

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – September 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. Provided web page statistics to City Librarian for inclusion on State Report.
4. Attended Data Tel Remote Demonstration of Voice Over IP.
5. Promoted Library Card Sign-Up Month on all BPL online sites.
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. Completed audit of all BPL phones.
10. Completed audit of all Burroughs equipment (copiers, scanners, printers, etc.).
11. Continued mentoring East Side Branch Manager Luis Rodriguez.
12. Scheduled short weekly meetings with Burroughs-Saden 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. Facilitated installation of the 9/11 Memorial & Museum's Poster Exhibit at Burroughs and posted the exhibit to BPL web page and social media sites.
15. Posted all materials for all Library Board meetings to the BPL web page.
16. Attended September Library Board, Supervisors, and Programming and BPL Office meetings
17. Met with RandR and Customer Service Dept. heads on Burroughs outreach procedures.
18. Met with RandR Dept. head for update on the regularized weeding and shelf reading for the second floor and stacks.
19. Submitted Insecta and Niche Academy QP's to purchasing dept.
20. Continued to monitor security firm performance.