

Director's Report to the Board of Agents

Silas Bronson Library

July 16, 2018

Raechel Guest, Director

Fiscal Year 2018-19 Budget

We are still waiting for the final numbers from the 2017-18 fiscal year. Once we have those numbers, we will be able to finalize our FY19 budget.

The bids for our magazine subscriptions came in, and the low bidder was Magazine Subscriptions PTP. They are based in Texas and serve over 3000 libraries and businesses. We will save about \$2,000 with this service. We had previously received an even lower quote from Alini, which would have saved an additional \$2,000, but they did not participate in the bidding process. When we asked why they didn't bid, they stated that the amount of time given to respond was too short, given how busy they are at the start of the fiscal year.

Yankee Courier

Yankee Courier is the new delivery service contracted by Bibliomation to supplement the free State Library DeliverIT service. Fourteen Bibliomation libraries signed up for the Yankee Courier service, including the Silas Bronson Library. The service is expected to start this week for the trial period, with pickups every Wednesday. The cost is \$30 per pickup.

SCORE

Volunteers from SCORE provide advice and mentoring for people who want to start a new business or grow their existing business. They have been meeting with these entrepreneurs every Thursday morning at appointments booked by our librarians. Due to an increase in demand, SCORE will be adding appointment slots at the library on Monday afternoons starting in August.

Old Shelving

West Side Middle School has taken most of our discarded shelving from the Children's Room. Even though our old shelves are in poor condition, we were told that they are still better than the shelves at West Side, which are falling apart.

Patron Services

We installed a new bike rack, trash can, and smoke stand in the front of the library.

Our Adult Services division is working more closely with the American Job Center to help our patrons find the employment resources they need.

Website Redesign

I am working with John Ditoto from the IT department on our plans for revamping the library's website and moving it to a less expensive host. Once we have all of the information ready, I will post the project on our Catchafire account to find a web professional to build it for us at no cost. The Connecticut Community Foundation is providing us with the free access to Catchafire.

Interns

We have four high school students doing a summer internship at the library, coordinated by the American Job Center. We also have a WAVE program intern continuing with us this summer. The interns are doing a variety of Page work.

Staffing Vacancies

Three candidates for the Maintainer I position have been interviewed; we are waiting to hear from HR to know when our new Maintainer will start.

We were approved to fill one of the two vacant Librarian II positions and are waiting for the list of candidates to interview. Both of the vacancies are in our Adult Services division.

The Admin I Civil Service exam was held at the end of last month; we are waiting for the list to fill our vacant Admin I position in the Circulation division.

Having both the Librarian II and Admin I positions filled will be necessary if we are to resume our regular hours after Labor Day. If both positions are still vacant, we will not have enough staff to cover Saturdays in addition to our regular weekday hours.

Circulation Division

June Statistical Reports: Main Library

Total Collection Size: 263,065
Total Items Added to Collection: 1,321
Total Items Circulated: 11,647
Total Circulation In-House: 198
Total Circulated at Other Libraries: 463
Total Circulated from Other Libraries: 412

Total Active Patrons: 11,216
Total Expired Patrons: 14,174
Total Patrons Added: 242

June Statistical Reports: Bunker Hill

Total Collection Size: 15,908
Total Items Added to Collection: 149
Total Items Circulated: 741
Total Circulation In-House: 0
Total Circulated at Other Libraries: 99
Total Circulated from Other Libraries: 192

Total Active Patrons: 403
Total Expired Patrons: 461
Total Patrons Added: 10

Museum Pass Usage, June 2018

American Clock & Watch Museum: 0

Barker Comic and Cartoon Museum: 1

Barnum Museum: 0	Mark Twain House: 0
Beardsley Zoo: 2	Mattatuck Museum: 1
Children's Museum/Roaring Brook Nature: 0	Mystic Aquarium: 0
Connecticut Science Center: 1	Mystic Seaport: 1
Connecticut's Old State House: 0	New Britain Museum of American Art: 0
CT State Parks & Forest Recreation: 0	New England Air Museum: 1
EverWonder Children's Museum: 2	New Haven Museum: 0
Harriet Beecher Stowe Center: 0	Old Sturbridge Village: 0
Imagine Nation: 6	Peabody Museum of Natural History: 3
Institute for American Indian Studies: 2	Wadsworth Atheneum: 0
KidsPlay Childrens Museum: 4	White Memorial Conservation Center: 0
Maritime Aquarium at Norwalk: 1	

Online Presence

Facebook Followers	as of 7/16/2018: 1,061
Facebook Reach	June 18 – July 14: 4,150
Facebook Post Engagements	June 18 – July 14: 3,031

Website Visitors	June 1 – June 30:	2,127
Website Sessions	June 1 – June 30:	3,454
Website Pageviews	June 1 – June 30:	6,979

Most Visited Website Pages (June 1 – June 30):

Home Page: 3409	About Us: 164	Library History: 38
Programs: 410	Genealogy/Local Hist.: 151	Computer Classes: 33
How to Find Books: 346	eBooks: 155	New Movies: 32
Museum Passes: 321	Research: 140	Directions: 28
Children's Division: 231	Bunker Hill Branch: 76	Newsletters: 24
Ask A Librarian: 229	Teen/YA: 63	Friends: 11
How to Get a Card: 184	Hall of Fame: 49	Board of Agents: 8
Calendar: 174	Book Sale: 44	