

## **ASSISTANT CITY LIBRARIAN MONTHLY REPORT – November 2022**

**Name: John Soltis Title: Assistant City Librarian**

Met with City Librarian on several occasions to go over staffing, training and programing needs.

Continued duties of Acting Head of Burroughs Public Services.

Conducted evaluation process of promoted and new staff.

Continued to work closely with branch and department heads to clarify both supervisory and staff expectations and performance.

Posted all Library Board meetings to web page.

Attended all November Library Board Meetings

Chaired monthly Supervisors meeting.

Compiled system wide monthly statistics (circulation, database usage, library card registration, etc.) for submission to City Librarian

Reviewed and submitted all branch and department head monthly reports to City Librarian.

Continued to promote and post all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.

Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs via social media.

Submitted Database renewals and backups info to office.

Compiled Library injury report info for CAO Quarterly Health & Safety Committee Meeting.

Began training new Reference and Research team Data Analyst.