



## **Westwood Public Library Update**

**Lizzy McGovern, Assistant Library Director**

**April 12, 2021**

### **Budget**

We are on track for FY21 budget. FY22 budget has been presented and discussed at two Fincom meetings on March 16 and March 29; there were not any questions from the public regarding the library portion. The budget will be voted on at town meeting on May 3rd.

### **Staffing**

- **Head of Adult Services**

Abby Walsh's first week at the library was March 15th. Abby has been wonderful and is excited to shape the department and get the department fully staffed so we can begin to streamline services safely and efficiently.

- **Adult Services/Reference Librarian**

We are in the process of interviewing three candidates for this position. We did our first round of interviews this past week on zoom and plan on bringing back finalists for a second round in-person interview.

- **Substitute Library Assistant**

We interviewed five candidates for substitute on-call library assistants. We plan on having at least 2-3 people for the on-call pool list. After retirements and on-call staff moving into more permanent positions we are in desperate need of on-call substitute staff to fill in for when staff are on vacation and/or quarantining etc.

- **Staff Recognition:** We have three staff who will be recognized this year for their years of service: Patti Wade has worked for the library for 5 years; Karen Gallagher for 15, and Liz Keefe for 15 years as well! Since we are not able to do a staff recognition party as we have in previous years, I am trying to think of a way we can do something special such as having individual lunches provided for staff and purchasing books as gifts to the recognized staff members.

### **Wentworth Hall / Islington Branch Library Update:**

The Wentworth Hall/Islington Branch project is on track. The building is being sided and they will begin to put up the dry-wall in the next week or so. Claire Connors and myself met on-site with Cori from Tucker Interiors so she could take field measurements for her floor layout. We are awaiting her designs and hope to see them in the next week.



### Library Services:

We are continuing to assess COVID19 numbers and with direction from the town and board of health the library is making steps in our reopening process and moving towards the “new normal”.

As of April 12, 2021 we are currently offering:

- **Curbside holds pickup** continues to be a very popular service for patrons who appreciate the convenience of picking up their items. We fulfilled 1,686 curbside holds in the month of March.
- **Browsing appointments** We are open from 10am-6pm for 15 minute appointments for the first floor collections that include new books for adults/teens and the entire Children’s department. We had 425 browsing appointments booked by patrons in March. Monday, Wednesday, Friday and Saturday are the most popular days and late afternoon seems to be the most popular times.
- **Individual Study Seats** are also now available for reservations on the second floor for up to 3 hours from 10am-1pm and 2PM-5PM Monday through Friday and Saturday 11AM-3PM. For the month of March we have had 70 bookings with 30 different users.
- **Wifi printing:** We have done a soft-roll out of wifi printing as staff get trained and troubleshoot the new software associated with it. There are three ways for patrons to print from phones/laptops and even from home. We are excited for this new addition to services and look towards creating procedures/workflow to add scanning/faxing as well.

### March Highlights:

#### Adult and Youth (Children’s and Teens) Services:

*Bloom Zoom: Sowing Spring Seeds with Suzie* was a very successful program and we were delighted to have 25 participants each receiving a kit with seeds, soil, and container. Suzie led a zoom class that we were able to record and add to the library website so others can view it and learn more about container gardening. We plan to have quarterly Bloom Zoom programs with Suzie and are excited that the community is responding so positively to these programs.

Storytimes and Take and Make kits continue to be popular. We plan on having an outdoor storytime session begin in May as well as continue with a virtual storytime option.

Kristy Pasquariello has applied for the Spring cycle Foundation for Westwood Education grant to fund new STEAM kits for children ages 3-12. These kits will be available to check out for an educational at home experience.

Department Heads plan on researching how and what we need in terms of technology so we will be ready for hybrid programming in-house and virtual for the coming months. We will reach out to Westwood Media for consultation.

**Philbrick Prints:** Tricia London has been working very diligently to locate and label each piece of Philbrick artwork the library owns. The next step will be to create records and secure the pieces. Tricia London has done a lot of research on the prints and their significance and the library does get calls from patrons researching the Philbricks and wanting details on the artwork. I think it would be a great idea to collate this information and create a libguide that can be accessed on the library website for patrons and others interested in the collection. With the Trustees approval, Tricia London will begin to work on this research guide.

**Poet Laureate:** Westwood library is very excited to be a part of creating a Poet Laureate position for the Town of Westwood. We have reached out to the schools and other town departments who are all on board for this position and a teen poet laureate position. The 21st Century Fund was supportive of sponsoring/funding the position. The next step will be presenting the proposal to the Select Board after the 21st Century Fund has voted and approved the sponsorship.

#### **Library Strategic Plan**

After reaching out to April Mazza from MLS about planning the first step in a Strategic Plan process, she advised we hold off until we have filled the Library Director position and have them fully onboarded. Although our current plan expires in October, we can push off on updating our strategic plan until next year.

Respectfully Submitted,  
Elizabeth McGovern, Assistant Library Director