

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

May 9, 2023

### **Assistant Director:**

April started off a little slow as we were anticipating the library's first Game Day, but by mid month it was in full swing! As mentioned at the April 27th board meeting, the library had our first game day on Wednesday, April 12. It went very well with the students even coming up with some of the ground rules! We had six officers from the Edison Police Department who were able to assist in strategic football plays on the Playstation 5 and racing multiple TJ students on the Switch. Pizza was served, card games played, and students were introduced to the board game Clue. We hope to schedule another event for the year's final early dismissal on Tuesday, June 20th. In the interim, Caroline will be working on coordinating a gaming program for both the North Edison Branch and the Clara Barton Branch.

I attended several committee meetings, a meeting with the Township, and one with the library's attorney. I also participated in several librarian interviews for various positions and attended the Clara Barton Open House. The month ended with me touring around on the bookmobile with Robbie to promote the service and the library's National Library Week passport game. It was great to see a number of people reminiscent and excited about the bookmobile's return as well as people visiting a bookmobile for the first time.

### **Patron Services and Programming:**

Caroline is working on organizing and streamlining the programming process between the branches. She will be coordinating on both the local and system levels to make sure everyone is on the same page, there is no duplication of efforts, and that the library's events show cohesion between the branches. Each of the librarians are working on program ideas and will be working with Caroline on what ideas will work with the library and what needs followed up.

Exam proctoring at the North Edison Branch has started. Radha proctored two exams this month. Jessica has created two proposals for organizing the library's collection for easier access. John will be working at both the Main Library and the North Edison Branch during May to learn the workflow of each of the branches as well as the culture at each branch.

### **Buildings and Grounds:**

Robbie has been filling in as a bookmobile driver for our early promotional events. He drove the bookmobile to all of the stops for the library's passport branch visits and helped Caroline with her bookmobile class visit from TJ. Robbie also ran cables and mounted a tv in one of the programming rooms at Main in preparation for game day.

He and Tyler completed room setup for events and provided general maintenance as needed.

### **Circulation:**

The circulation department has been completing a LinkedIn refresher course on gmail to help streamline and optimize their workflow and organization.

Library assistants are also being trained on basic desk services such as printing, faxing, photocopying, and scanning. They are slowly being introduced to the Book Replacement Spreadsheet created by Jessica and have assisted in weeding.

### **Communications and Marketing:**

Michael W. has been creating five emails per week to promote upcoming library events. He is also sending out emails on specific topics to raise awareness. He assisted greatly in helping Caroline with the publicity for National Library Week and storytime at the Menlo Park Mall.

Michael attended the Clara Barton Open House and the Clara Barton Branch Book Sale during the Yard Sale weekend. He has assisted in contacting a few potential presenters for programs. He is also researching traveling exhibitions to be displayed at each of the library's branches.

Michael will be working on creating a marketing manual for the library, creating targeted emails, working on branding guidelines, and updating flyer templates.

### **Technical Services:**

Radha, Michael, Caroline, and Jessica continue to purchase materials for all ages as well as weed the branches. The department continues to process materials as they come in. John has been ordering bestsellers for the bookmobile. The bookmobile collection is growing nicely. The Clara Barton Branch weeding is mostly completed.

Radha and Allan met with Brodart. Radha continues to meet with McNaughton and Ingram.

### **Technology and Innovation:**

Kevin and Priti have been working on the RFID installation, we have not received all of the components yet, but they are installing sections as they come in. A RFID training meeting was held.

Both are also working with the Q-Nap system as well as getting the bookmobile wifi and technology up and running.

Kevin worked on a Deep Freeze upgrade and moving the server at the Main Library. He also planned Makers weekend with the makerspace department and Caroline.

Erin and Kitty continue to plan and implement makerspace programs. Their interests complement/offset each others' nicely so that we have both a STEM component as well as a craft and fiber arts component.

Respectfully Submitted,  
Debra Sarr, MSLIS  
Assistant Director

# Edison By the Numbers April 2023

## Borrower Services

Physical Items Borrowed:

**Total: 38,807**

Main Library 15,884

North Edison 20,036

Clara Barton 2,863

Bookmobile 24

## Downloadable Items Borrowed:

Ebooks & Audiobooks  
4,501

Hoopla  
1,079

Digital Magazines  
363

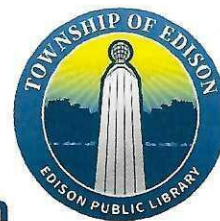
Kanopy  
Users: 2,252 Items Streamed: 383

## Library Cards Created

306

## Information Queries

1,322



## Library Programs

Total: 74

Virtual	In-Person
Attendance	Attendance
38	751

Teen volunteers: 36/ 84 hours

## Meeting Room Usage:

Outside Group Meetings  
1  
Attendance  
32

## Website Visitors

Visits 5,699;  
Page views  
15,681



## Databases

Users  
549  
Database  
Searches  
2,540

## Social Media



Subscribers 144



Followers 1,910



Followers 785