ASSISTANT CITY LIBRARIAN MONTHLY REPORT – April 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, training and programing needs.
4. The City Librarian and I conducted Librarian lll the interviews and Anna Knorovska was selected for the position.
5. Attended and helped staff April 3rd Newfield soft opening.
6. Submitted No Fines data to the Library Board Governance Committee.
7. Continued to promote all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.
8. Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs via social media.
9. Created, publicized and/or shared 5+ daily posts to Facebook, Twitter and Instagram.
10. Continued to monitor security firm performance.
11. Compiled system wide monthly statistics (circulation, database usage, library card registration, etc.) for submission to City Librarian.
12. Continued mentoring East Side Branch Manager Luis Rodriguez.

13. Facilitated Bridgeport Caribe Youth Leaders in advertising tutor recruitment.
14. Posted all materials for all Library Board meetings to the BPL web page.
15. Chaired Supervisors meeting and attended April Library Board meetings.
16. Completed final marketing firm final scoring and firm selection. BPP presentation postponed until May.
17. Assisted branch and department heads in gathering statistics for their monthly reports.