

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

A workshop on Customer Service was held for staff at Burroughs Library on November 16. It was open to all staff who were able to attend. The presenter, Andrew Saunderbeck was recommended by the director of New Haven Free Public Library, who also held a similar staff training with Mr. Saunderbeck. Our staff was very engaged and gained valuable lessons about customer service in the library setting. A video of the workshop was recorded and shared with staff who were not able to attend the workshop live. We would definitely like to have Mr. Saunderbeck return, perhaps visiting each branch so that all of our staff can benefit from his training programs.

Since the Connecticut State Library has informed us that we did not receive a Construction Grant this cycle, David and I will start formulating the bid for the construction contract, working closely with the COB Purchasing Department. A letter requesting a six-month extension of our current bond will be sent to the State Library Board before the end of December so that we can conduct the bid and have time to start the project. The current contract deadline with the State Library is May 31, 2024, which does not give much allowance for unexpected events leading up to the start of the renovation project.

I have attached chapters of the Division of Library Development's Trustee Handbook to shed light on the extend of involvement that library board members should have regarding personnel matters.

As noted during the Treasurer's Report, the Building Maintenance account has an available balance of \$2,522. I have asked David to estimate invoices for maintenance services and other expenses that are anticipated through the end of June 2024. A transfer authorized by the library board for \$110,000 is pending approval by OPM; however, these funds are earmarked for roof repairs at the North Branch. The estimated amount that is needed to cover building costs through June 30, 2024 is \$50,000. That report is in the board packets along with the building Maintenance Monthly Report for November. We have also received a quote for HVAC services for Burroughs Library that will be presented at the next Building/Finance committee meeting for review.

The Library's photo asset file has been sent to True North, and we are awaiting word on when our next meeting will be scheduled. I will share the meeting information with the board so that interested members may attend the meeting.

I will begin the process of moving the next board members' applications up for re-appointment to the COB so that we can stay on a regular schedule with our re-appointments. If any applications are outstanding at the time I start the process, I will inform the library board president, who I am anticipating will facilitate securing requested applications to the library office for processing.

Respectfully Submitted,

Elaine Braithwaite
City Librarian
December 20, 2023