

**BRIDGEPORT PUBLIC LIBRARY
REPORT OF THE CITY LIBRARIAN
For the Month of September 2023**

I met with staff in the History Center to discuss funding for ongoing and special projects. Most of these items are on this month's vouchers; however, a proposal from NewsBank regarding digitization of the entire run of the Connecticut Post and its earlier equivalents will require consideration in a Finance Committee meeting.

I attended St. John's Episcopal Church's 275th anniversary events and delivered 50 outreach bags containing library applications in English and French. Reverend Rock was very appreciative and sent a letter that I have included for this month's correspondence.

Staff working on the Digital Navigator Program met to plan for activities during National Digital Inclusion Week, October 2 – 6. The quarterly Safety Committee and Technology Committees also met this month. Fire drills will be scheduled for all branches and Burroughs Library with a goal to be completed before the end of the year.

I attended the Connecticut State Library's unveiling of the CT State Van at the Middletown Service Center. This van has many high-tech features, and while its focus is on outreach, it provides a real-life model that we can build upon as we plan a transition from our current vehicle to a smaller, modernized one. A representative from the State's Department of Administrative Services mentioned that we can use the State contract, which would grant some additional deliverables, such as an extra set of keys and a full tank of gasoline when we take ownership of the van.

The Assistant City Librarian and I had a "Discovery" meeting with True North. The meeting was upbeat and productive. We are working on the next steps needed before the next meeting. The items we are gathering now include surveys from staff, a photograph file, and other items to help the True North team get to know Bridgeport Public Library.

The Assistant City Librarian and I are also attending a three-workshop series on management sponsored for all City department heads. By request, the City has extended attendance to our branch managers and department heads as well. For staff, we are working with a staff development professional to hold a staff-wide customer service training, to be held on November 16. While all details are not set, this training will most likely be a hybrid session and held in the morning. We are working with the trainer to ensure a customized training for staff. I am requesting permission to have a delayed opening of one to two hours if necessary. The only branch opening at 10 am is the East Side Branch, so that users of the other branches will be minimally affected.

The application for the State Library Construction Grant was submitted by the deadline of September 30.

The Klein Partnership concert with Orquesta Afinke attracted an enthusiastic audience. If not for the weather, I am sure this concert would have had a larger turnout. The takeaways from the experience is that we need a single flyer with all remaining performances, and we must put more effort into our Spanish language promotion of relevant events and programs.

Respectfully Submitted,

Elaine Braithwaite
City Librarian
October 12, 2023