

Beardsley Branch Library October 2022 Monthly Report

Submitted by: Anna Knorovska, Branch Manager

November 10, 2022

Service Statistics	Number of new library cards: n/a Number of visitors: n/a Specific to BHC: n/a	Number of questions answered: n/a Number of interlibrary loans (in/out): n/a Number of online database sessions: n/a
Collection Statistics	Adult: n/a Teen: n/a Children: n/a	A&V materials: n/a Magazines & Newspapers: n/a Hot spots: n/a
Circulation Statistics	Adult: 0 Teen: 0 Children: 0	A&V materials: 0 Magazines & Newspapers: 0 Hot spots: 0 Cultural passes: 0 In-house: 0
Public Internet Usage	Users for the month: 0	
Staff Development	Branch manager attended the Slips, Trips, and Falls training on October 4 th and Accessibility in Your Library webinar on October 12 th .	

BRIDGEPORT LIBRARY

Highlights

- The monthly Library Board meeting was held at Beardsley Branch on October 19th.
- Luxer One Locker system, which allows after hours pick up, was installed on October 12.
- Anna has created a list of all the computers and other technologies; their locations in the branch have been designated.
- Bibliomation technician has installed first two printers for the location.
- Purchasing a coin box for the Print/Press Release station is in progress.
- Public scanners for the branch have been delivered and will be installed next month.
- Door counter installation is in progress.
- Additional furniture was delivered on October 6th. It is expected for the rest of the furniture (e.g. public computer stations) to arrive in November.
- Furniture audit with the interior designer, the project manager, and the branch manager took place on October 27th. Incorrect and/or damaged items have been ordered and replacements are expected to arrive in upcoming months.
- Anna has been placing orders for the print materials for the entire Beardsley collection.
- Anna is working on adding mobile printing service to Beardsley.
- A large number of library/office supplies have been delivered to the branch; Additional office/library supplies have been ordered.
- Throughout October, we have received multiple application for the employment and the hiring committee has started going over them in order to select the right candidates for the location.