

The Ayer Library

Monthly Report for December 2018

Submitted for the January 15, 2019 Library Board of Trustees Meeting

Adult Collections:

- Missing items inventory and weeding. Circulation Librarian Thomas Tagliavento performed a complete inventory of media (DVDs, CDs, etc.) marked “Missing” for at least a year and a half and books marked “Missing” for at least two years. The report included all books marked “Missing” from 2012 to 2016 (just under 600 books). In most cases, this final check to see if the item is still missing result’s in the item’s status changing to “Lost”, with the item’s record removed from the library catalog. Removing the titles that have been missing for this long cleans up the library catalog and makes it easier to locate copies of items that are available for borrowing.

Adult Book Displays:

- Winter/Holiday books and movies.
- Best Books of 2018 (fiction and nonfiction). Selections are based on “Best of 2018” lists from the *Kirkus Review*, the *New York Times*, *Bookpage*, Man Booker Prize shortlist, National Public Radio, *Entertainment Weekly*, and more.
- Collections and Hobbies for the New Year. The idea for this display came after a full inventory of books that had been marked “Missing” for at least two years. Items “Found” during the inventory included one stamp collecting book, one *Matchbox* car collecting book, and one silk painting book.
- New Year’s Resolutions – books that might inspire and support to anyone looking to make a change with the New Year.
- Patrons’ Picks – The interactive display of books recommended by Ayer Library patrons continues! In November, we began asking patrons in-person and on Facebook for their recommendations for favorite fiction and non-fiction titles. Thomas Tagliavento compiled the recommendations we had received by mid-November and created bookmarks with a list of the “favorited” titles that patrons can take. The display sign explains that patrons can add recommendations to a collection jar on the display, or even add books to the display as a way of sharing their favorites. Thomas has continued to add to the list of patron favorites as they come in.

Adult Programs & Activities:

| Program | Attendees | Date |
|--|--------------|-------------------------------------|
| Family Bingo nights | Total: 30 | Wednesdays, December 5, 12, & 26 |
| Genealogy | 3 | Tues., Dec 11 |
| Dickens’ <i>A Christmas Carol</i> with Barry Deitz | 15 | Thurs., Dec 13 |
| Crochet Crafting: Winter Hats with Justine Paulson | 12 | Sat., Dec 15 |

- Public Meetings and Programs by outside groups:

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- The Ayer Community Garden committee held an organizing meeting in the library on December 11.
- Cyndi Lavin's book group met on December 4.
- Healing Conversations, a bereavement support group series offered by Nashoba Nursing Service & Hospice, met at the library on December 11.
- Thomas Tagliavento created and/or updated some directional and informational signs in the Media and Fiction collections.

Library Building & Grounds

- Fish Window Cleaning of Leominster performed some long-overdue gutter cleaning on December 13.
- Moore Enterprises sent a technician to re-program the Library's telephone system on December 13. Library patrons will now be able to leave messages in one of several voicemail boxes if they cannot reach a staff member directly.
- Renaud Electric replaced two exterior halogen light fixtures with LED equivalents that will use about 15% of the electricity of the old fixtures. As the older fixtures fail, where possible, the Library is changing to LED fixtures and/or light bulbs in order to reduce electrical use and, often, decrease the frequency of bulb changes.
- Library Director Tim Silva met with Zach Flagg of H.M. Flagg Tree Service to discuss tree work needed for safety and aesthetic improvements on December 27.

Library Director's Activities:

- Reviewed applicants for part-time and on-call Library Clerk positions, with assistance from the Library's Department Heads. Head of Youth Services Amy Leonard assisted with scheduling and conducting candidate interviews. We received 28 applications, conducted five interviews, and offered positions to four individuals. Those offers were accepted and our first two part-time staff members – Nadia Nalesnik and Keith Ugles – began training in late December. Welcome Nadia & Keith!
- Finalized the Library's preliminary operating budget request for FY2020.

Library Director's Meetings:

- Niche Academy Customer Overview (telephone meeting), December 5th.
- Town Department Directors' Meeting, December 12th.
- Library Department Heads Meeting, November 16th.
- Ayer Library Trustees Meeting, December 18th.

Library Staff Training:

- Thomas Tagliavento and Nancy Askin attended a **Gale Databases Refresher Course** presented by advisors from the Massachusetts Library System (MLS) at Fitchburg High School on December 13th. MLS purchases access to a suite of Gale database products for all libraries in the Commonwealth that maintain at least the minimum library service standards required for state certification.
- Following the Gale Databases course:
 - Thomas updated the Ayer Library website's Online Resources page to include a more prominent link to all available Gale databases and created an image to promote the databases as sources of ad-free and fact-checked news and information.

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- Nancy spoke with Youth Department staff regarding the child-relevant databases, which may be useful for homework and research assignments. People with dyslexia and others who are learning English can also benefit from using these resources.

Youth Services Programs & Activities:

| Children's Programs | Attendance | Date |
|--|----------------------|---------------------------|
| Library Holiday Party | 130 (approximate) | December 1 st |
| Story Time (Gingerbread Man) | 29 | December 6 th |
| Story Time (Dream Snow) | 29 | December 13 th |
| Kids' DIY craft: Handprint Cardinals | 9 | December 13 th |
| Kids' DIY craft: Gingerbread Houses | 37 | December 18 th |
| Story Time (Yoga with Amy of Bangarang Yoga) | 36 | December 20 th |
| Story Time craft (3D Paper Snowflakes) | 10 | December 27 th |

- We kicked off the month of December on a high note with our 3rd Annual Holiday Party. Christina Zoller worked with local businesses to coordinate food and drink donations for this year's event. Many thanks to Union Coffee Roaster, The Capri Bakery, and Ayer Shop & Save for their generous support. Many thanks also to Young Adult Librarian Autumn Dore's husband David for dressing up as Santa Claus for the event, too! Local musician Louis Arnold performing festive acoustic music during the day. With activities in all areas of the building, attendees had a wonderful family holiday experience.
- Christina also helped set up the Library as a collection point for the Ayer Police Department's Toys for Tots program throughout the holiday season. Ayer Library patrons were very generous with their donations, necessitating four pick-ups to empty the collection box during the month of December.
- Back by popular demand we also continued with our newest tradition of making 'Gingerbread' houses out of graham crackers with the kids on Tuesday, Dec 18th. We have the whole process down to a science now and the kids had a great time decorating their houses and eating their decorations as well. Each house was completely unique and it's always so rewarding to see the kids get creative and create something all their own.
- For the month of December, we housed an extensive personal collection of Nutcrackers in our display case. The collection was on loan from Christina's younger brother, DJ. Many patrons delighted in the variety of Nutcrackers on display, from traditional models, to pop culture ones, and even some made out of glass. Many kids were excited to see that some of the Nutcrackers on display resembled ones that they had at home.
- Here's to another year of successful programming and community outreach! Happy New Year!

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- **Young Adult (YA)/Teen Programs & Activities:**
 - Book displays
 - How-To-Read Manga
 - Fantasy Fiction with Strong Female Leads

| Young Adult Programs | Attendees | Date |
|----------------------|-----------|----------------|
| Family Game Night | 8 | Tuesday, Dec 4 |
| Book Club | 6 | Thurs., Dec 6 |
| Teen Night | 7 | Wed., Dec. 12 |
| Family Game Night | 3 | Tues., Dec. 18 |
| LGBTQIA+ Drop In | 3 | Wed., Dec. 26 |
| Anime & Manga Club | 11 | Wed., Dec. 27 |
| Dungeons & Dragons | 7 | Fri., Dec. 28 |

- Highlights included a Christmas Marathon *Dungeons and Dragons* campaign with all-original material written by YA patron Owen Salter. The young players battled a monster Frosty the Snowman for an epic 2.5 hrs! *D & D* will continue every Friday at a regular time of 3 p.m.
- Circulation Librarian Justine Paulson set up the Maker-space with holiday card and gift tag making and a paper tree ornament craft that can also hold candy inside.
- Family Game Night will now meet two Tuesday evenings a month instead of one, as requested by patron participants.
- The Video Games display is now located in the Teen Room to help distribute foot traffic in the Children's Room and expose patrons to Young Adult materials they might have otherwise missed.
- Aided by Justine's crafting skills, we sewed *Pusheen the Cat* pillows and pouches in Anime & Manga Club and then watched anime through *Crunchyroll* and enjoyed Asian snacks.
- LGBTQIA+ Drop In has begun to attract young visitors and we've enjoyed making crafts and discussing graphic novels and non-fiction books written with this particular audience in mind.

I would like to thank the following Ayer Library staff members for their contributions to this report: Nancy Askin, Samantha Benoit, Autumn Dore, Justine Paulson, Thomas Tagliavento, and Christina Zoller.

Respectfully,

Tim Silva
Library Director