

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – March 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. Working with the selection team I organized and conducted final LAIII interviews and submitted 2 promotional recommendations to City Librarian.
5. Drafted questions for Librarian III interviews. The City Librarian and I will be conducting the interviews April 1 st .
5. Solicited additional No Fines data from supervisors which will be submitted to the Library Board Governance Committee prior to their next meeting.
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 final scoring and firm selection.
13. Assigned 3 staff members on to head up training and use of Niche Academy database.
14. Posted all materials for all Library Board meetings to the BPL web page.
15. Chaired Supervisors meeting and attended March Library Board meetings.
16. Assumed chairperson role of newly formed Outreach Committee.
16. Assisted branch and department heads in gathering statistics for their monthly reports.