



**Westwood Public Library  
Director's Report  
04 January 2016**

**Library Construction Update**

Library ceiling project is complete – and the building is reopening on schedule January 4<sup>th</sup>. Commissioning of the lighting system is scheduled for the week of January 4<sup>th</sup> with training on the Encelium system on Friday, January 8<sup>th</sup> for library and town staff.

**Islington Branch- Main Library**

I would like to again express my thanks to all of the staff at the Westwood Public Library for their continued commitment to provide excellent public service to the patrons of Westwood throughout this period of construction. The Islington Branch Library did a fabulous job serving the needs of so many patrons, and everyone was so cooperative and committed to a positive outcome. The Islington Branch circulated nearly 10,000 items in October and November. (December statistics are not yet available through the Minuteman site at the time of this report ). And patrons were very accommodating throughout this entire process.

**Staffing**

Andrea Varkas has accepted the part-time (20 hour) Library Assistant position in Circulation. This position includes 17 hours in Circulation and 3 hours at the Reference Desk on Friday afternoons. Andrea will begin her new position on Monday, January 4<sup>th</sup>!

**Darien Library – Field Trip to Darien, CT: 12/17/15**

The field trip to the Darien Library took place on December 17<sup>th</sup>. Library staff who participated included Nancy Hogan, Hannah Gavalis, Lizzy McGovern, Teresa Kerrigan, June Tulikangas, Molly Riportella and myself. The staff seemed genuinely enthusiastic about some of the ideas and concepts discussed between members of the Darien Library staff and administration. It was a great opportunity for us to view first-hand some of the ideas that have been successfully implemented by Darien, particularly as they relate to improved user services, accessibility, visibility and enhanced patron experiences. Westwood staff have already begun to utilize some of the ideas germinated as a result of this field trip! Thank you to Alan Kirk Gray, Director of the Darien Library, and the Darien Library staff for hosting our team!

**LSTA- Grant Proposal –Notification Pending**

No update yet re: MBLC letter of intent for a grant in the amount of \$7500 for Readers' Advisory.

**School / Community Collaborations**

Library staff are currently working with Sean Bevan, High School Principal, and members of the Westwood HS PTO to provide extended study hours for mid-year exams. Our initial experience offering this option for year-end exams was very successful and so we are expanding this to provide extended study hours for mid-years as well as year-end exams. The library will remain open until 11 pm for late night studying on Tuesday thru Thursday of the exam period (January 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup>). A meeting will be held with school, Library and PTO representatives on Thursday, December 31<sup>st</sup> to discuss arrangements and activities.

**Readers' Advisory**

Staff Picks of 2015 and Top 100 Books for Westwood Public Library are attached – in case anyone would like some reading suggestions!

### **Furnishings-Children's Room**

A quote has been received from Tucker Library Interiors for a children's room desk extension. This will allow staff a greater amount of usable space while working in the Children's Room. It has been designed with built-in shelves as well for additional storage. Cost is \$2,065.00 and suggestion would be that this be covered by funds in our State Aid account.

Respectfully submitted,  
Tricia Perry  
Library Director