



**Westwood Public Library  
Director's Report  
16 November 2015**

**Library Construction Update**

Cheviot has completed the rear wall of the community room and will be installing ceiling tiles throughout the building beginning next week – beginning with the Community Room, and then proceeding to the gallery, circulation area and children's room.

Lighting and ceiling projects have been running concurrently. Lumenergi controls have been disconnected and removed and Encelium components have been installed. Commissioning of this system will be done once the ceiling work is completed – as the electricians and consultant need to have all of the lamps installed (and that cannot be accomplished until the ceilings are up!).

In the interim, Cheviot has been making good progress on advancing the gridwork throughout the building. Due to some construction issues, the phased approach that was originally specified by Cheviot has been adjusted – and they have moved forward on the demolition of existing structures and installation of the new grid for both the first and second floors—and have held off on installing most of the ceiling slats pending building and electrical inspections.

Cheviot, Timberline Construction and Compass Management are responsive and attentive to the many details that are part of the process – and it appears that the quality of craftsmanship is very high.

**Staffing:**

**Ann Thomas**, who has been employed at the Westwood Public Library for 14 years, has accepted a position as Library Director for the Uxbridge Public Library. Her last day of work in Westwood is Thursday, November 5<sup>th</sup>. Ann has been a tremendous asset to the staff at the Westwood Public Library and while we shall miss her, we are so very pleased for her and wish her every success in Uxbridge.

**Performance Discussions**

Performance Discussions for all Westwood Public Library staff are nearly complete, using the new template that was provided by the town's Human Resources Department. The performance discussions are incorporating "Supervisor Feedback to Employees" as well as "Employee Feedback to Supervisor." The new format encourages a less traditional "give and take" conversational style. The conversations have been very informative and engaging – with lots of great feedback and suggestions for improvements in workflows, library collections, events and programming.

**Islington Branch- Main Library**

The Islington Branch Library has been a very busy center of activity. Storytimes, teen pizza nights, yoga with Ms. Sue, book groups, book talks and tech drop in sessions are just a few of the activities that have been going on at the branch. Claire has done a great job of creating procedures and finding spaces for growing collections and accommodating the larger number of patrons, staff and visitors. In addition, the children's librarians have had great turnouts at their storytimes on the farm. 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.

Meanwhile, back at the Main Library, staff are still very busy and involved as well. Circulation staff at the Main library are creatively finding locations to store the hundreds of items that have been returned in the book drop and in delivery since we closed. Tech Services Staff are busy with acquisitions and cataloging, and new materials are processed and sent out for circulation at the branch library on a regular basis. Terry has done a wonderful job of keeping the payroll and invoicing on schedule and librarians are working on acquisitions, programming and also leading programs at the branch and elsewhere. We are now going into week 4 of this construction closure – and everyone has really done a great job of working creatively and collaboratively under less than perfect conditions! Great Team Effort!

### **Westwood Day – Thank You!**

Westwood Day was an adventure this year – but the Library support was fantastic – and I would like to take this opportunity to thank all of the staff, Trustees and Friends of the Library who participated in the event. Soaking rains and driving winds could not dampen the enthusiasm of everyone who huddled under the tarp! Thank you all for coming out and maintaining a fun and festive atmosphere in spite of the weather! Special thanks also to our “henna tattoo” artist, Manisha – it’s a difficult process under the conditions that we had, but she maintained a positive outlook and was so great to work with!

### **FY17 Action Plan (see attached document)**

For LSTA eligibility, per MBLC guidelines, libraries must submit an Action Plan update by **December 1** for the fiscal year of the coming LSTA round. For example, by **December 1, 2015** a library will submit an update for **Fiscal Year 2017**, which will cover activities during the period from **July 2016 through June 2017**. We will be embarking on strategic planning in the upcoming months, so I focused only on limited specific goals – which were developed based on the library’s existing strategic plan and with a view to accommodating a simplified version of the Action Plan – using the template provided by MBLC. The plan incorporates the library's goals, actions related to those goals that will be worked on in the upcoming fiscal year, when they will be acted upon, and by whom. Once the plan is approved by the Trustees, it will be submitted electronically to the MBLC: [mblc.mailbox@state.ma.us](mailto:mblc.mailbox@state.ma.us).

### **FY17 Budgets – due by November 27th**

Budget submissions and narratives are due to Pam Dukeman by November 27<sup>th</sup>. Per the instructions provided by the Office of the Finance Director, the Selectmen continue to request budgets that provide level services to the community. You will note that there is a significant increase to the budget line for Office Equipment Maintenance. This is due to the inclusion of the service and maintenance contract for automated materials handling (sorter). The sorter is currently under a service and maintenance contract that was executed as part of the construction process. That contract was for 3 years and it expires on June 30, 2016. The preliminary quote for a one-year service and maintenance contract for the sorter was (July 2016 – June 2017) is \$13,204.54.

Respectfully submitted,  
Tricia Perry  
Library Director