



Edison Public Library Assistant Director's Monthly Report

February 2024

Assistant Director:

The Library brought in six new employees, including a Teen/Tween Librarian and full and part time library assistants. I think they are great assets to our team! The teen librarian has already made successful inroads with the tweens at the Main Library and the teens at North Edison by holding impromptu trivia and drawing contests as well as game day with the Edison Police Juvenile Department.

Allan and I interviewed candidates for a custodial position, security position, and Older Adult Services Librarian.

Allan and I attended the State of the Town Dinner on February 6, 2024.

A monthly Youth Services Department meeting was held on February 6, 2024.

Kitty Wang has accepted a full time position at the South Plainfield Public Library. We are hoping that she can maintain part time employment with us to continue her bilingual programming.

Amanda and I assembled the board meeting packets for the meeting on Tuesday, February 20th. I filled in for Allan during the meeting which went smoothly. Thank you to the board members for your patience!

Patron Services and Programming:

Radha and John continue with branch management issues such as scheduling and staff requests.

Radha participated in initial interviews and new staff orientations with me.

Radha came through at the last minute and reached out to the IRS Tax Forms Outlet Program to request tax forms and instructions for patrons. She trained Christopher on processing new children's and teen books in workflows and sent OCLC records to LMxAC to upload for large print materials.

John continues to order Lucky Day items. He prepared and hosted the Monday Morning Book Club on Zoom as well as covered programs at the North Edison and Clara Barton branches when the staff who scheduled the event was unavailable.

John trained Manju in using Communico. He also trained Emily, Douglas, Chris, and Tianye on processing new materials. He trained Zenaida and Kathy on reviewing discarded books to be sent to Better World Books.

Jessica shifted the picture book collection at the North Edison Branch. She also consolidated the Vox and Wonder books to one bay for easier browsing and shelf space expansion.

Caroline reported there were 83 participants in the winter reading program with 671 books read. She continued working with the teen volunteers, but will be transitioning the teen services to Kaitlin, the new teen/tween services librarian. She is currently working on children's programming for the summer reading program. This year's theme is "Adventure Begins at Your Library."

Lonnie has scheduled an armchair traveler program with Road Scholar Jean McMillan. He also developed an Artist Round Table with the New Jersey Council on the Arts. This is a monthly program that is for working artists to discuss their experiences. Lonnie continues to host the Page Lovers Book Club. He will also be presenting for Makers Weekend, March 15-17, 2024.

Wow! Emily and Allia have been busy! Emily hosted an incredibly popular Pokemon Training Academy at the North Edison branch. They will also be hosting a Mario weekend in March and the Main Library's Pokemon Training Academy was rescheduled to later in March due to inclement weather. There has been great collaboration between the youth services department staff. The department has also welcomed Kaitlin into the fold and she has, mostly, seamlessly transitioned into her role. Finally, March is Youth Art Month. A submission form has been created and there will be a display and reception at both the Main Library and the North Edison Branch.

Jenna and Chris have been holding down game day at both the Main Library and the Clara Barton Branch. It continues to be successful at Main and is, hopefully, growing at Clara as a Family Game Day. I think it might also be a good idea to consider creating one for adults as many have shown interest and we even had an adult join the Tuesday games to play Madden. Kaitlin is excellent at gaming and has already earned the respect of both the kids and the officers due to her abilities.

Jenna continues to host the Bookies Book Club. This book club has a very strong following and meets in person at the Main Library. They have welcomed Jenna as the facilitator after Claire's departure and Jenna greatly enjoys meeting with the group.

Manju has continued getting used to the public services desks, having transitioned from the circulation and technical services departments. She's doing a great job and she is also hosting youth programs at the Clara Barton Branch.

Erin is being folded into the regular programming sessions with the rest of the staff. She will still have makerspace responsibilities, but will not be a separate department. She has been working on preparing for Makers Day mid March.

Buildings and Grounds:

Robbie and Tyler continued setting up the meeting rooms for library events.

Robbie removed the wall mounted tv and reinstalled it in a larger room at the Main Library. This gives us more space for gaming programs.

Robbie replaced a damaged (water/moisture) outside security camera at the Main Library.

Robbie also checked and attended to the exit lights, snow removal, plumbing, and various other issues throughout the branches.

Robbie attended the contractors' walk through at the Main Library.

Circulation Services

Circulation was very busy this month with the new employees! Sandra did an amazing job with the initial training of the staff. The newly hired staff all have previous experience working in libraries, but they spent the first week working with Sandra to learn Edison specific procedures and circulation policies.

Zenaida and the staff at the North Edison Branch have been continuing to link and process new materials. They have also been pulling discards and adding new materials to the book sale items. Zenaida is working with the new staff on acclimating to the North Edison Branch.

Communications and Marketing:

Michael continues sending out emails promoting library programs. He created booklists for Black History Month. He hosted and moderated a Zoom program on February 8.

Michael trained Kaitlin in Communico (the library event scheduling software). He attended a meeting with Joe Romano and Heather Daniel at the Board of Education. He attended the State of the Township. He attended the Friends meeting. He attended and took publicity photos of the Jenkinson's Aquarium Penguin Pointers event at the Clara Barton Branch.

Technical Services:

Radha and Heather have been working on invoice processing. Radha has created spreadsheets and is continuing to order new materials.

Heather has been working on processing incoming adult books, while the youth services department is working on the youth books. Heather has also been working on displays and weeding the new fiction at the Main Library.

Technology and Innovation:

Kevin and Priti worked on the server upgrades.

Kevin set up the back end of Museum Key for online museum pass checkouts. He also created training videos for the staff and patrons.

Kevin continues working on readying the branches for RFID. Machines have been installed in all branches. Clara and North have the payment systems.

Kevin reached out to ReciteME which is a website plugin for accessibility issues. He is continuing to check out the company as it came through as a cold call.

Kevin also met with KnowBe4 which helps staff with cyber security literacy.

Priti is working with Comprise regarding the print activity manager software.

She is also working on ongoing issues with technology in each of the branches. She attended a Faronics Deep Freeze Cloud demonstration.

Respectfully Submitted,

Debra Sarr, MSLIS
Assistant Director