



**Westwood Public Library
Director's Report
14 September 2015**

New Library Cards

The response seems to have been very positive from patrons for the new library cards. I do know that this has created a lot of work for Circulation Staff, and want to express how very much I appreciate your patience and your graciousness in making sure that patrons are able to opt into the new card easily. I know that we are well on our way to at least 800 new cards!

Hoopla

The roll-out for Hoopla seems to have gone fairly well. As of September 2nd, there are 128 patrons registered for this service. This number is fairly low still – but it's a start... Last week our patrons borrowed the following:

- Audiobooks 16
- Comics 9
- Ebooks 7
- Movies 13
- Music CDs 5
- Television shows 2

The attached summary indicates some of the most popular titles from the past 30 days.

We will be highlighting the Hoopla Collection at Westwood Day, and Hoopla has generously donated a gift card to BestBuy (\$100) towards the purchase of a tablet that we will be offering as a raffle prize. And there will also be other Hoopla giveaways as well as games, henna for teens and face-painting for children. If anyone would like to participate in Westwood Day, please let me know! It will take place on Saturday, October 3rd – with set up from 7-8:30 am and break down at 3:15 pm.

FY2015 – Library Fact Sheet (see attached)—did you know that our weekly circulation averages 5,050 items!

Strategic Plan

The Library Trustees and Library staff will be embarking on the development of a new long range (strategic) plan this year. Given the interruption of the ceiling project, I am hoping that we can use some of that time to strategize about the goals and objectives of the institution. As a first step, department heads will be working on putting together updated “Action Plans” for FY17. This is a process that identifies specific goals taken from the library’s existing Long Term Plan of 2005-2010, and updating these with specific objectives, actions that will be taken, and a timeframe for the activity. Because of reporting standards from the MBLC, we are obligated to have our updated Action Plans filed with them no later than December 1st.

The next step will be to develop a new strategic plan for 2018-2022. This plan would need to be filed next October (2016).

Library Ceiling Project – Staffing

The Main Library close to the public beginning October 19th for ceiling replacement. Beginning October 19th, staff will be moving to a new temporary schedule that includes staffing the circulation desk at the branch for scheduled shifts.

Joan Courtney Murray (Director of Personnel) and I have met to discuss the protocols that we will be following in terms of staffing and scheduling throughout the project.

In all cases, circulation staff who have regular shifts will be working their complete schedule (although their hours may differ from their current schedule somewhat in order to have even coverage for the entire week). Some shift hours will be here at the Main Library for book returns or other projects, other hours will be at the branch.

The goal was to provide an equitable and fair distribution of hours that would allow staff with regularly scheduled hours to maintain those hours – and not lose any time. All staff will be working with a revised and temporary schedule that replicates, as best we can, the hours that they would regularly be scheduled to work.

Weekend and Part-Time Reference Staff have a different work flow than circulation. In order to try to accommodate everyone's hours, staff were given option to work their shifts at the branch, work daytime hours at Main, or opt-out voluntarily for project duration, with understanding that regular shifts will resume as soon as the Main Library is back online. Sunday hours will resume when Main Library reopens as well. Staff were asked to confirm their intent via email to me.

The ceiling project is one that has been on the horizon for nearly two years – and while we had originally hoped for a phased project that would have allowed us to maintain a presence here at the Main Library, the reality is that we are unable to maintain a safe and secure environment for the public while the construction project is underway.

The contractor, Timberline Construction, will make every effort to work as expeditiously and efficiently as possible. And I do think that 11 weeks will go by fairly quickly. But I am sensitive to the concerns that many have expressed, and hope that this will be the last temporary closing schedule that you all have to accommodate for library construction!

Colburn School Display

Peter Paravalos and I met back in July to discuss the Library/Westwood Historical Commission agreement re: the Colburn School Display. The area that was originally set aside for this project is along the 'after hours corridor' connecting the front entry to the Community Room. Peter and the Commission would like to explore if there are any other options for the display, now that the building is actually constructed. There is not a lot of traffic through that corridor and it is being used as a storage facility for paper products regularly. One alternative we discussed was whether the Library Trustees might consider the use of the corner wall in the Community Room for the permanent display.

Other Upcoming Events/Activities

- **Volunteer Reception will be held on Thursday, September 24th from 10 – 11:30**
- **Westwood Day, Saturday – October 3rd**
- **Friends Booksale will be held from Thursday, October 15th thru Saturday, October 17th**