

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – FEBRUARY 2021

Name: John Soltis

Title: Assistant City Librarian

1. Referred/answered 30+ 'Ask Us First' (virtual /reference) 'Quick Pick Up' and Face Book questions.
2. Referred a number of virtual program proposals to relevant BPL programming staff.
3. Created, posted and publicized Black History Month information. Customer Services Department head Vivian Bordeaux and her staff as well as Bridgeport History Center librarian/archivist Meg Rinn made significant contributions to this effort.
4. Continued to promote all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.
5. Booked, scheduled and publicized live Adult Virtual Programs
6. Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs on social media.
7. Created, publicized and/or shared 5+ daily posts to Facebook.
8. Reviewed, posted and publicized second live Bachata event conducted by East Side Branch Manager Luis Rodriguez. At City Librarian's direction I continued to work with (mentor) Luis.
9. Continued posting virtual events to the Cultural Alliance of Fairfield County (FCBuzz).
10. Completed individual FCBuzz branch pages (Bridgeport Public Library – North Branch etc.) Staff training has not gone as quickly as I had hoped and remains a work in progress.
11. Continued working on Policy and Procedures binder(s). This work will be completed before the end of March.
12. Completed research into land acquisition, sale and lease records pertaining particularly to the North Branch Library.
13. Posted all materials for February Library Board meeting to web page.
14. Updated Library Board Agenda and Minutes page. 2020 documents have been moved to the Archive page and a 2021 Agenda and Minutes page has been created.
15. Attended February Library Board meeting.
16. Attended Supervisors meetings.
17. Attended Programming meeting.
18. Attended Library office meetings
19. Met with City Director Of Communications Rowena White to discuss publicity for anticipated March browsing reopening at three branches.
20. Completed (quotes, QPs, MUNIS entries etc.) MUNIS – Ryan Dowd (Homeless training), Extra Space Storage, DEMCO (Evanced online calendar). Ryan Dowd (Homeless training) and DEMCO (Evanced online calendar) were approved. Extra Space Storage submissions were rejected. A new submission will be submitted to the purchasing Dept. in March.
21. Referred a number of virtual program proposals to relevant BPL programming staff.
22. Submitted background check information for new Library Board member.