



**Director's Report  
Westwood Public Library  
February 9, 2015**

**FY '16 BUDGET**

A few weeks ago, Terry Duane and I met with Pam Dukeman to review the library's FY16 budget. The draft budget was submitted in October, and some adjustments were required to reflect the actual salary costs including longevities and other factors. As a result, the Library Salary Line was increased from \$910,667 to \$930,990. The expenses lines remained unchanged.

Revised budget submittal for the Library: these are the figures that Pam Dukeman will be providing to the Selectmen.

<b>SALARIES:</b>	<b>\$ 930,990</b>
<b>EXPENSES:</b>	<b>\$ 239,350</b>
<b>TOTAL LIBRARY:</b>	<b>\$1,170,340</b>

**ANNUAL REPORTS – Due at Town Hall by Friday, February 27, 2015.**

Draft included in materials for February 9<sup>th</sup> meeting of Trustees.

**LIBRARY WEBPAGE**

I have been in touch with both Tom Viti and Jim Woodman (webpage designer) in late January. There are a number of outstanding items that we are following up on. The Content Management System has been installed and the main templates, including the blog and Events calendar. We are now at the point where we are going to start entering content.

**LIBRARY MATERIALS AND COLLECTIONS**

**Some Highlights from 2014:**

- 24% Increase in overall Westwood circulation!
- 70% of all circulation at the Main Library is done by Self-Check
- More than 140,000 patrons at Main Library (22% increase)
- New Library Cards Issued: 809
- SPEED VIEW DVDS – Currently circulating 11 speed view dvds
- MUSEUM PASSES – Mystic Aquarium Pass is now available. Working with Friends on adding additional passes – priorities are ICA and Peabody Essex Museum.

**LIBRARY CONSTRUCTION PROJECT**

The ceiling slats that were stored in a trailer have now been removed – which was timely given the 2 feet of snow that recently descended upon the region! The Permanent Building Committee is working on getting the ceiling issues resolved – no progress to report at this time.

In addition, in walking through the building, there were a few items that required additional work; these have been noted and are being addressed.

- Door Lock to Community Room was reversed – this has been fixed
- Fireplace on Second Floor was not working properly – this has been fixed
- East Coast Security Fire Panel Alarm – alarm was being triggered by loose fitting at fire hose connection outside staff entrance. This has been fixed.
- Library Shades – Vertex is replacing pulleys and a motor – this has been fixed
- Lighting Console – the lighting programs are run by Lumenergi Software. Library staff are working with Tom Philben, Town Energy Manager on lighting.
- Roof Leak – Friday January 9<sup>th</sup>. PBC is reviewing and will advise. Roofing Company did investigate roof and did not find any evidence of failure. DPW has added this as a “future work” item and will schedule a time to sand and re-paint the wall between Director’s Office and Young Adult Room.

### **LIBRARY EVENTS AND PROGRAMS**

National Readathon Day was held on January 24<sup>th</sup> (in a snowstorm!) So, while attendance at some of the programs was less than hoped, it was still a successful event, with a dozen attendees for Sandra Elaine Scott’s booktalk “Manana Starts Today.” The Friends did a wonderful job of coordinating refreshments and hosting a BookSale.

### **UPCOMING PROGRAMS**

#### **ADULT PROGRAMS**

March 18<sup>th</sup> at 7.30 pm

"Irish voices" a dramatic offering by actor Stephen Collins. Yeats, Joyce, Heaney, McCourt and other prominent writers will be presented.

Also in March, date tba: Historian Bob Begin will present an illustrated lecture on "Lawrence of Arabia, the Arab revolt, and Palestine." As a follow-up to this lecture the award winning movie "Lawrence of Arabia" will be shown on another day.

Once again, award-winning pastel artist Greg Maichack has received a grant from the Westwood Cultural Council to present a pastel workshop at the Westwood Library on July 28. This year, the adult program will be "Scarlet Poppies."

One-on-one computer help sessions on a Thursday afternoon continue to be popular. High School student Joey DiMaria ably assists patrons with all their computer questions and problems.

### **TEEN EVENTS**

- TAB —Teen Advisory Board (TAB) Monthly Meetings (Feb 11th)  
The TAB is a group of teens (grades 7-12) who want to take an active part in the running of the teen department. It is also a social gathering where members meet friends, talk about books, chat and enjoy time spent at the library. To join TAB email: [wwdtab@minlib.net](mailto:wwdtab@minlib.net), or call 781-320-1045.
- Feb. 27-Teen Movie Guardians of the Galaxy (TAB movie choice)
- March 5- Games and Gaming for Teens

### **SPECIAL PROGRAMS FOR CHILDREN**

Last month we highlighted the STEM (Science, Technology, Engineering and Math) Programs that will be implemented with support from the Foundation for Westwood Education.

These new initiatives include:

- Simply Stem: Children in Grades 1 – 2 on Tuesday afternoons in January

- Full STEAM Ahead: LittleBits for Children in Grades 3 -5 on Wednesday afternoons beginning February 4<sup>th</sup>
- Gizmos, Gadgets and Goo: for children in grades 3 – 4 on Mondays in March

Hannah Gavalis (Children's Librarian) is also working with the Foundation for Westwood Education on a new program initiative: Sensory Storytime – for children ages 2 – 5 with autism spectrum disorders, sensory integration issues, other developmental disabilities and a parent/caregiver. Programs scheduled for Monday 4 – 4:30: January 26<sup>th</sup>, Feb. 23<sup>rd</sup> and March 30<sup>th</sup>.

#### **Other Children's Programs:**

- Reading Challenge –now through May 1<sup>st</sup>. National Readathon Day offered an opportunity to “kick-off” a reading challenge for children ages birth thru 6<sup>th</sup> grade. For every 5 books read, readers can enter a prize raffle – and with 10 books, your name goes up on the Reader's Wall of Fame in the Children's Dept. More than 50 children have registered already for this challenge.
- Table Art Afternoon – throughout the month of March – drop in activity.
- Toddler Art in honor of National Youth Art Month – Wednesday mornings in March
- Elephant and Piggie Party – During February Vacation Week: Feb. 20<sup>th</sup>

#### **BRANCH ACTIVITIES PLANNED FOR SCHOOL VACATION PERIOD**

- February 19<sup>th</sup> – School Vacation Week: Rick Golden – Music Program for Children
- April 23<sup>rd</sup> – School Vacation Week : Animal World Experience

These two programs are funded by the Friends of the Westwood Public Library.

#### **TECHNICAL SERVICES UPDATE**

- Roll out of new library catalog, Encore, is now readily available to all patrons and staff.
- Slowness of Sierra -- ILS System  
For several weeks, during the month of January, Westwood experienced a number of issues relating to the responsiveness of the Sierra Integrated Library Services Platform. June Tulikangas worked with representatives from Central Site, Verizon and Atrion to document the issues that we were experiencing and to troubleshoot solutions. Verizon was eventually able to determine the problem – ultimately resolved by “diverting traffic.” This was an issue that seemed to only affect Westwood and Dedham, but which caused our system to slow down or stop – and requiring the use of several hours of offline circulation each day. Thanks to June and Rick Taplin from Minuteman, Westwood is back up and running!

#### **JANUARY SNOW??? – Thank you to Westwood Custodial Staff and Westwood DPW**

I want to commend the Library custodians, John Riordan, Kevin Craven and Joe Moore for their extraordinary efforts during the “blizzard of 2015.” It was an awful lot of snow and an incredible amount of shoveling! Thank you John, Kevin and Joe for a job very well done!

Early in the morning these three fellows showed up and shoveled out the main library so that patrons and staff would have safe access in and out of the building. Then, after some four hours of shoveling in 14 degree

weather, they cheerfully packed up the shovels and the snowblower and traveled to the Islington Branch to work on opening the branch – which was completely boxed in by mounds and mounds of snow...

As an added item of interest, when the Islington Staff (Claire and Jenny) were able to get into the branch, they noticed an odor which was unusual – so John and Kevin and Joe opened up all of the doors to air out the building – and determined that there was a back-up of exhaust from the furnace... so now, in addition to the shoveling and clearing of doorways and sidewalks and ramps, there was an added job of clearing huge mounds of snow from the parking lot in front of the furnace to access the vents and get that cleared off...

Thankfully the DPW was able to assist with a front-loader to move the mountains of snow blocking the access (thank you Sean and Matt)- and then our three intrepid heroes shoveled off the machinery and cleared the vents and intakes...in the meantime we still had Claire and Jenny trying to open up the branch while wearing parkas and mittens to ward off the cold air! And after all of this, everyone was still cheerful and smiling! ☺

Westwood has a reputation for being a wonderful library that provides first rate services and has exceptional staff – and I know that this reputation is something that is completely and totally true – and these qualities are in evidence every day. This was especially true this week of our custodians – who worked tirelessly all day to make sure that the Westwood Libraries – Main and Branch were accessible and safe.

And I would also like to thank Todd Korchin and Brendan Ryan of the DPW for their responsiveness throughout this adventure! It was really a team effort.