

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – February 2022

Name: John Soltis

Title: Assistant City Librarian

1. Referred/answered 15+ 'Ask Us First' (virtual /reference) and Face Book questions.
2. Referred a number of virtual and live program proposals to relevant BPL programming staff.
3. Met with City Librarian on several occasions to go over staffing, programing needs.
4. Working with the selection team I organized and conducted initial LAIII interviews. Final reviews and recommendation to City Librarian will occur in early March.
5. Presented research into the efficacy of instituting a No Fines policy at the BPL at Supervisors Meeting. Solicited additional data from supervisors that can be presented to the Library Board Governance Committee prior to their next meeting.
6. Continued to promote all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.
7. Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs via social media.
8. Created, publicized and/or shared 5+ daily posts to Facebook, Twitter and Instagram.
9. Continued to monitor security firm performance.
10. Compiled system wide monthly statistics (circulation, database usage, library card registration, etc.) for submission to City Librarian.
11. Continued mentoring East Side Branch Manager Luis Rodriguez.
12. Completed final marketing firm interview and will move forward with Selection Panel final scoring. I will present the winning firm to the Board of purchasing in late March or early April.
13. Trained several staff members on to create online images using the Canva imaging program.
14. Posted all materials for all Library Board meetings to the BPL web page.
15. Chaired Supervisors meeting and attended February Library Board, and BPL Office meetings.
16. Assisted branch and department heads in gathering statistics for their monthly reports.

BRIDGEPORT LIBRARY

Burroughs-Saden/Public Services February, 2022 Monthly Report

Submitted by: Ronald G. Fontaine, MLS; Librarian III, Head of Public Services

March 10, 2021

| | | |
|------------------------|---|--|
| Service Statistics | Number of new library cards: 74 Number of visitors: | Number of questions answered: RandR =565, HC=54, Number of interlibrary loans (in/out): 345/605 Number of online database sessions: |
| Collection Statistics | Adult: Teen: Children: | A&V materials: Magazines & Newspapers: |
| Circulation Statistics | Adult: 371 Teen: 52 Children: 779 | A&V materials: 290 Magazines & Newspapers: |
| Public Internet Usage | Users for the month: 654 Burroughs WiFi clients: 301 | |
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Public Services February 2022 Monthly Report

Part I, Reference and Research

February, as short a month as it was, saw a lot of action. I am speaking of the numbers of public that we served in-house and the numbers of questions patrons asked both within the library and by phone or electronically. We were still working at reduced hours, and with reduced personnel at times. It was very busy for all of us working the public desks.

One area in the library that has started to mushroom is in programming. Currently, Zoom and other electronic media is the norm, but that will change soon as we transition to in-house programs. Please see the programming section above.

We are looking forward to March, Spring, and the warmer weather to bring the public out more and to welcome them here at the Burroughs-Saden Memorial Library.

Respectfully submitted,
Ronald G. Fontaine, MLS
Head of Public Services

BRIDGEPORT LIBRARY

Burroughs-Saden/Bridgeport History Center- Monthly Report –February 2022

Submitted by: E. Van Tuyl

[Select Date]

| | | |
|------------------------|--|---|
| Service Statistics | Number of new library cards: n/a Number of visitors: 10 | Number of questions answered: 25 Number of interlibrary loans (in/out): n/a Number of online database sessions: |
| Collection Statistics | Adult: Teen: Children: | A&V materials: Magazines & Newspapers: |
| Circulation Statistics | Materials from the Bridgeport History Center do not circulate. Adult: Teen: Children: A&V materials: Magazines & Newspapers: | |
| Public Internet Usage | Users for the month: Not applicable | |
| Programming Milestones | <ul style="list-style-type: none"> ● Memoir writing ● Online – NEHGS – African American Genealogy research for New England ancestors ● [advertised] CTHS event on Black history in CT | |
| Staff Development | <ul style="list-style-type: none"> ● MR presented report regarding contingent employment (co-authored with other researchers) to the New England Archivists board and made recommendations ● MR helped lead bi-monthly meeting of Archives and Special Collections Connecticut ● MR attended "The Processing Manual as a tool for Diversity, Equity, and Inclusion" presented by archivists at Brandeis University ● African American New England Ancestors by NEHGS – attended by staff | |

BRIDGEPORT LIBRARY

Highlights

- BHC-MSS 0124 *Papers of Katya and Bert Gilden* was promoted publicly.
- Bridgeport History Center's digitized collections were linked in the show notes for episode four of *Welcome to the Sideshow*, a largely distributed podcast through I Heart Radio. Episode four covered Lavinia Warren, a former resident and employee of P.T. Barnum.
- Contributed to Black History Month programing through consistent contributions to newsletter
- Secured microfilmer for Bridgeport *Telegram* and vendor for digital microfilm reader/scanner
- Provided BHC images for several publications, including *CT Explored* and Scholastic Magazine
- Secured donations from members of the area Hungarian-American community, including for the *Magyar News*

BRIDGEPORT LIBRARY

North Branch February 2022 Monthly Report

Submitted by: Paula Keegan

March 3, 2022

| | | |
|------------------------|--|---|
| Service Statistics | Number of new library cards: 29 Number of visitors: 1,286 | Number of questions answered: 3,183 Number of interlibrary loans (in/out): 148/546 Number of online database sessions: n/a |
| Collection Statistics | Adult: 49,868 (208 added in February) Teen: 4,610 (32 added in February) Children: 37,680 (94 added in February) | A&V materials: 13,812 (2 added in February) Magazines & Newspapers: 1,475 (78 added in February) TOTAL: 107,445 (414 added and 537 withdrawn in February) |
| Circulation Statistics | Adult: 1,108 plus 60 inhouse use Teen: 85 plus 1 inhouse use Children: 768 plus 205 inhouse use | A&V materials: 365 plus 0 inhouse use Magazines & Newspapers: 27 plus 6 inhouse use TOTAL 2,353 (38.2% of total BPL circ) plus 272 inhouse use |
| Public Internet Usage | Users for the month: 276 | |

| | | |
|---|---|--|
| Programming Milestones TOTAL: 58 programs Attendance: 1,676 | Inhouse programs: 4 Vaccination clinics: 135 3 AARP Tax Assistance: 88 3 Notary Public interactions: 3 1 Black History Month Galimoto Take & Make Craft: 1 1 TYCLD Valentine Take & Make Craft: 15 Virtual programs: 7 Virtual LITT Chess: 38 4 Mindfulness: 34 | 3 VITA Tax Assistance: 9 1 Tellebration: 15 4 Little Bears Storytime: 41 Outreach: Other: 25 Daily COVID testing (Attendance estimated): 1,290 2 Forest Bathing: 7 |
|---|---|--|

BRIDGEPORT LIBRARY

Staff Development,
meetings etc.

Bina W: EDI Webinar & Follow-up with Groundworks through CT State Library
LITT Grant Application meeting (we got the grant!)

Paula K: Outside Hold Pickup Lockers demo
Winthrop School Governance Council meeting

Highlights

"It's the magic within each of us that gives us the potential to inspire the world." -Kobe Bryant

February continued the cold, ice and snow trends. Weather issues and reduced hours during the Covid surge kept patrons away, especially in the evenings.

Covid testing and vaccinations continued to see a decline in activity. Tax Assistance appointments filled up quickly. Intrepid Forest Bathers attended the two outside programs possible during the month. Mindfulness continues. We are starting to let outside groups and partners book our meeting spaces. Despite the cold, we are like gardeners- already planning for and dreaming about spring and summer.

Little Bears was back virtually, soon to be live. LITT has approved another grant so that our Chess programs for teens and tweens can continue through July. Chess will return to live inhouse format soon. The highlight of Take Your Child to the Library Day was our Tellabration with storytellers Bina Williams, Michele Jacobson and guest star Maritza Nieves. We also had Take & Make Valentine Kits. For Black History Month, we distributed Galimoto kits, which make a wire and wood car like the ones made by children in Africa. (The kits were made by the Eli Whitney Museum and were a gift from Bina Williams.)

Many of the displays throughout the building focused on Black History Month topics such as the official 2022 theme of Black Health and Wellness. Another honored three children's literature greats recently lost: Ashley Bryan, Brian Pinkney, and Floyd Cooper. There was a Black Poets and Authors display as well as new Black History nonfiction. Our lobby display case again benefited from the artistic talents and collections of patron Alicia Labrador, with her Black Heritage Stamp Collection and information (see the photo!). Sarah G had a lively display of AV across from the circulation desk, as she does every month.

I am so proud of North staff as they perform all of the never-ending tasks necessary to keep the branch running even as our staff shortage continues, and continues, and continues. We are acutely missing seven (7) positions: one (1) Junior Librarian (which would transition to a Librarian I upon completion of MLS degree), one (1) Library Assistant III, one (1) Library Assistant II, one (1) Library Assistant I, one (1) Part-Time Library Assistant 1, and two (2) Part-Time Library Pages.



The affirmations in the display photo are hard to see, but we should keep them all "large-print" and stamped on our hearts and minds.

*Advocate like Truth. Lead like Douglass.
Dream like Tubman. Innovate like Walker.
Educate like Langston.*

BRIDGEPORT LIBRARY

East Side Branch/February 2022 Report

Submitted by: Luis Rodriguez

March 2, 2022

| | | |
|------------------------|---|--|
| Service Statistics | Number of new library cards: 17 Number of visitors: 1,586 | Number of questions answered: 165 Number of interlibrary loans (in/out): 110/57 Number of online database sessions: |
| Collection Statistics | Adult: 17,341 (added 113 February) Teen: 2,932 (added 5 February) Children: 12,710 (added 18 February) | A&V materials: 8,795 (added 34 February) Magazines & Newspapers: 430 (added 21 February) Total: 42, 208 (added 191 February) |
| Circulation Statistics | Adult: 151 Teen: 28 Children: 122 | A&V materials: 159 Magazines & Newspapers: 0 In House stats: 75 |
| Public Internet Usage | Users for the month: 362 | |
| Programming Milestones | <ul style="list-style-type: none">● Kristin did her story time on facebook four times this month and each time she had 5 people.● Luis did his Bachata class on Zoom and 1 person attended | |
| Staff Development | | |

BRIDGEPORT LIBRARY

Highlights

East Side had two book displays for Black History Month. One was “Celebrate Black History Month” and the second display consisted of “Black History Biographies”.

Shauna decorated red hearts hanging from the ceiling to lead patrons to circulation desk.

Black history month quilt built by patrons using construction paper was on display in the children’s department.

Breta decorated the Circulation and Reference desk with valentine decorations.

East Side had 2 security guards training at East Side in case our current security guard cannot make it work.

BRIDGEPORT LIBRARY

Black Rock Branch Monthly Report February 2022

3/1/2022

| | | |
|------------------------|---|--|
| Service Statistics | Number of new library cards: Number of visitors: | Number of questions answered: Number of interlibrary loans (in/out): Number of online database sessions: |
| Collection Statistics | Adult: 29883 Teen: Children: 17721 Total: 50641 | A&V materials: Magazines & Newspapers: |
| Circulation Statistics | Adult: 668 Teen: 18 Children: 292 Total: 978 | A&V materials: 385 J: 30 "total: 385 (.39%) Magazines & Newspapers: 38 (.03 %) |
| Public Internet Usage | Users for the month: | |
| Programming Milestones | <ul style="list-style-type: none">-Tried an online story hour—no joy.-Along with Bina, Michele performed in the February Tellebration.-3 people for Identity Theft Program on line.-People are contributing to and taking from the Paws for Nourishment station. | |
| Staff Development | <ul style="list-style-type: none">● | |

BRIDGEPORT LIBRARY

February is merely as long as is needed to pass the time until March." — Dr. J. R. Stockton

Highlights

February seemed incredibly long. While it was quiet during the “new” hours, we were also lonely without our patrons. BEST news: the whole staff is back! Take that, COVID-19!

Programming remains a sticking point. It seems we can't even bribe people to participate. Case in point: we offered a choice of Black History Month puzzles to solve. Solving each puzzle correctly would give the patron a chance to win a popular film or cd. No takers. Similarly, most parents and kids appear to be zoomed out and don't attend story hours on zoom at Black Rock. Michele and Bina did get several people when they participated in an online zoom version of Tellabration. Michele also had 5 people to the identity theft program with SSNA associate Pat Ippolito.

Two teens asked Michael if they could start a writing club. They sat down together, blocked out the time, named the club, did some publicity and on the day selected, not only did no new member show up—neither did the group organizers.

Trina Preston's display of famous Black History Month names and events fared much better and people really loved taking her “Who Am I?” quiz.

Because there have been so many requests for our popular computer classes, art classes and Tai Chi program, Michele is reaching out to them and putting together the requested forms for Elaine's approval.

Aspiring Authors is struggling to get their books in shape so we can try posting them on BiblioBoard and see if we get any interest. Michele has been trying to stir up some interest among local self-published authors, but these folks are older and have shown some hesitancy about using the technology. We will keep trying!

Bridgeport Public Library Circulation and Use Statistics
 Year: July 1, 2021 to June 30, 2022
 System-Wide

| CIRCULATION | | | | | | | | | | | | |
|-------------|------------|---------------|---------------|--------------|----------|-----------------|---------------|----------------|--------------------|-----------|----------|--------|
| | Attendance | Ref Questions | Dir Questions | Computer Use | WiFi Use | Cultural Passes | HC VHS to DVD | Meeting Rm Use | All WebPage Visits | Adult Fic | Adult NF | YA Fic |
| July | 7090 | 2171 | 3414 | 1421 | NA | 9 | 0 | 0 | 17257 | 1761 | 888 | 360 |
| Aug | 9330 | 2184 | 3870 | 1716 | NA | 8 | 0 | 0 | 18711 | 1759 | 918 | 429 |
| Sep | 8450 | 1925 | 4069 | 1739 | NA | 10 | 0 | 0 | 20327 | 1466 | 824 | 215 |
| Oct | 8987 | 2007 | 4156 | 1756 | NA | 0 | 0 | 0 | 22911 | 1605 | 868 | 167 |
| Nov | 9019 | 1740 | 3356 | 1683 | 1361 | 0 | 0 | 0 | 25937 | 1663 | 816 | 161 |
| Dec | 9469 | 1735 | 2570 | 1775 | 1833 | 7 | 0 | 0 | 38050 | 1537 | 785 | 170 |
| Jan | 7127 | 1924 | 4506 | 1392 | 1076 | 1 | 1 | 0 | 32658 | 1406 | 619 | 163 |
| Feb | 7439 | 1811 | 3723 | 1498 | 1170 | 3 | 0 | 0 | NA | 1243 | 703 | 154 |
| Mar | | | | | | | | | | | | |
| Apr | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| Jun | | | | | | | | | | | | |
| Totals | 66911 | 15497 | 29664 | 12980 | 5440 | 38 | 2 | 0 | 175851 | 12440 | 6421 | 1819 |

CIRCULATION (CONTINUED)

| | YA NF | Juv Fic | Juv NF | Adult Mag | YA Mag | Juv Mag | Adult AV | YA AV | Juv AV | Adult Other | YA Other | Juv Other |
|--------|-------|---------|--------|-----------|--------|---------|----------|-------|--------|-------------|----------|-----------|
| July | 49 | 2392 | 364 | 69 | 5 | 14 | 1403 | 1 | 101 | 49 | 3 | 9 |
| Aug | 36 | 2542 | 423 | 87 | 1 | 10 | 1742 | 1 | 84 | 51 | 2 | 14 |
| Sep | 17 | 2028 | 369 | 48 | 3 | 3 | 1410 | 0 | 35 | 24 | 18 | 43 |
| Oct | 14 | 1969 | 450 | 46 | 0 | 11 | 1045 | 0 | 49 | 34 | 0 | 79 |
| Nov | 10 | 1977 | 467 | 64 | 0 | 8 | 1352 | 1 | 32 | 28 | 0 | 130 |
| Dec | 14 | 1658 | 346 | 72 | 0 | 42 | 1473 | 0 | 50 | 30 | 1 | 119 |
| Jan | 15 | 1473 | 296 | 28 | 0 | 20 | 1122 | 0 | 33 | 34 | 0 | 33 |
| Feb | 17 | 1581 | 365 | 64 | 1 | 1 | 1144 | 0 | 72 | 36 | 0 | 32 |
| Mar | | | | | | | | | | | | |
| Apr | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| Jun | | | | | | | | | | | | |
| Totals | 172 | 15620 | 3080 | 478 | 10 | 109 | 10691 | 3 | 456 | 286 | 24 | 459 |

LIBRARY CARDS ADDED

| | Adult | Child | YA | Total |
|---------------|-------------|------------|------------|-------------|
| July | 159 | 85 | 22 | 266 |
| Aug | 186 | 43 | 14 | 243 |
| Sep | 112 | 52 | 43 | 207 |
| Oct | 145 | 34 | 14 | 193 |
| Nov | 119 | 43 | 3 | 165 |
| Dec | 117 | 35 | 12 | 164 |
| Jan | 116 | 31 | 8 | 155 |
| Feb | 86 | 32 | 18 | 136 |
| Mar | | | | |
| Apr | | | | |
| May | | | | |
| Jun | | | | |
| Totals | 1040 | 355 | 134 | 1529 |

Borrowed (to BPT)/Loaned (to other libraries)

| | In | Out |
|---------------|-------------|-------------|
| July | 434 | 4 |
| Aug | 348 | 8 |
| Sep | 399 | 1 |
| Oct | 173 | 6 |
| Nov | 751 | 317 |
| Dec | 584 | 1122 |
| Jan | 732 | 1134 |
| Feb | 761 | 1488 |
| Mar | | |
| Apr | | |
| May | | |
| Jun | | |
| Totals | 4182 | 4080 |

| Annual Circ | |
|--------------|--------------|
| 7468 | July |
| 8099 | Aug |
| 6586 | Sep |
| 6850 | Oct |
| 5046 | Nov |
| 6297 | Dec |
| 6772 | Jan |
| 5413 | Feb |
| | Mar |
| | Apr |
| | May |
| | Jun |
| 52531 | Total |

July 2021 - June 2022 Database Statistics

| | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | TOTAL |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|----------|--------------|
| eLearning | | | | | | | | | | | | | |
| Pronunciator | 9 | 26 | 30 | 17 | 16 | 10 | 3 | 10 | | | | | 121 |
| Peterson's - Testing Educ | 3 | 15 | 12 | 6 | 4 | 6 | 4 | 6 | | | | | 56 |
| Universal Class | 65 | 118 | 148 | 53 | 74 | 91 | 111 | NA | | | | | 660 |
| Niche Academy | | | | | | | NA | NA | | | | | |
| Tutor.com | 12 | 15 | 65 | 59 | 43 | 67 | 25 | 8 | | | | | 294 |
| eBooks | | | | | | | | | | | | | |
| Hoopla | 440 | 535 | 408 | 447 | 443 | 489 | 483 | 434 | | | | | 3679 |
| OverDrive | 703 | 588 | 536 | 529 | 454 | 464 | 451 | 422 | | | | | 4147 |
| BookFlix | 90 | 44 | 17 | 59 | 28 | 78 | 11 | 3 | | | | | 330 |
| Magazines | | | | | | | | | | | | | |
| Overdrive | 63 | 56 | 35 | 79 | 58 | 64 | 61 | 29 | | | | | 445 |
| Audio/Visual | | | | | | | | | | | | | |
| Freegal | NA | NA | NA | NA | 7 | 11 | 10 | 10 | | | | | 38 |
| Hoopla | 913 | 1050 | 928 | 940 | 972 | 937 | 959 | 1035 | | | | | 7734 |
| OverDrive | 281 | 293 | 281 | 325 | 287 | 289 | 306 | 242 | | | | | 2304 |
| Genealogy | | | | | | | | | | | | | |
| African-Amer. Heritage | 0 | 0 | 0 | 0 | 19 | 0 | 0 | 0 | | | | | 0 |
| Ancestry Library | 499 | 212 | 784 | 393 | 473 | 131 | 182 | 344 | | | | | 3018 |
| Sanborn (Maps) | 6 | 3 | 6 | 0 | 0 | 0 | 0 | NA | | | | | 15 |
| Reference | | | | | | | | | | | | | |
| Auto Repair Ref. Cent. | 4 | 6 | | 8 | 5 | 1 | 2 | 3 | | | | | 29 |
| Candid | | | | | | | | NA | | | | | |
| Biblioboard | 13 | 20 | 25 | 20 | 16 | 17 | 18 | 20 | | | | | 149 |
| Consumer Reports | 5 | 9 | | 8 | 7 | 8 | 15 | 9 | | | | | 61 |
| JobNow | 0 | 3 | 2 | 22 | 0 | 16 | 4 | 1 | | | | | 48 |
| Reference USA | 31 | 27 | 21 | 15 | 5 | 10 | 36 | 36 | | | | | 181 |
| WorldBook Online | 2 | 2 | 2 | 6 | 1 | 0 | 0 | 629 | | | | | 642 |
| Total Hits | 3139 | 3022 | 3300 | 2986 | 2912 | 2689 | 2681 | 3241 | 0 | 0 | 0 | 0 | 23970 |
| ANNUAL TOTAL | | | | | | | | | | | | | 23970 |

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 Year: July 1, 2021 to June 30, 2022
 System-Wide

| CIRCULATION | | | | | | | | | | | | | |
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| Jan | 7127 | 1924 | 4506 | 1392 | 1076 | 1 | 1 | 0 | 32658 | 1406 | 619 | 163 | |
| Feb | 7439 | 1811 | 3723 | 1498 | 1170 | 3 | 0 | 0 | NA | 1243 | 703 | 154 | |
| Mar | | | | | | | | | | | | | |
| Apr | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | |
| Jun | | | | | | | | | | | | | |
| Totals | 66911 | 15497 | 29664 | 12980 | 5440 | 38 | 2 | 0 | 175851 | 12440 | 6421 | 1819 | |

CIRCULATION (CONTINUED)

| | YA NF | Juv Fic | Juv NF | Adult Mag | YA Mag | Juv Mag | Adult AV | YA AV | Juv AV | Adult Other | YA Other | Juv Other |
|---------------|------------|--------------|-------------|------------|-----------|------------|--------------|----------|------------|-------------|-----------|------------|
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| Oct | 14 | 1969 | 450 | 46 | 0 | 11 | 1045 | 0 | 49 | 34 | 0 | 79 |
| Nov | 10 | 1977 | 467 | 64 | 0 | 8 | 1352 | 1 | 32 | 28 | 0 | 130 |
| Dec | 14 | 1658 | 346 | 72 | 0 | 42 | 1473 | 0 | 50 | 30 | 1 | 119 |
| Jan | 15 | 1473 | 296 | 28 | 0 | 20 | 1122 | 0 | 33 | 34 | 33 | 33 |
| Feb | 17 | 1581 | 365 | 64 | 1 | 1 | 1144 | 0 | 72 | 36 | 0 | 32 |
| Mar | | | | | | | | | | | | |
| Apr | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| Jun | | | | | | | | | | | | |
| Totals | 172 | 15620 | 3080 | 478 | 10 | 109 | 10691 | 3 | 456 | 286 | 24 | 459 |

LIBRARY CARDS ADDED

| | Adult | Child | YA | Total |
|------|-------|-------|----|-------|
| July | 159 | 85 | 22 | 266 |

| Annual Circ | July |
|-------------|------|
| | 7468 |

| | | | | |
|---------------|-------------|------------|------------|-------------|
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| Oct | 145 | 34 | 14 | 193 |
| Nov | 119 | 43 | 3 | 165 |
| Dec | 117 | 35 | 12 | 164 |
| Jan | 116 | 31 | 8 | 155 |
| Feb | 86 | 32 | 18 | 136 |
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| Totals | 1040 | 355 | 134 | 1529 |

| | |
|-------|-------|
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| Apr | | |
| May | | |
| Jun | | |
| Totals | 4182 | 4080 |