

Library Director Report December 10, 2013 - January 7, 2014

Municipal Facilities Task Force

The Task Force met again on December 12 and continued to discuss options for locating a new Fire Station in Islington Center. The possibility of including a Police Station in the same complex is also under review. The Task Force reports to the Board of Selectmen and it is likely that architectural study funding will be requested at the May Town Meeting.

Library Circulation

I have attached an updated spreadsheet that compares Main and Branch Library circulation figures since the opening of the new library with a three year average of circulation prior to construction. The period is from July 1 through December 31.

I have also attached a report that shows circulation at either library by Town voting precinct for the same July through December time period. The format of this report requires some explanation and I can provide the details at our meeting.

Library Project Update

The PBC met on January 9 to approve invoices. Project expenses are winding down. Griffin Electric and Vertex Shades continue their punch list work. I am frustrated that these items remain incomplete and have demanded a weekly progress report. The same situation applies to the heating system where we have had on-going problems with control issues. Technicians from Howse Controls, Snowden Mechanical and In-Line Mechanical were called to meet on January 6 to address the issues. It appears that some progress has been made and conditions in the building are more comfortable.

Our project manager firm is preparing a list of project related expenses that Coffman Realty is obligated to pay as part of their agreement with the Planning Board. This payment must be made in order for Coffman to receive their certificate of occupancy.

Library Programs

In December the Main Library held 17 children's programs with an attendance of 371. In addition, 6 programs were held out of the Library with an attendance of 223. The Branch Library had 5 children's programs for 50 kids. The Branch held 1 adult program for 11 people.

At the Main, the Community meeting room was used 8 times and town groups used the Conference room for 23 meetings. The 2 study rooms were used 80 times.

New Library Visits

The new Main Library's first six months of operations (July through December) recorded over 115,000 public visits. As a comparison, a full year in the former library building was typically in the 120,000 range.

Gallery Exhibit Policy

The revised policy is included with this mailing.

Holiday Closing Schedule

The schedule of holiday closings for 2014 is included in this mailing for the Board's review and vote.

Library EBook and Computer Help

Library staff members provide help with EBook devices on Monday evenings. Staff can give one-to-one assistance in basic use and troubleshooting. Our computer training program continues with the help of a Westwood High School Senior. People can sign up for help in common software programs, email, etc.

Snow Closings

The Main and Branch libraries closed at 1:00pm on January 2 and were closed all day January 3 due to the snow storm. The Friday closing was per order of the Town Administrator.

Respectfully submitted,

Thomas Viti, Library Director

Westwood Public Library