

Director's Report to the Board of Agents

Silas Bronson Library

March 19, 2018

Raechel Guest, Director

FY19 Budget

In our FY19 Budget request, we asked for a number of capital request items that the City is having trouble funding. Those requests are: \$34,200 for the rewiring of the East Wing (of which 85% is reimbursable through eRate funding); \$65,000 for the cyclical replacement of computers and network infrastructure; \$12,000 for the cyclical replacement of the library's servers; and \$7,000 for the addition of security cameras not covered under the already available \$24,000. The requested capital fund total is \$118,200.

The City's Finance Department has expressed interest in using Bronson Fund money for all of these items, in addition to using Bronson Fund money to cover any shortfall in our annual operating budget. I have explained to them why this is not possible. They wish to pursue the topic further later this year.

In addition to any restrictions placed on Bronson Fund money by the donors, the library Board's policy regarding the use of the Bronson Fund is as follows:

The Fund will be used to meet the expenses of the Agents authorized stipends, for the supplemental purchase of books, databases and other informational media; for Board project supplies and equipment (e.g. Hall of Fame); for collection agency fees; for petty cash; for conferences and travel; for planning and consultation; to match various grants as necessary, and for some security equipment when the City budget does not allow, and to match construction funds.

It is expected that the City will meet all expenses of routine operation and will provide adequate staff, benefits, maintenance, utilities, supplies, equipment and books/databases/other media.

The Board policy is in keeping with industry standards for public libraries. It is generally recommended that municipalities should allocate at least one percent of their budget for public library operations, while library endowments should be used for building projects. Waterbury consistently allocates less than half a percent of its budget to the library and has drastically reduced our ability to serve the public over the past two decades.

It should be noted that the City's inability to meet all expenses of routine operation has repeatedly required the Board to allocate Bronson Fund money to make up the shortfall, in contradiction to the Board policy. It is likely that this will happen again in FY19.

Front Plaza Project

The project is still not finished. Some delays were caused by the weekly snowstorms we've been getting. A portion of the walkway had to be redone as it settled unevenly. The contractor is hoping to be finished by the end of March.

Children's Room Renovation

The City's Purchasing Department has given me permission to proceed with refinishing the Bertoia wire chairs. I have spoken with PSI-NESP; they hope to be able to pick up the chairs soon.

Berman Memorial

Literacy Volunteers has installed Story Time chairs in the Picture Book Room, in memory of Katherine Berman. We have received a comfy chair for the librarian reading and small chairs for the children. Literacy Volunteers will also be hosting a ceremony on the patio; details will be forthcoming. Finally, Chris Berman would like to donate a tree in memory of his wife, to be placed on the front lawn.

East Wing Renovation

I have sent the initial design plans to PSI-NESP and will be meeting with them to discuss working with them on the project. The Friends of the Library are in receipt of a grant from the Leavenworth Foundation which can be used for the planning phase.

Catchafire

The Connecticut Community Foundation has provided the library (and other organizations) with free access to Catchafire, an online tool connecting us with skilled professionals who want to donate their services. I have begun interviewing candidates for logo design and translation services. Once we have a logo in place, I can recruit volunteers to assist with a new website design, library card design(s), and more.

Patron Services

We have installed a color printer in the Main Reading Room and will launch it as a new service either this week or next.

The City has turned down our request for extended kiosk parking times, citing the need to collect more revenue from parking tickets. While I understand the City's need to generate revenue, this mercenary approach to parking will discourage the public from using the library. We want to encourage the public to spend more time at the library and in downtown Waterbury, not make them feel like they have to rush to get out before they get ticketed.

Staff Vacancies

I am still waiting for Human Resources to send me a third candidate to interview for one of the two vacant Librarian II positions.

HR has advertised for a new round of Admin I applicants. I assume that we will be interviewing from that list, once it is available, to fill our Admin I vacancy.

Circulation Division

February Statistical Reports: Main Library

Total Collection Size: 258,927
Total Items Added to Collection: 744
Total Items Circulated: 10,525
Total Circulation In-House: 286
Total Circulated at Other Libraries: 287
Total Circulated from Other Libraries: 390

Total Active Patrons: 11,745
Total Expired Patrons: 14,488
Total Patrons Added: 178

February Statistical Reports: Bunker Hill

Total Collection Size: 16,828
Total Items Added to Collection: 36
Total Items Circulated: 643
Total Circulation In-House: 0
Total Circulated at Other Libraries: 50
Total Circulated from Other Libraries: 194

Total Active Patrons: 419
Total Expired Patrons: 479
Total Patrons Added: 6

Museum Pass Usage, February 2018

American Clock & Watch Museum: 2
Barker Comic and Cartoon Museum: 1
Barnum Museum: 0
Beardsley Zoo: 1
Children's Museum/Roaring Brook Nature: 1
Connecticut Science Center:
Connecticut's Old State House: 0
CT State Parks & Forest Recreation: 0
EverWonder Children's Museum: 1
Harriet Beecher Stowe Center: 1
Imagine Nation: 1
Institute for American Indian Studies: 2
KidsPlay Childrens Museum: 4

Maritime Aquarium at Norwalk: 1
Mark Twain House: 0
Mattatuck Museum: 2
Mystic Aquarium: 0
Mystic Seaport: 0
New Britain Museum of American Art:
New England Air Museum: 0
New Haven Museum: 0
Old Sturbridge Village: 0
Peabody Museum of Natural History: 4
Wadsworth Atheneum: 2
White Memorial Conservation Center: 0

Online Presence

Facebook Followers as of 3/19/2018: 927
Facebook Reach Feb. 19 – Mar. 18: 4,082
Facebook Post Engagements Feb. 19 – Mar. 18: 2,035

Website Visitors Feb. 1 – Feb. 28: 1,876
Website Sessions Feb. 1 – Feb. 28: 2,970
Website Pageviews Feb. 1 – Feb. 28: 5,929

Most Visited Website Pages (Feb. 1 – Feb. 28):

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| Home Page: 3,015 | Research: 157 | Computer Classes: 39 |
| Programs: 304 | How to Get a Card: 153 | Newsletters: 37 |
| Bunker Hill Branch: 252 | Calendar: 129 | Board of Agents: 36 |
| Ask A Librarian: 192 | Children's Division: 128 | Teen/YA: 32 |
| Museum Passes: 173 | About Us: 121 | Directions: 27 |
| Genealogy/Local Hist.: 171 | eBooks: 112 | Book Sale: 22 |
| How to Find Books: 160 | Hall of Fame: 55 | New Movies: 18 |