

Tentative		Board Vouchers October 20, 2021	
Item #	Vendor	Description	Amount \$
1	Bibliomation	Approved \$8,600 cost increase of \$53.00 for OCLC	53.00
2	Grainger	Building maintenance & janitorial supplies	20,000.00
4	Madison Auto II LLC	New tires & oil change for BPL van	973.37
			\$ 21,026.37
Non Levy			
Item #	Vendor	Description	Amount \$
6	CLA	Leadership Workshop	40.00
7	Library Marketing Company	Amigos.com	130.00
8	Library Works	Webinar-Dealing with Dangerous Patrons	425.00
9	Pryor Learning	Employee seminars	578.00
			\$ 1,173.00
			21,026.37
			1,173.00
			Grand Total \$ 22,199.37



**24 Wooster Ave
Waterbury, CT 06708**

Invoice

Date	Invoice #
8/17/2021	22-339

Bill To
Bridgeport Public Library 925 Broad Street Bridgeport, CT 06606

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	OCLC Usage FY 21-22	8,653.00	8,653.00

		Total	\$8,653.00
Phone #	Fax #	Payments/Credits	\$0.00
(203) 577-4070	(203) 577-4077	Balance Due	\$8,653.00

Madison Auto II LLC

1960 Main St
Bridgeport, CT. 06604
Phone: 203-334-7714 Fax: 203-334-7769

October

INVOICE

5925

INVOICE

Printed Date: 09/30/2021

CITY OF BRIDGEPORT PUBLIC LIBRAR
925 BROAD STREET
Bridgeport, CT 06604
Home 203-260-7874 DAVID

2006 Ford - Econoline E250 - 5.4L, V8 (330CI) VIN(L)
Lic # : 184BPT Odometer In : 106395
Odometer Out : 106395
VIN # : 1FTNE24L3 6DB11800

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
NEW TIRES MOUNTED AND BALANCED 225-75-16 LT	4.00	199.00	796.00	-	40.00
				CHANGE OIL AND FILTER, TOP OFF ALL FLUIDS	
				Hazardous Materials	22.32
NEW OIL FILTER	1.00	6.82	6.82		
QUARTS 5W-30 SYNTHETIC BLEND OIL	6.00	8.32	49.92		
Shop Supplies			22.32		

Org. Estimate 996.90 Revisions 0.00 Current Estimate 996.90

Labor:	40.00
Parts:	875.06
HazMat:	22.32
SubTotal:	937.38
Tax:	
Total:	
Bal Due:	

[Payments -]

Vehicle Received: 9/30/2021

Customer Number : 845

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Visit us on the web: www.WWW.MADISONAUTOSALE.COM

Email Address: MADISONAUTO2@ATT.NET

Fw: Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors

Nykia Eaddy <neaddy@bridgeportpubliclibrary.org>

Tue 10/5/2021 11:47 AM

To: Elaine Braithwaite <ebraithwaite@bridgeportpubliclibrary.org>

This might be a great webinar to have on staff development day. Maybe we contact her directly to schedule??

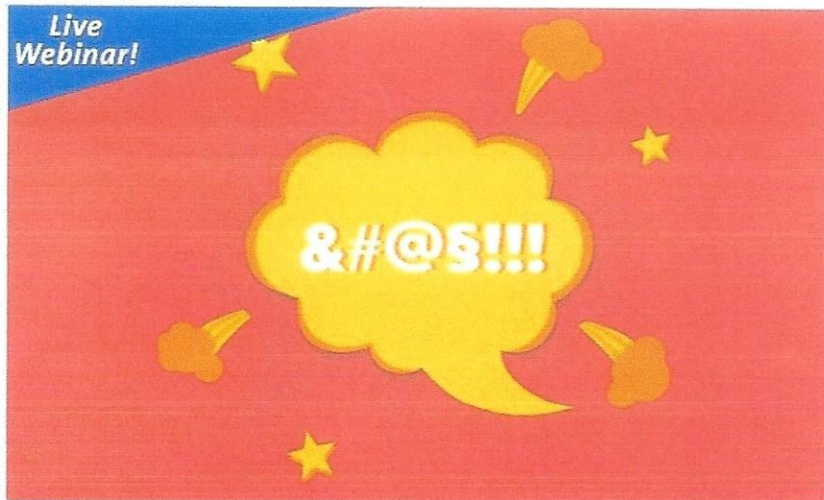
Nykia

Nykia Eaddy, M.L.S
Branch Manager
Newfield Library (Temporarily Closed)
755 Central Avenue
Bridgeport, CT 06607

CELL 475.319.8732 | FAX 203.333.0253
neaddy@bridgeportpubliclibrary.org | bportlibrary.org

"Diversity is being invited to the party. Inclusion is being asked to dance." – Verna Myers

From: LibraryWorks <kathleen@libraryworks.com>
Sent: Tuesday, October 5, 2021 11:28 AM
To: Nykia Eaddy <neaddy@bridgeportpubliclibrary.org>
Subject: Dealing with Hostile and Potentially Dangerous Library Users (and Staff) Behaviors



Dealing with Hostile and Potentially Dangerous Library Users

October 14, 2021; 2-3 PM Eastern

Good manners and a friendly demeanor can handle most library customer issues. But what if being courteous is not enough? Do you, your staff, and your co-workers know what to do if someone is emotionally bullying or physically threatening to staff or library visitors? Belligerent? Acting out because of drugs, alcohol, or other cognitive issues? Refusing to leave? Caught stealing or damaging property? The awareness, attitude, and actions of library employees are the first defenses against customers who are AOA (Angry on Arrival). Make safe practices a priority for front line staff. Planning, consistent enforcement of policies, training, support from supervisors and managers, and applied technology can work together to protect library employees, customers, vendors, and visitors as well as your workplace's property.



Agenda:

- How We Influence the Behaviors Of Others
- Setting Limits On What Is Acceptable
- Prevent Escalation: Don't Engage Emotionally
- Distractions, Alternatives, Disengagement
- Trust Your Gut: When To Call Authorities

Takeaways:

- Ensure everyone on the staff knows what to do in emergencies.
- Lower the drama of difficult encounters with library customers.
- Develop consistent responses to challenging customer behavior.
- Improve basic security features of your workplace.
- Institute regular safety programs with professionals.

Presenter: Pat Wagner is a trainer and consultant with 40 years of experience working for libraries, universities, local government, non profits, and small businesses. She supports the success of libraries with programs on personnel, supervision, management, leadership, marketing, strategic planning, project management, and communication. Pat has worked with libraries and library organizations throughout the United States, from the smallest rural storefronts to the largest academic and urban library institutions.



[Register Now](#)

Can't attend live? All registrants will receive a copy of the recording the day after the live event.


Registration fee: \$49/person. Ask us about group rates for parties of 4 or more (email jenny@libraryworks.com)

Handwritten note:
 →
 16 @ \$25 =
 \$400.00

Group Rates: During the Covid-19 crisis, we are reducing our group rates for parties of four or more to just \$25/person. This is good on any of our live webinars through the end of January 2022. Everyone gets their own login link so they can safely watch on their own. In addition, they receive a copy of the recording to watch/re-watch at their convenience. If you'd like to sign up your team at this rate, please contact jenny@libraryworks.com as the online form will NOT calculate this new group rate.

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LibraryWorks' mission is to help you to make informed decisions about library technology, automation and software, collection development and management, facilities and furnishings, staffing, purchasing, and other areas that drive effective strategic planning and day-to-day operations. Our family of resources can enable you to identify best practices, monitor trends, evaluate new products and services, apply for grants and funding, post or find a job, and even enjoy some library humor. Visit us at <http://www.LibraryWorks.com>



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This message was sent to neaddy@bridgeportpubliclibrary.org by kathleen@libraryworks.com
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10/7/21, 4:38 PM

Mail - Elaine Braithwaite - Outlook





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FREE 1-HOUR EVENT, October 20 at noon CST. Diversity & Inclusion: Top Lawsuits Reveal How to Protect Employees and Avoid Liability. REGISTER NOW

FUNDAMENTALS OF Project Management

In PART ONE, learn the skills you need to manage a project successfully from beginning to end.

How to successfully orchestrate the people, resources, and tasks it takes to bring any project in on time and within budget

THERE'S MORE TO BEING A PROJECT MANAGER THAN MEETS THE EYE...

Leading the "hard" skills of project management planning, budgeting, and risk management is only half the job. The other half is leading and motivating the people, resources, and tasks that make up the project. The more people understand the role of the project manager, the more they will support and respect the project manager's decisions.

Who will benefit most?

- Individuals in project management roles
- Project managers looking to build their own business
- Project managers looking to improve their skills
- Project managers looking to improve their team's performance

PRYOR LEARNING
2021-2022

Good project managers are becoming critical figures in the world. As they compete, start leading your team toward success today!

STEP-BY-STEP COACHING WILL HELP YOU...

- Set project goals and objectives
- Create project budgets
- Develop project plans
- Assign responsibilities
- Monitor progress
- Communicate with stakeholders
- Manage risks and issues
- Evaluate project performance
- Close the project
- Celebrate success

Fundamentals of Project Management (2-Day)

How to successfully orchestrate the people, resources and tasks it takes to bring any project in on time and within budget

Continuing Education Credits: CEU: 1.2 CPE: 12

Download Brochure

(455)

2 Day Seminar

~~\$349~~ **\$279** /Person

~~\$329~~ **\$259** for groups of 3 or more

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They're planners, schedulers, and big-picture thinkers

Choose an Event

LIVE ONLINE SEMINARS

Oct 5-6

10am - 5pm EDT

Register

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As a participant, you will get a thorough I discover the communication skills it take: You will learn how to stay on top of dead and how to get the best from people whc

[Read More](#)

Oct 14-15	12pm - 7pm EDT	Register	▼
Oct 20-21	10am - 5pm EDT	Register	▼
Oct 28-29	10am - 5pm EDT	Register	▼
Nov 4-5	9am - 4pm EDT	Register	▼

[View 10 additional events](#)

Agenda

- ▶ How to begin every p
- ▶ The planning it takes
- ▶ How to set your proje
- ▶ Why you need to kee , progress and how to do it
- ▶ Closing up shop — how
- ▶ Critiquing your performance and celebrating your success!

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Bring this topic or 200+ other training opportunities to your location in-person or online.

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"Excellent!! As always, Fred Pryor's courses are easy to follow, very informative and presented in a format that keeps your attention!!"

— Cynthia S.

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- Human Resources
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- Marketing
- Microsoft Excel
- Microsoft Office
- OSHA & Workplace Safety
- Personal Development
- Project Management
- Sales
- Time Management

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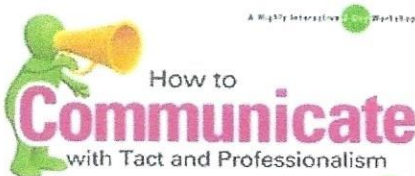
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FREE 1-HOUR EVENT, October 20 at noon CST. Diversity & Inclusion: Top Lawsuits Reveal How to Protect Employees and Avoid Liability. REGISTER NOW



How to Communicate with Tact and Professionalism (2-day)

Avoid misleading verbal and visual cues that interfere with clear, concise communication

Even with your usual

- Take your message to all the corners of your mind and projects?
- Draw others "into your" and put people at ease — even in the heat of an argument?
- Win arguments without being bossy?
- Maintain your composure and control — even when someone is right at your face?
- Use the body language to understand what people are really saying?

Improve your nonverbal skills for added impact!

- Get the most from your interactions that get things done without coming off the ground (or worse)?
- Receive and give your requests the timely, desired?

This training will show you how!

Practice makes perfect

This course includes dozens of interactive exercises designed to drive home the skills you learn. Not only will you discover new ways to improve your interpersonal communication skills — you'll also have the time to practice and apply these skills in real life scenarios. You won't just know more after attending this workshop — you'll be a better communicator!

Continuing Education Credits: CEU: 1.2 CPE: 12 PDC: 12

Download Brochure

(2278)



2 Day Seminar

\$299/Person

\$279 for groups of 3 or more

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ization are the people who share a particular skill: the ability to

Choose an Event

LIVE ONLINE SEMINARS

Oct 5-6

10am - 5pm EDT

Register

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Day 1

- ▶ Becoming an exceptional communicator
- ▶ Tailoring a message
- ▶ Using nonverbal communication
- ▶ Maintaining emotional control
- ▶ Staying focused on the task
- ▶ Understanding how to give feedback
- ▶ Giving and receiving feedback

Oct 7-8	12pm - 7pm EDT	Register	▶
Oct 14-15	9am - 4pm EDT	Register	▶
Oct 18-19	10am - 5pm EDT	Register	▶
Oct 27-28	10am - 5pm EDT	Register	▶

[View 16 additional events](#)

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Bring this topic or 200+ other training opportunities to your location in-person or online.

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Day 2



"I have been a member of Fred Pryor for almost three years now and I have yet to attend a class that didn't have valuable information that would benefit my company and/or our employees."

— Teri M.

- ▶ Writing for impact and clarity
- ▶ Connecting with different types of people
- ▶ Communicating in a diverse environment
- ▶ Boosting your power of persuasion
- ▶ Framing your message in the positive

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Library Marketing and Communications Virtual Conference

Start	2 Nov 2021 (EDT)
End	3 Nov 2021 (EDT)
Schedule	2 sessions
#1.	2 Nov 2021, 9:00 AM 2:45 PM (EDT)
#2.	3 Nov 2021, 9:00 AM 2:45 PM (EDT)
Location	Online



November 2nd 9:00 AM- 2:45 PM ET

November 3rd 9:00AM- 2:45 PM ET

Registration

- **Conference Registration- Board Members/Volunteers/Keynotes**



Conference registration for board members and volunteers.

- **Live Conference - \$230.00**

Includes access to live conference and recordings.

- **Recordings Only - \$130.00**

Access to the recordings after the conclusion of the live event.

- **Scholarship Winner/ Platinum and Gold Sponsor Registration**



This registration type is for winner's of the LMCC scholarship.

Organized by the [The Library Marketing and Communications Group](#)

The Library Marketing and Communication Conference is designed for library employees of any level who are involved in marketing, communications, public relations, social media, and outreach in academic, public, and special libraries. Conference sessions will explore issues that are important for this niche of library work. Although we are unable to network with each other in person this year, we are excited to bring you a timely and practical virtual event geared specifically toward the necessary work of library marketing and communications. Sessions and speakers will provide practical tips and takeaways that can be immediately applied to any library's communication and marketing efforts. We want all types of libraries to be in better positions to have their messages heard and to have their services well-used and appreciated.

All keynote and concurrent sessions will include closed captioning.

Registration Deadline: Monday, October 25th

[Register](#)

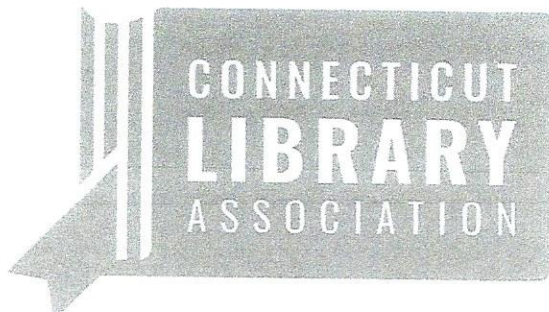
Registration is not final until payment is received and processed.

Any questions? Contact LMC@amigos.org or call 972-851-8000

[LMCC Online Conference Code of Conduct](#)

Register for Virtual Leadership Institute on September 17, 2021 to November 19, 2021

Registration Information



LEADING THE WAY
SINCE 1875

Connecticut Library Association

Meeting Date: Fri, Sep 17, 2021 2:00 pm EDT -
Fri, Nov 19, 2021 10:00 am EST

Meeting Title: Virtual Leadership Institute

Venue: Zoom Virtual Meeting

Location:

Luis Rodriguez
 East Side Branch Library
 244 Black Rock Avenue
 Bridgeport, CT 06605

Item	QTY	Price	Total
Session 2 Non-Member Ticket: Managing From the Middle			
Guest: Luis Rodriguez East Side Branch Library <u>luisrodriguez959@yahoo.com</u>	1	\$20.00	\$20.00
Session 3 Non-Member Ticket: Leadership Skills Development at Your Library			
Guest: Luis Rodriguez East Side Branch Library <u>luisrodriguez959@yahoo.com</u>	1	\$20.00	\$20.00

Subtotal: \$40.00

Total Registrations: 2

Order \$40.00

Total:

Date	Payment Method	Amount
09-16-2021	Paid by: Credit Card (mastercard) Card Ending: 3617 Entered by: Luis Rodriguez	\$40.00

Order Total: \$40.00

Amount Paid: \$40.00

Amount Due: \$0.00

Thank you for registering! You will receive your Zoom invitation(s) prior to your session(s).