underway for a variety of trainings.

PERSONNEL & PROFESSIONAL DEVELOPMENT

- On 1/16 we re-posted the Library Assistant - Adult Services position. We have scheduled several interviews during the first week of February.

TOWN

- On 1/10 I attended the Town Department Head Meeting.
- On 1/22 I met with Town Manager Robert Pontbriand to discuss the FY25 budget proposal and issues related to the Friends MOU.
- On 1/23 Sarah and I met with Town Benefits and Payroll Coordinator Amanda Lewis to discuss HR procedures and document retention practices.
- On 1/24 I attended the Town Budget Hearing. Two of four questions were directed to the Library:
 - A member of the Finance Committee asked about the increase in the Library budget proposal.
 - A member of the public asked for more information about the status of the Library as an association library and whether that had any impact on the budget process.

FINANCES

ACCOUNT	LINE	DESC	APPROPRIATED	ADJUSTED	SPENT	AVAILABLE	% USED
LIBRARY FY24			\$709,023.71	\$709,023.71	\$362,257.61	\$346,766.10	51.09%
01610	51000	Salaries	\$94,454.86	\$94,454.86	\$54,291.99	\$40,162.87	57.48%
01610	51100	Wages	\$367,954.35	\$367,954.35	\$157,833.00	\$210,121.35	42.89%
01610	52000	Services	\$76,900.00	\$76,900.00	\$50,688.25	\$26,211.75	65.91%
01610	52100	Utilities	\$20,000.00	\$20,000.00	\$6,242.50	\$13,757.50	31.21%
01610	54000	Supplies	\$14,000.00	\$14,000.00	\$16,277.27	-\$2,277.27	116.27%
01610	54100	Materials	\$134,714.50	\$134,714.50	\$76,352.60	\$58,361.90	56.68%
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	\$73,319.38	\$1,680.62	97.76%
31610	58147	Boiler	\$75,000.00	\$75,000.00	\$73,319.38	\$1,680.62	97.76%

FRIENDS

- On 1/17 I attended the quarterly Friends meeting. The Friends will once again dedicate \$6000 to Library programming for 2024. And they are helping to simplify use of the funds by providing a debit card for staff use. We are extremely grateful for their support!
- On 1/26 I met with Friends Treasurer Liz Nonis to discuss the Friends MOU.
- On 2/8 the Friends Executive Board will join the Trustees to discuss the Friends MOU.
- The Friends have scheduled a Dinner for a Cause fundraiser with Tiny's for March 26.

USAGE, SOCIAL MEDIA, & PROGRAM STATISTICS

MEASURE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Visits	2314	2637	1798	2147	2028	2278	2498					
Study Rooms	19	26	19	29	30	31	27					
Museum Passes	46	56	16	11	18	27	17					
Public PCs			488	265	236	278	265					
Wireless	159	186	142	163	166	145	159					
Web Hits	4584	4405	3311	3974	3869	3324	4175					
New Patrons	60	50	34	43	37	28	50					
Circulation	6055	6792	5397	5491	5538	4902	5980					
Overdrive	1320	1287	1187	1312	1303	1427	1578					
Items Added	405	609	604	424	363	248	590					
FB Followers	1414	1429	1438	1445	1453	1454	1457					
FB Reach	4196	2556	3032	2507	3050	2580	2993					
FB Visits	1230	1077	1172	1127	933	892	1077					
IG Followers	1045	1075	1090	1094	1103	1111	1117					
IG Reach	307	315	408	365	236	392	237					
IG Visits	45	74	53	48	43	65	42					

PROGRAMMING

PROGRAMS	DATE	PPL	KITS	AGE	TYPE	SITE	FUNDS
Adult Craft: Pin Hole Luminaries	01/01/24		25	Adult	Passive	Onsite	Library
Tea of the Month Creme Brulee	01/01/24		40	Adult	Passive	Onsite	Friends
Staff Plates: Brownie/Ginger Cookies	01/01/24		36	Adult	Passive	Onsite	Library
White Board January Fish	01/01/24		150	All Ages	Passive	Onsite	Library
JUV Scavenger Hunt	01/01/24		150	All Ages	Passive	Onsite	Library
Growing Places Market	01/02/24	13		All Ages	Live In Person	Onsite	Library
Story Ninja: First Night	01/02/24	15		6-11	Live In Person	Onsite	Library
Cozy Activities: Games	01/03/24	0		Adult	Live In Person	Onsite	Library

Cozy Movie: Princess Bride	01/03/24	0		Adult	Live In Person	Onsite	Library
Storytime: No Two Alike	01/04/24	40		0-5	Live In Person	Onsite	Library
FLLAC School	01/04/24	12		12-18	Passive	Onsite	Library
Read-It -All Book Group: Lost Ticket	01/06/24	10		Adult	Live In Person	Onsite	Library
Family Partnership Center	01/09/24	10		0-5	Live In Person	Onsite	Library
Story Ninja: Strega Mama	01/09/24	17		6-11	Live In Person	Onsite	Friends
Cozy Activities: Craft	01/10/24	2		Adult	Live In Person	Onsite	Library
Teen Bread class	01/10/24	10		12-18	Live In Person	Onsite	Library
Story Time Penguins	01/11/24	47		0-5	Live In Person	Onsite	Library
Toddler Time: Shapes	01/12/24	9		0-5	Live In Person	Onsite	Library
Story Ninja: Button Making	01/16/24	2		6-11	Live In Person	Onsite	Library
Cozy Activity: Puzzle	01/17/24	0		Adult	Live In Person	Onsite	Library
Lego Club	01/17/24	15		6-11	Live In Person	Onsite	Library
Storytime: Yoga w/ Emma Brown	01/18/24	32		0-5	Live In Person	Onsite	Friends
Teen Friendship Bracelets	01/18/24	15		All Ages	Live In Person	Onsite	Library
FLLAC school	01/18/24	7		12-18	Live In Person	Onsite	Library
Historical Fiction Book Group	01/19/24	7		Adult	Live In Person	Onsite	Library
Toddler Time: Color Mixing	01/19/24	12		0-5	Live In Person	Onsite	Library
Story Ninja	01/23/24	8		0-5	Live In Person	Onsite	Library
Family Partnership Center	01/23/24	13		0-5	Live In Person	Onsite	Library
Sourdough Brandon	01/24/24	23		Adult	Live In Person	Onsite	Friends
Cozy Activity: Jar Soup	01/24/24	5		Adult	Live In Person	Onsite	Friends
Dungeons & Dragons	01/24/24	10		12-18	Live In Person	Onsite	Library
Storytime	01/25/24	32		0-5	Live In Person	Onsite	Library
Toddler Time	01/26/24	26		0-5	Live In Person	Onsite	Library
Ayer Film Society: Mean Streets	01/27/24	2		Adult	Live In Person	Onsite	Library
Dungeons & Dragons	01/27/24	11		12-18	Live In Person	Onsite	Library
Stitch Circle	01/30/24	1		Adult	Live In Person	Onsite	Library
Story Ninja	01/30/24	23		6-11	Live In Person	Onsite	Library
Cozy Activity: Coloring	01/31/24	0		Adult	Live In Person	Onsite	Library
Cozy Movie: Bedtime Stories	01/31/24	0		Adult	Live In Person	Onsite	Library

- Kids Displays: Caldecott Voting, Kwanzaa, Lunar New Year, Winter Weather, Teenage Mutant Ninja Turtles
- Teen Displays: Winter Snow, Blue Covers
- Adult Displays: Spies, Top of the List, Bread, Google's Most Searched