



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

August 8, 2023

### **Assistant Director:**

July was busy for both patrons and staff with everyone on vacation. I met with two part time library assistant candidates and a youth services librarian candidate. Allan and I also met with Jessica, the part time supervising librarian for youth services, to discuss book orders for the youth services department. We attended the Facilities Committee meeting on Thursday, July 6, 2023, and I attended the virtual Trustee Check-in on Thursday, July 20th - the meeting was an open forum for questions and discussion between the State Library and Trustees.

I have been working Monday evenings and the occasional Friday at the Clara Barton Branch. This gives me an opportunity to see the flow of patrons in the branch and provide some face time to the staff. Attendance at Clara has been pretty good compared to the past. Individual patrons are coming in to use the computers and study while families are coming in for books and programs such as Reading and Math Buddies.

I continue working with the librarians on the different desk schedules to provide adequate coverage for all of the branches with the newly operational bookmobile. It has been challenging, but hopefully hiring some additional part time staff will help. We plan to have three new employees start in August; Jill Ratzan the Older Adult Services Librarian, Lisa Zelmanoff a part time Library Assistant, and Allia Nisa a Youth Services Librarian.

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

Caroline has been working on and attending the summer reading challenge system programs which have been very successful. She has also been organizing the program submission workflow and is beginning to schedule the Fall programs. Caroline will also be the initial contact for the Rutgers Social Work Intern Sophia Mitra who will be starting this Fall, so has been attending the virtual training sessions provided by Rutgers.

The bookmobile has launched to great success! The Library continues to get requests for stops and John is working with Allan on the September through June schedule. The Clara Barton summer films for children and adults have been popular and John is now working on Fall programming. He is also ordering adult materials for the bookmobile and working on possible titles for the Monday Morning Book Club.

Radha gave an unplanned story time at the Clara Barton Branch on July 13th. She has also been working on Fall programming, in particular Navratri Celebration and Diwali.

Lonnie has been working with Caroline on upcoming programs. He has also proposed titles for the Page Lovers Book Club for 2024.

Emily has been very busy at both the Main and North Edison branches. She is working on the J collection with Jessica. She has been overseeing summer reading programs as needed, creating book lists for specific age groups, led storytimes, and is planning baby and toddler storytimes for the Fall.

Jenna has been filling in for Adult Services at both the Main Library and the North Edison Branch. She continues to create Take and Makes and has been putting together *Storytime at Home* book bundles with coloring pages and worksheets. She has been working on displays at both branches, which have been very popular.

### **Buildings and Grounds:**

Robbie and Tyler have been working with the HVAC company repairs at the three branches. Robbie fixed the men's room sink at the Main Library which disconnected from the wall, installed the fingerprint readers at the three branches, installed the bookmobile plug and refrigerator, and provided a temporary fix for the metal grate in the parking lot.

### **Circulation:**

"Spinning the Wheel" is a big success for summer reading and, in addition to the high volume of materials going in and out, has been keeping the circulation department very busy.

At North, Zenaida and Crystal are also working with Jessica to discard items and send items to sustainable shelves. Additionally, they have also been working with Jenna on weeding the DVDs.

At the Main Library, Sandra noted that all ages are loving spinning the wheel. Adults in particular, enjoy winning the t-shirt, however the free book seems to be the most popular prize at both the Main Library and the North Edison Branch.

### **Communications and Marketing:**

Michael W. continues his email blasts and social media posts promoting library programs. He has started drafting the museum passes brochure. He attended the first visit of the bookmobile to Yelencsics Park as well as several of the summer programs to take photos for the library. He has also been updating sections of the library website and compiling monthly statistics for reports.

### **Technical Services:**

Allan, Radha, and Jessica met to discuss alternate book vendors. Jessica continued ordering for youth services and transferring orders from Brodart to Ingram.

Radha has been incredibly busy with ordering materials for the branches and the bookmobile while managing the North Edison Branch. She has also been training staff on using grid templates for orders and linking materials.

Michael B. finished weeding the large print mysteries and short stories.

Emily finished weeding the J picturebook collection at the Main Library. Heather processed the titles for sustainable shelves and sent the books off. Heather also processed children's and adult books as well as dvds. In between orders, she has been working on book displays and looking for titles that need to be weeded.

### **Technology and Innovation:**

Kevin updated the library's website and pushed corrections to the server. He has also been working on the server move at the Main Library and touched base with Bilioteca regarding RFID installation. Kevin and Priti both worked on the Deep Freeze upgrade.

Priti has been working on cleaning out old email accounts, prepping the necessary hardware for the bookmobile, and various issues at each of the branches.

The makerspace has completed the inventory of programming materials. Kevin scheduled programs for the remainder of the summer and they have begun looking at programming in the Fall. The makerspace was pretty quiet this summer. They have collaborated with WeMake 4H for different events, but the makerspace room at Main is unavailable due to the RFID materials being stored there and the open hours at North haven't picked up. Both Erin and Kitty have filled in at the public service desks as needed and are working on their Fall programming.

Respectfully Submitted,

Debra Sarr, MSLIS  
Assistant Director