

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – January 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. Attended and participated in January Staff Development Day.
4. Conducted extensive research into the efficacy of instituting a No Fines policy at the BPL.
5. Met with City Librarian on several occasions to go over staffing, programing needs.
6. Continued to promote all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.
7. Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs via social media.
8. Created, publicized and/or shared 5+ daily posts to Facebook, Twitter and Instagram.
9. Continued to monitor security firm performance.
10. Compiled system wide monthly statistics (circulation, database usage, library card registration, etc.) for submission to City Librarian.
11. Continued mentoring East Side Branch Manager Luis Rodriguez.
12. Completed final marketing firm interview and will move forward with Selection Panel, Library Board and purchasing to bring the winning firm on board.
13. Trained several staff members on to create online images using the Canva imaging program.
14. Posted all materials for all Library Board meetings to the BPL web page.
15. Chaired Supervisors meeting and attended January Library Board, and BPL Office meetings.
16. Assisted branch and department heads in gathering statistics for their monthly reports.