

ASSISTANT CITY LIBRARIAN MONTHLY REPORT – June 2022

Name: John Soltis Title: Assistant City Librarian

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

The City Librarian and I conducted Librarian I, Junior Librarian and Part Time LAI interviews resulting in 2 new hires. and 1 promotion.

Finalized details of Marketing firm choice. Library Board Marketing Committee will meet with True North in July to go over SOW.

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 June Library Board Meetings

Attended Safety and Outreach Committee meetings.

Met with Greegal (music database) representative on was to increase patron usage.

Finalized purchase of 4 state of the art scanners. Delivery will be in July.

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.

Created, publicized and/or shared 5+ daily posts to Facebook, Twitter and Instagram.

Referred/answered 15+ 'Ask Us First' (virtual /reference) and Face Book questions.

Referred a number of virtual and live program proposals to relevant BPL programming staff.

Continued to monitor security firm performance.