Director’s Report to the Board of Agents
Silas Bronson Library
December 20, 2022
Raechel Guest, Director

FY24 Budget
Our budget request to the City is due on January 4. Mary Jane is reviewing all expenses to create an accurate projection of anticipated expenses for our operations. We do not anticipate any increases to our municipal operating appropriation.

For Capital Improvements, we are now looking at requesting $121,595 for the cyclical replacement of staff and public computers, network infrastructure, and printers; this is three years’ worth of replacement costs, since we have not received any funding from the City for this routine expense in the past two years. The City’s Capital Budget still specifies that the Bronson Endowment will be used to purchase this equipment.

Normally we replace 20% of all computers (both staff and public), as well as 20% of our network infrastructure equipment each year. We do this to maintain a 5 Year Life-Cycle Replacement Plan since computers not only become obsolete (and unable to run “then-current” software) but both the computers and network equipment begin to have hardware failures at an accelerated rate and are out of warranty after two or three years. Without any funding from either the City or the Bronson Fund, we are unable to keep up with this cyclical replacement.

While there are some grant programs for public library computers, they are highly competitive, cannot be counted on for annual support, and are unlikely to be available for staff computers. Additionally, the library does not have a grant specialist on staff to actively pursue and manage grants at the level required for what is essentially a routine operational expense.
**Staffing Levels**

We have made progress in filling our vacancies. We have hired a Maintainer 1, an Admin 1, and a Page. We are still short two Admin 1s and three Librarian 2s. We hope to see a list of candidates for the Librarian 2 positions very soon.

With the arrival of a new Admin 1, we were able to transfer an experienced Admin 1 to the Director's Office, bringing us back up to full staffing in that office.

We were authorized to offer overtime to white collar employees to help with shift coverage. We have needed to use this several times to keep our public service desks staffed.

Gary Bach, Librarian 4, has announced his retirement after thirty-seven years with the Silas Bronson Library. His last day will be March 29.

**Elevator**

The passenger elevator stopped working on October 7. KONE Inc., the City's new elevator service company, sent a technician the same day. The problem was diagnosed as a “damaged starter.” The total estimated repair cost is $5,369. We are still waiting for the replacement starter to arrive. KONE sent a technician to the library on December 6 to confirm the part number for the part that needs replacement.

**Elevator Replacement Project**

The grant contract for replacing the passenger elevator has been finalized and information has been forwarded to the Waterbury Development Corporation (WDC). We have until November 25, 2023 to sign with a contractor. The deadline for completing the project and submitting all grant payment requests is May 25, 2027.

WDC is in the process of finalizing the bid packet, with input from the State Library to ensure that we are in compliance with the grant requirements. At some point in the process, a Building Committee will be formed to oversee the project. The State Library requires that the Committee include myself and at least one member of the library’s Board of Agents.
Parking Lots

The parking lot downtown reopened on December 8. The parking lot at Bunker Hill received a fresh coat of pavement in November, thanks to the City Engineering Department when they finished installing new sidewalks on Aurora Street.

Genealogy Donation

We have received quotes for genealogical resources which would be paid for by the $2,500 anonymous donation for genealogy at the library. There are two databases which would be very beneficial for anyone doing genealogy research. Both would be additions to our existing Newsbank subscription, which includes our online access to the Rep-Am as well as thousands of current newspapers.

The first database is an add-on module called Black Lives in America, although it is not specific to that topic. The module includes more than four hundred titles from the 1700s, more than five thousand titles from the 1800s, and more than six hundred titles from the early 1900s. I had an opportunity to test the database, and I was able to find an enormous wealth of genealogical information both locally and nationally. If you are familiar with GenealogyBank.com, a database for individual subscriptions, this pretty much the same content, as they are both owned by Newsbank. This is essentially the library edition of GenealogyBank (Newsbank offers two themed modules for library subscriptions; Black Lives in America is the larger one). The database currently costs $1,580 per year. In future years, our City budget should be able to cover this cost.

The second database is called Early American NewsPapers Series 18. This is also offered by Newsbank. This database is smaller, but it includes titles that I have not seen anywhere else. Among those titles is the Waterbury American from its first issue in 1844 through 1876. While we have it on microfilm, the database has the advantage of allowing keyword searches, which can’t be done on microfilm. This would be of particular help when patrons ask for information from this time period (we recently had two patrons asking for information from the late 1850s, which would require searching the newspaper for answers). There are two purchase options for this database. The first is an annual subscription of $900. The second is to purchase perpetual access (we would own the content) for $3,661. After year two, there would be an annual access fee of one percent ($37 per year).
I recommend subscribing to Black Lives in America and purchasing perpetual access to Early American NewsPapers Series 18. The total cost is $5,241, of which $2,500 would be covered by the genealogy donation, and the remainder by our City budget (our subscription to physical magazines is approximately $3,000 less than budgeted).

If the Board prefers to do the annual subscription instead of perpetual access to the Early American Newspaper Series 18, the total cost for both databases would be $2,480.

Bibliomation
After we resubmitted the contract paperwork to Corp Counsel in early October, they informed us in mid-November that some of the paperwork needed to be redone, and that additional information needed to be provided. It typically takes a long time hear back from Corp Counsel whenever we have any questions or submit information about this contract, which has contributed to the delay. We resubmitted one more time all of the paperwork on December 5. We hope that it will go to the Board of Aldermen in early January.

Mobile Library
We continue to attend community events, community centers, and public schools. On October 29, we attended Neighborhood Housing Services’ Housing Expo at Fulton Park, where we made 28 library cards and distributed various items about the library to the public.

We returned to the Hopeville Community Center on November 9 to distribute five library cards made in October.

On November 14, the Mobile Library participated in “Reading Night” at Walsh Elementary School. During this event we were able to make one library card, renew one card, and hand out the Fall 2022 issue of Books & Happenings. The school wants us to return again in December.
We visited the Willow Plaza Community Center on November 17 for their afterschool program, making four library cards (one replacement and three new) and handing out library card applications for kids to take home to their parents.

On the afternoon of Saturday, November 19, the Mobile Library attended a pre-Thanksgiving Turkey Dinner at the Police Activity League on 64 Division Street. Again, we were able to make four library cards (three new and one replacement) and hand out our promotional material.

November 29 saw us at the Naugatuck Valley Community College Library where we made three library cards and handed out the latest issue copies of Books & Happenings. NVCC has invited us to return in March 2023.

The Willow Plaza Community Center had us back on December 1 where we made five library cards for seniors (three new and two replacement). As always, there was interest in the crochet club with two crochet animals on display at our table.

Two city elementary schools are interested in having the Mobile Library come for a visit: Bucks Hill and Bunker Hill. Currently this is in the planning stages with a target date of early 2023.

<table>
<thead>
<tr>
<th>Home Deliveries (October 14-November 15)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Number of Deliveries: 10</td>
<td>Number of Deliveries: 14</td>
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<tr>
<td>Number of Items Delivered: 45</td>
<td>Number of Items Delivered: 31</td>
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</table>
Circulation Division

October Statistical Reports: Main Library
Total Collection Size: 266,864
Total Items Added to Collection: 899
Total Physical Items Circulated: 7,669
Total Circulation In-House: 397
Total Circulated at Other Libraries: 1,503
Total Circulated from Other Libraries: 299
Total Active Patrons: 43,816
Total Expired Patrons: 432
Total Patrons Added: 179

October Statistical Reports: Bunker Hill
Total Collection Size: 11,249
Total Items Added to Collection: 42
Total Physical Items Circulated: 575
Total Circulation In-House: 0
Total Circulated at Other Libraries: 112
Total Circulated from Other Libraries: 250
Total Active Patrons: 1,409
Total Expired Patrons: 21
Total Patrons Added: 5

November Statistical Reports: Main Library
Total Collection Size: 266,597
Total Items Added to Collection: 533
Total Physical Items Circulated: 6,957
Total Circulation In-House: 289
Total Circulated at Other Libraries: 1,345
Total Circulated from Other Libraries: 342
Total Active Patrons: 43,839
Total Expired Patrons: 503
Total Patrons Added: 94

November Statistical Reports: Bunker Hill
Total Collection Size: 11,144
Total Items Added to Collection: 29
Total Physical Items Circulated: 561
Total Circulation In-House: 0
Total Circulated at Other Libraries: 76
Total Circulated from Other Libraries: 214
Total Active Patrons: 1,411
Total Expired Patrons: 22
Total Patrons Added: 3
OverDrive Circulation: October
Audiobooks: 495
Ebooks: 591
Total Checkouts: 1,086

OverDrive Circulation: November
Audiobooks: 465
Ebooks: 594
Total Checkouts: 1,059

Museum Pass Use – October

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<thead>
<tr>
<th>Pass</th>
<th>Pass Type</th>
<th>Number Reserved</th>
<th>Checked Out</th>
<th>No Shows</th>
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<tbody>
<tr>
<td>Beardsley Zoo</td>
<td>Pick Up/Return</td>
<td>2</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Children's Museum/Roaring Brook Nature Center</td>
<td>Print from Home</td>
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<td>0</td>
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<tr>
<td>EverWonder Children's Museum</td>
<td>Print from Home</td>
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<td>1</td>
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<tr>
<td>KidsPlay Children's Museum</td>
<td>Print from Home</td>
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<td>1</td>
<td>0</td>
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<tr>
<td>Mattatuck Museum Art and History Center</td>
<td>Print from Home</td>
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<td>New Britain Museum of American Art</td>
<td>Print from Home</td>
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<td>0</td>
</tr>
<tr>
<td>Old Sturbridge Village</td>
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Online Presence: October & November

- **Facebook Followers** as of 12/2/2022: 2,824
- **Facebook Reach** October 1 – October 31: 12,518
- **Facebook Reach** November 1 – November 30: 7,297
- **Instagram Followers** as of 12/2/2022: 1,054
- **Instagram Reach** October 1 – October 31: 696
- **Instagram Reach** November 1 – November 30: 296
- **Bronson Teens Instagram Followers** as of 12/2/2022: 323

- **Twitter Followers** as of 12/2/2022: 494
- **Twitter Impressions** October 1 – October 31: 1,799
- **Twitter Impressions** November 1 – November 30: 1,753

- **Wowbrary Active Subscriptions** as of 12/2/2022: 88
- **Wowbrary Webpages Viewed** October 1 – October 31: 394
- **Wowbrary Webpages Viewed** November 1 – November 30: 423
- **Wowbrary Clickthroughs to Catalog** October 1 – October 31: 114
- **Wowbrary Clickthroughs to Catalog** November 1 – November 30: 58
<table>
<thead>
<tr>
<th>Category</th>
<th>October 1 – October 31:</th>
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<tbody>
<tr>
<td>Website Visitors</td>
<td>1,613</td>
<td>1,456</td>
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<tr>
<td>Website Sessions</td>
<td>2,418</td>
<td>2,144</td>
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<tr>
<td>Website Pageviews</td>
<td>4,509</td>
<td>3,852</td>
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**Most Visited Website Pages (October 1 – October 31):**

- Home Page: 2,271
- Programs: 320
- Research: 182
- How to Find Books: 140
- Bunker Hill Branch: 136
- Ask A Librarian: 134
- Genealogy/Local Hist.: 119
- Calendar: 112
- Children’s Division: 106
- About Us: 105
- Museum Passes: 80
- How to Get a Card: 79
- eBooks: 52
- Hall of Fame: 65
- Digital: 65
- Borrowing Questions: 61
- Newsletters: 50
- Home Delivery: 43
- Program Registration: 36
- Book Sale: 35
- Library History: 27
- New Movies: 25

**Most Visited Website Pages (November 1 – November 30):**

- Home Page: 1,906
- Programs: 239
- Research: 191
- Bunker Hill Branch: 139
- Ask A Librarian: 121
- Genealogy/Local Hist.: 100
- About Us: 99
- Museum Passes: 86
- Digital: 84
- How to Find Books: 83
- Children’s Division: 71
- Calendar: 71
- Library History: 71
- Borrowing Questions: 61
- eBooks: 54
- How to Get a Card: 52
- Newsletters: 48
- Hall of Fame: 23
- Teen/YA: 31
- Book Sale: 30
- Home Delivery: 27
- Teen/YA: 24
- Geekdom: 22
- Computer Classes: 20
- Board of Agents: 17
- Requests: 15
- Friends: 14
- Business Resources: 11
- Directions: 8
- Book a Librarian: 7
- GovDocs: 6