

Director's Report to the Board of Agents

Silas Bronson Library

December 12, 2017

Raechel Guest, Director

Front Plaza Project

The project continues with a few hiccups – a water main was cut, which shut off water to the building for five hours. Staff and patrons were able to use the bathrooms at City Hall during this period. Last week, the project created clouds of dust which entered the building on Monday and Wednesday, leaving a layer of dust on everything.

We purchased a stain for the wood ramp in back of the library, but the City painters have not yet applied it. Because that is our only entrance, we can only apply the stain on days when the library is closed.

Children's Room Renovation

The second floor is now open, although we are waiting for a few more items to arrive. The final completion date is early January.

Withdrawn Books and Furniture

On December 14-16 (Thursday-Saturday), the Friends of the Library will be holding a book sale in the Main Reading Room. The items to be sold include our withdrawn books and old furniture; these items were previously approved for donation to the Friends by the City Purchasing Department. We will be setting up the books on December 13 – volunteers are welcome to assist with both the setup and with monitoring the sale.

Circulation Division

November Statistical Reports: Main Library

Total Collection Size: 257,388
Total Items Added to Collection: 480
Total Items Circulated: 9,134
Total Circulation In-House: 377
Total Circulated at Other Libraries: 436
Total Circulated from Other Libraries: 342

Total Active Patrons: 12,193
Total Expired Patrons: 14,560
Total Patrons Added: 153

November Statistical Reports: Bunker Hill

Total Collection Size: 16,795
Total Items Added to Collection: 27
Total Items Circulated: 766
Total Circulation In-House: 1
Total Circulated at Other Libraries: 55
Total Circulated from Other Libraries: 270

Total Active Patrons: 420
Total Expired Patrons: 484
Total Patrons Added: 3

Museum Pass Usage, November 2017

American Clock & Watch Museum: 0
Barker Comic and Cartoon Museum: 1
Barnum Museum: 0
Beardsley Zoo: 1
Children's Museum/Roaring Brook Nature: 1
Connecticut Science Center: 0
Connecticut's Old State House: 0
CT State Parks & Forest Recreation: 0
EverWonder Children's Museum: 1
Harriet Beecher Stowe Center: 0
Imagine Nation: 1
Institute for American Indian Studies: 0
KidsPlay Childrens Museum: 2

Maritime Aquarium at Norwalk: 0
Mark Twain House: 0
Mattatuck Museum: 0
Mystic Aquarium: 0
Mystic Seaport: 2
New Britain Museum of American Art: 2
New England Air Museum: 0
New Haven Museum: 0
Old Sturbridge Village: 0
Peabody Museum of Natural History: 0
Wadsworth Atheneum: 0
White Memorial Conservation Center: 0

Online Presence

Facebook Followers as of 12/5/2017: 831
Facebook Reach Nov. 7 – Dec. 4: 8,292
Facebook Post Engagements Nov. 7 – Dec. 4: 2,433

Website Visitors Nov. 1 – Nov. 30: 2,519
Website Pageviews Nov. 1 – Nov. 30: 5,089

Most Visited Website Pages (Nov. 1 – Nov. 30):

Home Page: 2,422	About Us: 147	eBooks: 94
Programs: 300	Calendar: 145	Computer Classes: 55
Bunker Hill Branch: 164	Research: 139	Borrowing Questions: 42
Genealogy/Local Hist.: 161	Museum Passes: 123	Hall of Fame: 41
How to Find Books: 158	Children's Division: 110	New Movies: 35
Ask A Librarian: 153	How to Get a Card: 94	Book Sale: 32

Cold Weather Protocol

Because the library's auditorium is in frequent use, the City does not anticipate using the library as an overflow shelter during cold weather emergencies. The Hospitality Center on East Main Street will be used instead. In addition, the Center has expanded their hours for the winter to be open on weekends. We have made that information available to our patrons.

Building Theft

Theft of metal panels from the building continues. The theft has expanded to include part of the small sculpture behind City Hall. We have reported every theft to the police department, either by calling their main number or by emailing the detective involved with the case. I have requested more proactive assistance from the City, but have received no response.

Security Cameras

We have repositioned the wifi cameras I purchased last month to new areas in the hopes of catching the thief, but so far no luck. The City cancelled my req to expand our existing camera system, citing concerns about the company we have been using. The City instead wants to go out to bid on an entirely new system. The IT Department is taking the lead on the details.

Purchasing Ordinance

Rocco Orso, head of the Purchasing Department, has informed me that he has been skirting around the City's Purchasing Ordinance by allowing us to donate our withdrawn books and other items to the Friends for the purpose of raising money to support the library. According to Rocco, any City asset can either be thrown away or put out to bid and sold to the highest bidder. This limits sales to approved bidders willing to work within the City's procurement system. Additionally, any sale proceeds are supposed to go to the General Fund.

I have attached a copy of the ordinance. In order to avoid any future problems, I recommend that we pursue a contract between the City and the Friends formalizing the current arrangement in a manner that complies with the ordinance.

Rocco's complaint also raises the issue of the library's overall revenue collection. Although the City allows us to put money collected for fines, printouts, and various other categories into the Bronson Fund, and money collected for book sales into a Friends account, I am not aware of any documentation protecting this practice.

The City Charter states that the Board of Agents is empowered "to collect, invest, expend, manage and control" the Bronson Fund and "to establish, regulate and manage" the library. I believe it would be beneficial for the Board to adopt a policy regarding the collection of money and its use.

Staffing

We still have two Librarian II vacancies. The examination for qualified candidates is scheduled for later this month. We also now have an Administrative Associate I vacancy: Genell Goodson has transferred elsewhere in the City.