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
Beardsley Zoo: 2
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: 2
Harriet Beecher Stowe Center: 0
Imagine Nation: 6
Institute for American Indian Studies: 2
KidsPlay Children’s Museum: 4
Maritime Aquarium at Norwalk: 1
Mark Twain House: 0
Mattatuck Museum: 1
Mystic Aquarium: 0
Mystic Seaport: 1
New Britain Museum of American Art: 0
New England Air Museum: 1
New Haven Museum: 0
Old Sturbridge Village: 0
Peabody Museum of Natural History: 3
Wadsworth Atheneum: 0
White Memorial Conservation Center: 0

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
- Programs: 410
- How to Find Books: 346
- Museum Passes: 321
- Children’s Division: 231
- Ask A Librarian: 229
- How to Get a Card: 184
- Calendar: 174
- About Us: 164
- Genealogy/Local Hist.: 151
- eBooks: 155
- Research: 140
- Bunker Hill Branch: 76
- Teen/YA: 63
- Hall of Fame: 49
- Book Sale: 44

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