

## **Director's Report to the Board of Agents, Silas Bronson Library**

**November 24, 2015**

### Building & Grounds

The City mason has patched the large crack in the ramp at the front entrance, to prevent anyone from tripping on it. The City plumber has fixed several leaking faucets, including the one in the Circulation Office which was quite severe. The maintainers have been working on stripping and waxing the floor of the Main Reading Room during the mornings, before we open to the public. Our Head Maintainer, Elias Dogramatzis, is preparing for the oncoming winter weather—we have purchased a new snow blower and an ice melt spreader. I have authorized the maintainers to remove snow from the walkways on a Sunday if need be, to avoid the buildup of packed snow and ice that occurs when the snow is not promptly removed.

### Construction Project

We are in the final stages of the construction project. Judy Keller from WDC conducted a punch list walkthrough with the contractors on November 13, and they will be addressing a number of small finishing touches to the work done. We will be receiving an energy rebate from Eversource, which will be applied to our electric bill.

### Circulation Division

We have prepared three different informational slide shows to present on the three new monitors at the Circulation desk. The IT department was unable to get the monitors to work with our existing systems, and is now pursuing the purchase of small, inexpensive computers to use for the program. The new POS system is still a work in progress. John Ditoto and I spoke with representatives from Bibliomation and Evergreen yesterday; they are working on getting Envisionware to resolve the problem.

### Children's Division

The Magic Week programming at the end of October was very successful and has been followed by an increase in patron activity. The window blinds were thoroughly cleaned by the maintainers. I am looking into options for sprucing up the aquarium.

### Adult Information Services

The Hall of Fame induction ceremony was held at the Mattatuck Museum on November 14 and was a great success. The estimated attendance was 140. The reception afterwards featured pastries made by students at Kaynor Tech and was hosted by the Friends. The new plaques will be added to the ones already installed at City Hall. Librarian Dana Lucisano has started a Waterbury genealogy blog to inform and assist patrons with their research.

### Staffing

We are in the process of filling the open Page position. The open Librarian II position has been posted on the City website and, as of November 19, has been posted on the [ctlibrarians.org](http://ctlibrarians.org) job site. Pamela Hanson, one of our Administrative Support Specialists, will be leaving us for a promotional position with the refuse department. Her last day is December 2.

### Patron Services

The maintainers scraped and repainted the outdoor book return bins, and new vinyl lettering was purchased for them. The bin in the parking lot was in particularly poor condition and is greatly improved. I have been slowly installing new interior signage for patrons, with the goals of improving readability, improving aesthetics, and improving wayfinding. We have several makeshift charging stations for the public which are being upgraded with signage and new charging plugs that include USB slots.

Respectfully submitted,  
Raechel Guest, Director