

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – July 2022

Name: John Soltis Title: Assistant City Librarian

Met with City Librarian on several occasions to go over staffing, training and programing needs.

Assumed the duties of Acting Head of Burroughs Public Services.

Submitted STAFF GOALS 2021 - 2022: YEAR-END REVIEW to City Librarian

Collected, collated, reviewed and submitted all STAFF GOALS 2021 - 2022: YEAR-END REVIEWs to City Librarian.

Conducted final promotional evaluation for Anna Knorovska

Continued to work closely with branch and department heads to clarify both supervisory and staff expectations and performance.

Posted all Library Board meetings to web page.

Attended all July Library Board Meetings

Chaired monthly Supervisors meeting.

Took delivery of 4 state of the art scanners. Set up at all locations will occur in August.

Began process of obtaining 2 additional scanners for the East Side and Beardsley Branches.

Compiled system wide monthly statistics (circulation, database usage, library card registration, etc.) for submission to City Librarian

Continued compiling and requesting refinements in (from Bibliomation) Amnesty statistics.

Reviewed and submitted all branch and department head monthly reports to City Librarian.

Continued to promote and post all Bridgeport Public Library online services on web pages, Newsletter, Facebook, Instagram and Twitter.

Added live Adult and Youth Services programs to Virtual Programs section of BPL homepage and publicized these programs via social media.