

# **Director's Report to the Board of Agents**

## **Silas Bronson Library**

**October 21, 2019**

**Raechel Guest, Director**

### **Mardi Gross**

Our biggest event of the year, Mardi Gross, is scheduled for Saturday, October 26, 11 a.m. to 3 p.m. We have received a permit to close off Grand Street in front of the library, allowing us to use that area for the outdoor activities. As with last year, however, if it rains that day, all activities will be brought inside the building.

### **Policy Revision**

I have enclosed a proposed update to our Code of Conduct for library patrons. The revisions were made to clarify for the public that certain specific behaviors are not permitted. The online version of the Code of Conduct has been revised to match the proposed Board Policy.

### **New Sign**

The new sign for the front lawn was installed on October 16, replacing a sign that had been donated by the Friends of the Library in 1978. The new sign is positioned perpendicular to the street, making it easier for drivers to see it. Spotlights will be added at a later date.

### **Digital Microfilm Reader**

We have installed a new digital microfilm reader and our librarians have been trained in its use. We will keep the two ancient microfilm readers for the time being, but we plan to eventually replace them with another digital microfilm reader.

## **Acorn App**

Bibliomation launched their new phone app, Acorn Catalog, earlier this month. The app lets you access your account with the library and search for materials to borrow or download. The app also stores your library card barcode, which can be used if you forget to bring your card to the library.

## **Donations**

We received a donation of \$2,261 from the same person who donated \$500 a year ago in honor of the memory of the Paul sisters. The donor intends to make an annual disbursement to the library from her investment fund. She is a former Waterbury resident who still visits us regularly because we have the books that she wants to borrow.

We received a total of \$350 in donations made in memory of Eleana Mary Toletti, who passed away unexpectedly in August at the age of 45. Additional contributions in her memory were made to the Friends of the Silas Bronson Library.

## **Taft School Volunteers**

Students from Taft School volunteered at the library today for the annual Day of Service event. The students helped clean up the Friends' area of the basement, emptying boxes of books onto shelving, making it easier for the Friends to see what they have available for sale and making the basement generally tidier and safer.

## **Staffing Updates**

Our new Librarian II, Rebecca Bridges, joined our staff on October 3. She will be working as a reference librarian. She previously worked at the Avon Public Library.

We are still waiting for a list of candidates for our two open Administrative Associate positions, and we are still waiting for the Librarian III job opening to be posted.

The other Librarian II vacancy is still on hold until January due to budget constraints. There is only one candidate left on the Librarian II list, so I am working with HR to see how we can expedite the process of filling the position once we are approved to do so.

## Circulation Division

### September Statistical Reports: Main Library

Total Collection Size: 257,076  
Total Items Added to Collection: 840  
Total Items Circulated: 10,485  
Total Circulation In-House: 313  
Total Circulated at Other Libraries: 404  
Total Circulated from Other Libraries: 372  
  
Total Active Patrons: 10,685  
Total Expired Patrons: 13,032  
Total Patrons Added: 181

### September Statistical Reports: Bunker Hill

Total Collection Size: 15,704  
Total Items Added to Collection: 45  
Total Items Circulated: 552  
Total Circulation In-House: 3  
Total Circulated at Other Libraries: 83  
Total Circulated from Other Libraries: 191  
  
Total Active Patrons: 391  
Total Expired Patrons: 401  
Total Patrons Added: 5

## Museum Pass Usage, September 2019

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

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

## Online Presence

Facebook Followers as of 10/17/2019: 1,733  
Facebook Reach September 19 – October 16: 10,337  
Facebook Post Engagements September 19 – October 16: 3,659

Instagram Followers as of 10/17/2019: 528  
Bronson Teens Instagram Followers as of 10/17/2019: 295  
Twitter Followers as of 10/17/2019: 379

Website Visitors September 1 – September 30: 1,884  
Website Sessions September 1 – September 30: 3,533  
Website Pageviews September 1 – September 30: 6,599

### Most Visited Website Pages (September 1 – September 30):

Home Page: 3,557	Museum Passes: 130	Friends: 39
Programs: 287	Children's Division: 125	Book Sale: 33
Genealogy/Local Hist.: 249	How to Get a Card: 121	Teen/YA: 31
Research: 233	eBooks: 84	New Movies: 30
Calendar: 210	Newsletters: 81	Library History: 28
How to Find Books: 186	Borrowing Questions: 76	News: 19
Ask A Librarian: 186	Computer Classes: 51	Suggest a Purchase: 12
Bunker Hill Branch: 152	Directions: 42	Board of Agents: 8
About Us: 136	Hall of Fame: 41	Email Signup: 6