

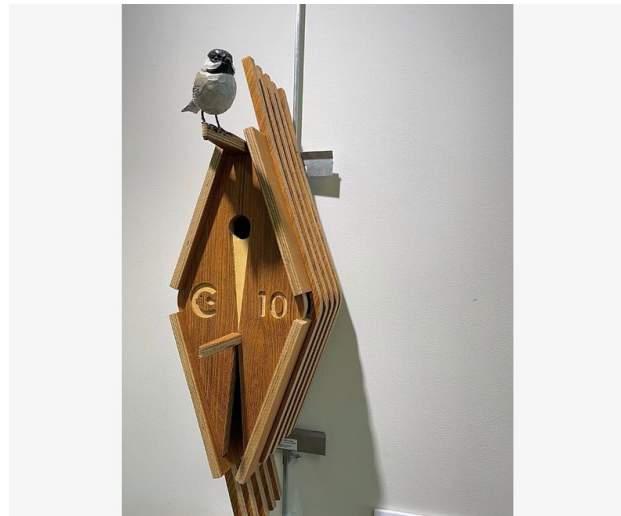
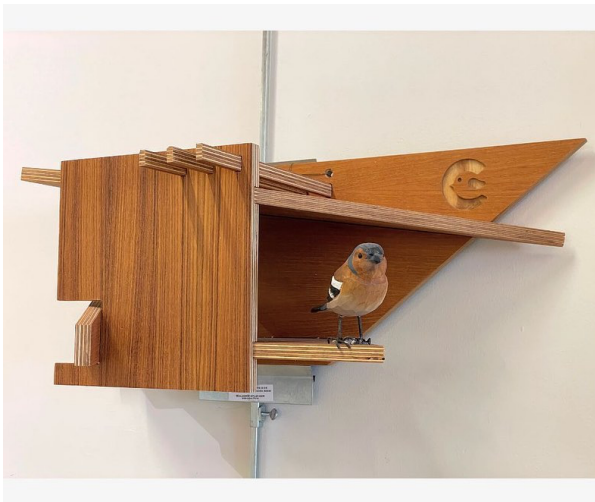


**Westwood Public Library Update**  
**Lizzy McGovern, Library Director**  
**February 13, 2023**

**Library Services and Programs**

The middle school students returned with fervor from winter break. Most afternoons are quite busy in the gallery and teen room. We are continuing to reinforce behavior expectations for the library and are starting to see some changes. We have met Ed Walker, the new Dean of Students at the middle school. Danielle and I are reaching out to Allison Borches to ask for her help in reaching parents in the community to remind everyone of the library rules of conduct that apply to all visitors in the building and to make them aware of our 3 strike policy (1. ask to leave for day 2. week 3. month). Staff have asked for increased training on how to enforce rules and respond to agitated and aggressive patron behavior (from patrons of all ages). I am working with Danielle on creating a training program for staff for our next staff development day.

In January we had a wonderful exhibit in the gallery featuring Chirp Birdhouses. Chirp Birdhouses are created by a father/daughter duo that started during COVID lockdown. These beautiful pieces were a great addition to the library and the father/daughter even presented their story to the public on Saturday January 24th.





In other exciting news, the former COA van is now officially a library vehicle! We have the bones of our future bookmobile! I have the van at the DPW mechanic getting looked over and making sure it is all set and if it is in need of repairs. We plan on covering gas and repairs from our In state travel budget line. I am reaching out to contacts to begin the process of converting the van into a workable bookmobile. I have \$30,000 in capital to get it in working order but will be seeking funding for upgrading, adding equipment, and designing. We can't wait to reach out to the community by visiting schools, neighborhoods, senior living spaces, and more!

In that same vein, Karen Gallagher and I have updated the Home Delivery and Outreach brochure which you can see below. Many residents in town do not realize we offer this service.



Mission Statement

Westwood Public Library provides easy-to-access resources, services and experiences that invite people of all ages, cultures and interests to connect, explore, relax, problem-solve and thrive.

Westwood Public Library aspires to make resources and materials available to all members of the community-including those unable to visit the library buildings.

To express interest in this service for you or a loved one, please reach out to Karen Gallagher at 781-320-1049 or email [kgallagher@minilib.net](mailto:kgallagher@minilib.net)

**Homebound Delivery Service is sponsored by the Friends of the Westwood Public Library and the Westwood Council on Aging.**

**Westwood Public Library**

## FAQ

- **Who is eligible to take advantage of this program?**

Westwood residents who are unable to come to the library and/or are confined to their homes due to illness or injury, either temporary or long term, and are therefore unable to travel to the library, may register for this service.

- **Who will deliver the library materials?**

Library and COA volunteers will deliver and retrieve the materials.


- **What type of materials can I borrow?**

All circulating library materials, including books, magazines, audiobooks, DVDs, and music CDs will be delivered for a 3 week loan period. Materials will typically be delivered and retrieved on the same day. We can select items for you by title or author, or if you prefer, library staff will select a variety of materials based on your reading interests and preferences.

- **When can I expect delivery to my home?**

When your enrollment form is received, someone will contact you within one month to discuss your reading preferences and determine when a volunteer is available to begin delivering materials to you.

## Home Delivery & Outreach Services




We'll bring the library to you!

### Contact

Karen Gallagher—Head of Circulation Services  
781-320-1049 | [kgallagher@minilib.net](mailto:kgallagher@minilib.net)

Elizabeth McGovern—Library Director  
781-320-1041 | [ehmcgovern@minilib.net](mailto:ehmcgovern@minilib.net)

Lina Arena-DeRosa—COA Director  
781-320-1033 | [larenaderos@townhall.westwood.ma.us](mailto:larenaderos@townhall.westwood.ma.us)



**Westwood Public Library**  
660 High St.  
Westwood, MA 02090



The creative team in Adult Services have started a new interactive ongoing display/installation for the staircase at the main library called "Be Kind. Be Helpful. Be You." This is a fun way to get patrons of all ages involved with building an exhibit which will eventually become wrapped around the center staircase. There are five sets of bubble bowls filled with colorful clothespins spaced throughout the main library and at the branch. Patrons, staff (and trustees:)) are encouraged to write their name on one side of the clothespin and what makes them special or their community special on the other side. The goal is to collect as many clothespins as possible which will later be displayed in the building and then made into a wreath for the library to hang.

The statement "Be Kind. Be Helpful. Be You." was originally given to us by a 6 year old patron who participated in last June's raffle to submit an idea for how to make our community stronger and more inclusive. We thought it would be fun to take this idea a step further to create not only an eye appealing exhibit for people to enjoy, but to also foster a positive, multigenerational project for the community to collaborate with one another. If you stop by the library or branch, please fill out a clothespin to be added to the display!



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

The branch has been busy with programs and book clubs, especially the new True Crime Bookclub! Families with children are visiting frequently as they utilize the many community programs in the lower level of Wentworth Hall. Suzie is expanding her *Living Library* programs and collections to the branch with a seed library and more. Part of these programs and collections are funded through the FOL and the Cultural Council. This new collection was highlighted in the latest Westwood Word newsletter!



### **Strategic Plan: Action Items 2023**

The 2023 action plan for the Strategic plan was filed with the MBLC in the beginning of December. We have so many exciting projects for the upcoming year that will help us fulfill our larger initiatives. Please review the attached Action Plan. There is a lot we plan on accomplishing in the next year and I particularly excited about:

- Creating a Library of Things collection
- Expanding and highlighting our digital content to reach non-users and users alike. Creating an official “Digital Westwood Library Branch”
- Converting the COA van into a Bookmobile
- Reconfiguring spaces in the library such as the New Book area
- Creating a Creative Media Suite/podcasting booth in collaboration with Westwood Media
- Updating and reviewing all Library Policies
- Staff Development across all departments and staffing levels

### **Staffing Update**

We have received such positive feedback from the community in the last few years on our programming and outreach. Suzie Canale is in high demand and curates programs for all ages at both the main and branch libraries and even does quarterly visits to the COA! Abby and I have talked to Molly Kean, who is very supportive, about officially repurposing the 20 hours of the part time reference librarian into a Programming and Outreach librarian position. With the future of the bookmobile and the demand for more and similar programming, we think it is in the best interest of the library to dedicate this position to meet those needs. Dedicating the 20 hours to programming and outreach does mean we would need to get more staffing hours/ coverage for the other aspects of the Adult services department such as reference/research and the local history and archives planning etc.

## **Budget**

The Human Services departments (Library, Rec, Youth and Family Service, and COA) are meeting with the Fincom in the next few weeks to review the FY24 budget. The library is level funded for FY24 with only a few increases on line items where absolutely necessary. In addition to the increase for material expenses, we also asked for an increase of 10 hours to add to the current 25 hour Reference Librarian position that is posted which would make it a full time 35 hour position. An increase in staffing hours is currently not able to be added to the FY24 budget cycle. I feel strongly that the library and community will benefit greatly from having a full 35 hours devoted to Reference while opening up flexibility for the 20 hour programming/outreach position that can be dedicated to being out in the community (especially with our impending bookmobile). The full 35 hours will make sure the Reference Department is fully covered while having a staff person especially dedicated for reference specific projects such as the archives/local history grant. In our current situation, we have to hire substitute reference librarians to cover shifts while the other adult service staff are doing programs; adding the hours to round out the position will mean we do not have to seek additional staff to come in to cover the reference desk at those times during the week. Both Danielle and Maureen, our Trustee Chair, are supportive of this addition of hours and we have been in talks with the Finance Director on a potential solution that will get the library what it needs while giving the town time to build it into the budget. If we can use some of our State Aid funds to cover the 10 hours for FY24 (around \$16,000) and then cover 5 hours for FY25 and so on over the course of the few fiscal years we can appropriately build it into the budget over 3 years etc. I think this is an appropriate and necessary use of the state aid fund. I will hopefully have confirmation and more details from the Finance Department by the next trustee meeting in March.

### Capital FY23:

- Soundproofing project: Jimmy has reached out to Tom Philbin and Tom Carey from the high schools for contacts for acoustical engineers that can survey the main library for sound dampening/proofing measures.
- Mobile Shelving: I am currently reaching out to Tucker Interiors (who did the main library and branch furniture) for suggestions/options for mobile shelving units. There are a few different areas where mobile shelves would be a great fit, specifically on the second floor and new book area on the first floor. Both locations would benefit with the flexibility that mobile shelves offer (especially reconfiguring space for quiet study etc.).

### **Poet Laureate Update:**

The Selection Committee met on Wednesday February 8th to review candidates for the Poet Laureate. The committee unanimously came to a decision and will be putting forth our recommendation to the Select Board at their meeting at the end of February.

### **21st Century Update:**

100 Tote bags featuring illustrations of the main and branch libraries on either side are finally ordered! We do not yet have a shipping date but hopefully they will be in soon.

Respectfully Submitted,  
Lizzy McGovern, Library Director