

Beardsley Branch Library September 2022 Monthly Report

Submitted by: Anna Knorovska, Branch Manager

October 12, 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	n/a	

BRIDGEPORT LIBRARY

Highlights

- On September 21st, the monthly Board meeting was held at the Beardsley Branch for the first time.
- Partial order of the furniture was delivered in September. We have received all the chairs, bookcases, and some seating pieces. Tables for computer stations and the rest of the furniture will be delivered in October.
- The First Aid Cabinet for the new location has been installed; the defibrillator will get installed once in stock.
- Anna has placed an order for the print materials for the entire Beardsley collection. Acquisition Dept. is working on the ordering.
- Purchase of the main copy machine has been finalized.
- Purchasing coin boxes for the Print/Press Release station are in progress.
- Additional office/library supplies for the new location have been ordered.
- Anna is working on adding mobile printing service to Beardsley.
- Anna has been communicating with DNR Laboratories to propose audio/visual equipment for the two A/V labs at Beardsley Branch.
- Luxer One Locker system, which allows after hours pick up, has been purchased and will be installed in October.
- Job posting to hire new staff for the location have been posted.
- David O. set the lock combinations for all the doors inside the building.
- Public scanners have been ordered.
- Door counter installation is in progress.