

Director's Report to the Board of Agents

Silas Bronson Library

January 16, 2018

Raechel Guest, Director

FY19 Budget

I have submitted by budget request for fiscal year 2018-19 to the Finance Department. Significant changes from this year include a request to return our Page staffing levels to the full 14 we had prior to 2011. We have been making do with only 4, but this is only possible because the librarians have been doing Page work. Unfortunately, this means that the public service desks are often left unstaffed while librarians go the basement to retrieve books from storage.

Additionally, I have requested an increase in the "book budget" from \$195,000 to \$303,000. The increase in municipal funds includes the portion of the physical media budget covered by the Bronson Fund this year, as well as an increase to the funding of physical media and eBooks in response to patron demand.

The Mayor will submit his budget request to the Board of Aldermen by March 29. The Aldermen will adopt a budget by June 8, with June 14 as the final date for any veto action to be completed. I will have a tentative FY19 full budget, inclusive of Bronson Fund support, for the library Board's April meeting.

Front Plaza Project

The contractor has continued installing new sidewalks despite the cold and snow. The precast items have been delivered. A revised timetable for completion will be presented next week.

Recent Grants

The Friends of the Library have been awarded a grant of \$20,000 from the Elisha Leavenworth Foundation to be used for the renovation of the Teen/YA area of the building. The renovation will involve a redesign of the use of the first floor of the East Wing. The end result of the project will include a new, larger Teen/YA space in the front of the building, a glass wall for the computer classroom, and a business center for the public which will consolidate the public computers, printers, and copier, and add a fax machine. I am in the process of seeking additional funds for the project, which is anticipated to cost about \$100,000.

Recent Donations

The library received a gift of \$1,000 for purchasing books from Evelyn & Jacquelyn Marshak. The funds may be used for any type of book except Christian books.

The Friends of the Library received a grant of \$500 from the Waterbury Women's Club for the Bunker Hill Branch, to be used for sprucing up the building (fresh paint, for example).

The library has received a check for \$52,650 from the Estate of Anna M. Paul. This is the first disbursement from the estate. We anticipate receiving a total of about \$500,000 over the next two years or so. The library is one of several nonprofits designated as beneficiaries in Paul's will. She did not stipulate any restrictions on the use of the funds, other than to be used for the library.

Anna Paul died on November 29, 2016 at the age of 92. She was an educator, retiring as the head of the English Department at Crosby High School. Ms. Paul was an assistant librarian at the Silas Bronson from 1947 to 1949. Her sister, Elizabeth Paul, who died in 2014, was also an educator, retiring as the head of the Math Department at Crosby.

Ms. Paul and her sister, Elizabeth, made annual donations to the library from 1998 through 2010, totaling more than \$88,000. In 1998, Anna Paul wrote to Director Flanagan that her donation was to be used "to help you in your work." In the letter for her 2000 donation, Anna Paul wrote that the Silas Bronson Library was her "home away from home." In 2003, she wrote, "the enclosed check is, as usual, only a small repayment of the riches that the Silas Bronson Library has given me over the years."

Circulation Division

December Statistical Reports: Main Library

Total Collection Size: 258,069
Total Items Added to Collection: 707
Total Items Circulated: 10,083
Total Circulation In-House: 163
Total Circulated at Other Libraries: 409
Total Circulated from Other Libraries: 367

Total Active Patrons: 11,955
Total Expired Patrons: 14,618
Total Patrons Added: 123

December Statistical Reports: Bunker Hill

Total Collection Size: 16,831
Total Items Added to Collection: 60
Total Items Circulated: 686
Total Circulation In-House: 0
Total Circulated at Other Libraries: 37
Total Circulated from Other Libraries: 248

Total Active Patrons: 417
Total Expired Patrons: 488
Total Patrons Added: 6

Museum Pass Usage, December 2017

American Clock & Watch Museum: 0
Barker Comic and Cartoon Museum: 0
Barnum Museum: 0
Beardsley Zoo: 0
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: 2
Institute for American Indian Studies: 0
KidsPlay Childrens Museum: 2

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

Online Presence

Facebook Followers as of 1/8/2018: 876
Facebook Reach Dec. 11 – Jan. 7: 14,630
Facebook Post Engagements Dec. 11 – Jan. 7: 3,225

Website Visitors Dec. 1 – Dec. 31: 2,493
Website Pageviews Dec. 1 – Dec. 31: 5,203

Most Visited Website Pages (Dec. 1 – Dec. 31):

Home Page: 2,561	Ask A Librarian: 151	Book Sale: 78
Programs: 210	How to Get a Card: 147	Children's Division: 73
How to Find Books: 189	About Us: 135	Hall of Fame: 45
Bunker Hill Branch: 168	Calendar: 115	Computer Classes: 39
Genealogy/Local Hist.: 168	eBooks: 108	Teen/YA: 36
Research: 158	Museum Passes: 105	New Movies: 35

State Library Annual Report

The Connecticut State Library has released its annual survey of public libraries in Connecticut. As usual, the data shows that, per capita, the Silas Bronson Library lags far behind the public libraries in every other city in the state in terms of municipal funding, library materials funding, building square footage, and so on. In addition to the FY17 report, the State Library has provided us with an 8 year report, going back to 2010, and a 21-year report, going back to 1996. I have enclosed copies of the three reports.

Building Theft

No further thefts have occurred. We continue to maintain wireless cameras pointed at the exterior of the building where metal paneling remains.

Security Cameras

The estimated cost for installing an entirely new security camera system as well as adding cameras to increase coverage is greater than the available funds. We have requested an additional \$7,000 in capital project funds for FY19 to make up for the shortfall.

Publicity

Stephanie Cummings hosted a one-hour show on WATR 1320 on December 26. I joined her for the second half of the program, discussing upcoming and ongoing events at the library.

Patron Services

The checkout receipt has been updated to include two new messages at the bottom of the slip. The first message says "You just saved \$xx.xx by borrowing from the Silas Bronson Library" – the amount is the list value of the items checked out. The second message lets patrons know they can renew their books online or by phone, with the website and phone number included.

Professional Development

Four of our staff received initial training last week in the creation of archive finding aids that can be uploaded to Connecticut Archives Online, a free statewide research tool hosted by Western Connecticut State University. We have a number of important archival collections which are underutilized, since we don't currently have finding aids available for them. Training is being provided by the Connecticut State Library Conservation Connection Traveling Archivist.