

BRIDGEPORT LIBRARY

Name Branch/Dept. Monthly Report Template

Submitted by:

November 1, 2021

Service Statistics	Number of new library cards: n/a Number of visitors: 4	Number of questions answered: 16 Number of interlibrary loans (in/out): n/a Number of online database sessions: 0
Collection Statistics	Adult: 10 Teen: Children:	A&V materials: Magazines & Newspapers: 20
Circulation Statistics	Adult: Teen: Children:	A&V materials: Magazines & Newspapers:
Public Internet Usage	Users for the month: n/a	
Programming Milestones	<ul style="list-style-type: none">● Memoir Writing Workshop, October 16th, 10:30-noon	
Staff Development	<ul style="list-style-type: none">● Several online meetings and sessions with CLHO, NE Archivists, CT Humanities	

NOTE:

BHC has seen the lowest number of in person visitors since the library reopened in 2021, as well as the lowest number of in person visits since record keeping in the current format began. There has also been a low number of remote reference queries for the month, although the numbers are similar to last month's remote reference statistics.

Low volume of visitors has allowed for work to be done on longer term research requests as well as for staff to prepare material for digitization by vendors, especially for the newspaper clippings project.

- Gilden papers-Archivist Rinn completed the processing of the Katya and Bert Gilden papers. Rinn's significant work has produced an excellent finding aid that the Gilden's son, Jay, has approved and will soon be available to the public. The Gilden collection is one of the BHC's most important collections and one of its only literary collections.
- Collections processing and finding aid writing, non-Gilden collections
- Rinn has also uploaded substantial collection data to CAO and CTDA
- Special collections guides by Rinn; uploaded to BHC webpage
- Deaccessions – management of books and other materials by Van Tuyl – ongoing process
- Weeding of some secondary sources for BHC general collection, coordinating with Tech Svs., ongoing
- Cataloging of items found in the collections, both archival and secondary sources
- Vendors: Microfilm vendors; photograph scanning vendors; clippings vendor/ Management of clippings
- Storage remediation – extensive work and ongoing: 6th and 7th floor
- Grant writing; Meetings, webinars; professional development
- Rinn voted co-chair of the Inclusion and Diversity Committee of New England Archivists and will be serving a two-year term