

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – October 2021

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. Resubmitted Niche Academy database QP. Approval was received in early November.
4. Spent a considerable amount of time training with (retiring) Jay Aiken to gain a better understanding of his overall responsibilities particularly in the area of statistics and database subscriptions.
5. Met with City Librarian on several occasions to go over staffing needs and/or staff table of organization.
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 on social media.
8. Created, publicized and/or shared 5+ daily posts to Facebook, Twitter and Instagram.
9. Continued to monitor security firm performance.
10. Scheduled mid-November installation of public fax machines at Burroughs, East Side and Newfield.
11. Continued mentoring East Side Branch Manager Luis Rodriguez.
12. Conducted short weekly meetings with Burroughs department heads.
13. Completed program posting training. All BPL locations now have at least one staff member trained to post programs to the BPL online calendar.
14. Met with City Librarian and Burroughs Department heads to go over alterations to the supervisory responsibilities at Burroughs.
15. Posted all materials for all Library Board meetings to the BPL web page.
16. Chaired Supervisors and Policy meetings and attended October Library Board, and BPL Office meetings
17. Met with RandR and Customer Service Dept. heads on Burroughs outreach procedures.
18. Assisted Jeff Coutts in his new adult programming role.