

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

## **Silas Bronson Library**

**April 16, 2018**

**Raechel Guest, Director**

### **Whale Sculpture**

Please see the attached report for details about the damage and construction methods of the whale. Restoration of the whale should be relatively easy to accomplish, but it will require a fundraising campaign. Several members of the public have already approached me to say that they would like to contribute. I recommend that the Board of Agents form a committee to oversee the fundraising as well as the restoration project. Several members of the Waterbury Public Arts Committee have volunteered to join the committee. I also recommend installing the restored whale inside the building; a replica made of some other metal could be placed outside.

### **Front Plaza Project**

We reopened the front entrance on April 11. Unfortunately, our automatic door is broken; we are waiting for replacement parts to arrive so that it can be repaired. The lawn area will remain cordoned off until the grass has a chance to grow. A new sign will be installed soon; it will be in the same location as the current sign. We are also waiting for delivery of two bollards for the rear of the building, to prevent vehicles from driving and parking on the sidewalk. Additionally, there is some work remaining to be done on the plumbing for the fountain. Our Head Maintainer has met with the contractors and engineer to discuss the operation of the fountain; we have been assured that they will provide training for our staff.

### **Berman Memorial**

An ornamental cherry tree will be planted on the front lawn in memory of Katherine Berman. The decisions regarding this were made in consultation with Mark Lombardo, Supervisor of the Parks & Golf Courses. A dedication ceremony for the Berman memorial tree and story time furniture in the library will be held on May 7.

## **Staff Vacancies**

I have finished interviewing candidates for the open Librarian II position in our Children's Division and am now waiting for HR to complete the hiring process. The Mayor's Proposed Budget for FY19 keeps the Librarian II position in AIS open for the first 9 months of the next fiscal year.

We are waiting until the City releases a new list of Admin I candidates before we can fill that position. We are also waiting for the City to release a new list of Maintainer I candidates, as we now have a vacancy there.

The ongoing staffing shortages are causing a strain on our employees. The situation will improve a little at the end of May, when we switch to our summer hours and are closed on Saturdays.

## **FY19 Budget**

Due to various factors, including state budget cuts, the City is facing a challenging budget year. The total amount of department budget requests came in at \$12 million over the total projected revenue for FY19. Additionally, the projected revenue is nearly \$3 million less than the City's total FY18 budget.

The funding for the library in the Mayor's Proposed Budget is \$60,425 less than what it was for FY18, \$268,209 less than what was requested. If the proposed budget is adopted, the library may not be able to maintain current levels of service.

The public has reacted strongly to the proposed budget cuts. I hope that the Friends of the Library will see new members join and revitalize that organization, which will strengthen their ability to raise funds and advocate for the library.

## **Catchafire Logo Design**

The Catchafire volunteer selected to design a new logo for the library has submitted samples for review. They are enclosed in your packet. Once a logo is selected, I can seek a volunteer to design a new website, and then another volunteer to build the new website. I'd like to put together a committee to assist with these projects.

## **Children's Room Renovation**

The Bertoia wire chairs were picked up by PSI-NESP for refinishing. We had thought there were 32 chairs, but at final count there are 41. The extra 9 chairs are still here; it will cost an additional \$1,077.93 to refinish them.

We are still waiting for the second computer table for the AWE Early Learning stations. Delivery has been attempted twice; both times the table was damaged prior to receipt. The new fish tank is up and running. The current fish are "starter fish." The tank will be ready for additional fish in a couple of weeks.

## **Patron Services**

We have added sanitizer wipes near the public computers, so that patrons can wipe off the keyboard and mouse before they use them.

## **Staff Development**

The Connecticut Library Association's Annual Conference is being held on April 23 and 24. I will attend both days, but due to our staffing shortages, no other staff member can be there both days. Instead, two people will go on Monday and two people will go on Tuesday. Additional staff members wanted to attend, but we do not have sufficient staffing to let everyone go to the conference.

Three staff members attend the Mental Health First Aid Training provided by the Chamber of Commerce last month. They are now certified in Mental Health First Aid.

Six staff members attended an in-house workshop provided by the Center for Human Development (CHD). They received in-depth information about the services offered for homeless people in Waterbury, as well as information about the homeless community, which includes families with young children. CHD runs the Hospitality Center on East Main Street and offers supportive assistance to help families and individuals rebuild their lives.

## Circulation Division

### March Statistical Reports: Main Library

Total Collection Size: 259,506  
Total Items Added to Collection: 659  
Total Items Circulated: 12,009  
Total Circulation In-House: 225  
Total Circulated at Other Libraries: 274  
Total Circulated from Other Libraries: 404  
  
Total Active Patrons: 11,591  
Total Expired Patrons: 14,336  
Total Patrons Added: 149

### March Statistical Reports: Bunker Hill

Total Collection Size: 16,695  
Total Items Added to Collection: 68  
Total Items Circulated: 623  
Total Circulation In-House: 0  
Total Circulated at Other Libraries: 67  
Total Circulated from Other Libraries: 195  
  
Total Active Patrons: 413  
Total Expired Patrons: 469  
Total Patrons Added: 2

## Museum Pass Usage, March 2018

American Clock & Watch Museum: 0  
Barker Comic and Cartoon Museum: 0  
Barnum Museum: 0  
Beardsley Zoo: 1  
Children's Museum/Roaring Brook Nature: 0  
Connecticut Science Center: 1  
Connecticut's Old State House: 0  
CT State Parks & Forest Recreation: 0  
EverWonder Children's Museum: 0  
Harriet Beecher Stowe Center: 0  
Imagine Nation: 0  
Institute for American Indian Studies: 0  
KidsPlay Childrens Museum: 6

Maritime Aquarium at Norwalk: 1  
Mark Twain House: 0  
Mattatuck Museum: 5  
Mystic Aquarium: 0  
Mystic Seaport: 1  
New Britain Museum of American Art: 1  
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: 0

## Online Presence

Facebook Followers as of 4/13/2018: 949  
Facebook Reach Mar. 14 – Apr. 10: 5,226  
Facebook Post Engagements Mar. 14 – Apr. 10: 3,648

Website Visitors Mar. 1 – Mar. 31: 1,876  
Website Sessions Mar. 1 – Mar. 31: 2,970  
Website Pageviews Mar. 1 – Mar. 31: 5,929

### Most Visited Website Pages (Mar. 1 – Mar. 31):

Home Page: 3,132	About Us: 151	Teen/YA: 40
Programs: 291	How to Get a Card: 123	Suggest a Purchase: 34
Genealogy/Local Hist.: 259	eBooks: 122	Computer Classes: 33
How to Find Books: 229	Children's Division: 118	Book Sale: 31
Ask A Librarian: 190	Calendar: 110	Board Policies: 22
Bunker Hill Branch: 183	Hall of Fame: 72	Board of Agents: 20
Museum Passes: 168	New Movies: 47	Directions: 18
Research: 162	Newsletters: 40	