

**EDISON PUBLIC LIBRARY
DIRECTOR'S REPORT**

APRIL 27, 2023

The Annual State Aid form was completed with a slight delay and forwarded to the NJ State Library. Thanks to Debra, Radha, Caroline and LMXaC for helping to fit the pieces together. This year the programming statistics have been completely revised which required us to recalculate the entire 2022 numbers. Hopefully in the future we can have more advance notice about this.

This past month we saw the initial meeting with the newly organized Friends of the Edison Public Library. Still to be completed are the membership applications for potential members as well as an ability for new members to join online. Michael and Kevin will be working out the details on that. The mini-Book Sale co-sponsored by the Friends brought in \$260.00 for the Library. Many thanks to everyone at Clara Barton, Robbie and Michael along with our TAB Volunteers in making the sale possible. We expect to have a full Book Sale in the fall at the Main Library over an entire weekend.

We've had several meetings in preparation for the restart of Bookmobile service. The Bookmobile served as a backdrop for a class visit from students with special needs from Thomas Jefferson Middle School. The routes are being finalized and then they needed to be traveled to ensure that there is a place to park and that we are most welcome. We had close to 300 people respond to our survey about Bookmobile service. The Bookmobile is being promoted as part of the National Library Week celebration at the three branches.

I attended a workshop sponsored by Rutgers University in regards to Accessibility in Virtual Programming for persons with disabilities. It was an eye opener. As we continue to develop our broadcasting capabilities we need to ensure that all members of the Edison community are welcome and can utilize online programming. This may include ensuring that the closed captioning is on during virtual presentations as well as the need to provide sign language interpreters as well.

Pat Massey and I along with the Superintendent's alternate Joe Romano met with the Dr. Alderelli, the Acting Superintendent of Schools. We discussed issues relating to student behavior in the Library, summer reading, library cards for students and publicity for library programs. We hope to attend school board meeting twice a year to give the BOE an update on Library activities, services and programs.

After several years of being dormant, the Libraries of Middlesex is alive and well. The Directors had an initial meeting to discuss strategies in ways that we can work more closely together most particularly in applying for grants from the county and mutual programming.

Many thanks to Mr. Butvilla who rearranged his schedule to be with us at this meeting. It was indeed eye opening.

We have scheduled the Annual Staff Development Day for Friday, June 9th this year. A Board resolution to close the Library is included in the Agenda.

Respectfully submitted,
Allan M. Kleiman, MLS
Library Director



**Edison Public Library
Assistant Director's Report**

March 2023

Assistant Director:

March was another busy month here at the Edison Public Library. On March 12th, the library celebrated Carolyn Cullum's retirement after some 40+ years of working here. It was a nice send off and several retirees came to celebrate with her.

Amanda and I have continued our training with PayChex and it seems to be going smoothly. I also attended the NJLA Diversity and Outreach Committee collaboration with SAADA which was co-hosted by our very own Allan Kleiman and I attended my first NJLA Library Workers of Color meeting as well.

Allan, Amanda, and I met with the Township's Human Resources Department who wanted to discuss library employees' files, PERS/DCRP, and health insurance.

Allan and I have been working on job descriptions for recruiting, reviewing potential policy updates, staff training, and scheduling. I attended the pre-Friends of the Library meeting at Clara Barton with Allan, Pat, and Michael.

Library card forms and welcome brochures were dropped off at the Board of Education for some of the elementary schools. Per Hitisha Patel, the Board of Education Officer of Diversity, Equity, and Inclusion, brochures will go out to all the kindergarten classes for the 2023-2024 school year during the summer.

Patron Services and Programming:

Caroline has transitioned seamlessly into the role of Supervising Librarian of Programs and Services. She has been working with each branch and department to provide a cohesive programming experience between the three branches. She has been working individually with each librarian and associate on programming themes and events. Staff are currently preparing for the Summer Reading Program as well as regular local events for the month of May and June.

Allan, Robbie, John, Michael, and Christopher attended the town's St. Patrick's Day Celebration and introduced people to the library's new-to-us bookmobile.

Jessica and Radha both hosted successful Easter storytimes at the Menlo Park Mall.

The library had a successful NJ Makers' Day Weekend which included a take home craft, making yarn monsters, slime, learning to solder (teens), button making, and workshops with the WeMake 4H Club. The Main Library hosted a composting basics lecture with 18 attendees.

Bookclubs, TAB, the Clara Barton Knitting Group, Smart Recovery, and Literacy NJ classes are all ongoing.

Buildings and Grounds:

Robbie and Tyler continued with room setups and breakdowns for programs.

Robbie picked up the bookmobile from the township service garage.

Robbie drove the bookmobile to Amboy Ave. for St. Patrick's Day celebration.

Circulation:

Sandra and Caroline attended a Lindeneau Elementary School family night event to distribute library information and make library cards. Over 25 cards were created during the visit. A former Thomas Jefferson student came to Main, he told Sandra he was one of the noisy after school kids. He is now employed at US Bank, but he remembers being so noisy while he was in the library that he was asked to leave. A super success story for one of our TJ neighbors.

Zenaida and the North Edison Branch circulation staff have been very busy discarding outdated materials. These items are being sent to Sustainable Shelves. They have also been working on cleaning up the back offices in the branch and special projects with the Technical Services Department.

Zenaida and Caroline visited Gamestop to purchase items for the Library's Game Day in April. The purchases were donated by the Edison Public Library Foundation.

Communications and Marketing:

Michael W. has been very busy with promoting upcoming library programs and the bookmobile and daily email blasts with focused content. He has also been designing posters for the library and slides for the website.

Additionally, he's scheduled three successful programs. He attended the first Friends of the Library meeting. He took pictures of the storytimes at the mall and has maintained the library's social media presence.

Michael attended the St. Patrick's Day bookmobile unveiling.

Technical Services:

Radha, Jessica, and John have been ordering materials for the bookmobile. Radha continues setting up accounts with Brodart and Ingram. The total book and DVD items added this month were 378. The library added 49 e-audio and ebooks.

Radha has also been working with Debra and John to provide desk coverage of the three branches and she has been training library assistants on public service desks.

Heather continues her transition into the Technical Services Department. She has been changing item statuses in the catalog, linking and processing DVDs and then updating the collection.

Michael B. has finished his project of transferring items from the Professional Collection to the regular circulating collection. He has also been processing and linking new books.

Technology and Innovation:

Kevin has been working on three major projects which include moving the location of the server at the Main Library, preparing for RFID, and preparing the necessary equipment for the bookmobile.

He has also been working on the website, collaborating with Caroline on the makerspace programs, and working with Priti on network upgrades.

Priti has been maintaining the staff and public machines. She has also been responding to IT tickets.

Erin and Kitty are working on their makerspace programs, both researching new ideas and hosting small groups. Open hours are going well, after school students are still the main attendees. The library hosted a popular WeMake 4H Club program during NJ Makers Weekend.

Respectfully Submitted,

Debra Sarr, MSLIS
Assistant Director