



## Edison Public Library Assistant Director's Monthly Report

April 2024

### **Assistant Director:**

April marked the 95th Anniversary Celebration for the library. The library hosted live music and offered cake to patrons at all three branches on a designated celebration day. The library also celebrated National Library Week. The celebrations were great opportunities to speak to patrons and ask for feedback on the library services. Responses were very positive.

The Library held its second annual Board Retreat focusing on ways the library board can advocate for the library within the community and fight misinformation.

April was the final month for the Rutgers Social Work Intern Sofia. I had a virtual meeting with her and her advisor David Perez regarding her experience at the Library. It was a great experience for her and she will be going attending school for her Master's Degree in Social work starting in the fall. I attended several other meetings and did a trial with the vendor "when I work" for library scheduling. This is on hold while I further investigate what is offered through Paychex.

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

Radha and John have been working on scheduling managing the branches. Radha continues to work on the collection and ordering materials for the library. John has been drafting the bookmobile schedule for May and June and fielding bookmobile and outreach requests.

Caroline continues to work on system wide programming for the summer reading program. She coordinated the live entertainment for the 95th Anniversary celebrations at the three branches. She has rescheduled the launch of 1000 Books Before Kindergarten to early September. She and Allan met with the NJ Council for Humanities to discuss possible grants and programs.

Liz met with Allan to discuss potential older adult programming. She and Allan attended an older adults programming luncheon where she was able to meet and network with several LMxAC librarians and directors. Liz attended two webinars, Addressing Loneliness and Food Insecurities in Elders and Health Literacy and Public Libraries. She is working on a full schedule of programming for older adults in June.

Lonnie hosted two Artist Roundtable Programs for local artists and Page Lovers Book Club. He coordinated and scheduled additional programs on various topics.

Kaitlin has been very successful working with the teens. She met with them regarding the renovated teen space at Main and hosted several impromptu events. Trivia, with three of Edison Police officers, was well attended at the Main Library. Teens from

Edison High School have also expressed interest in the library and offered input on what they would like to see in the newly renovated space. The teens at the North Edison Branch continue to contribute heavily to TAB, however after school impromptu events are less attended due to studying. Kaitlin did have a good turnout for her "Eyewitness Account Program" at North with 24 teens.

Allia, Emily, and Jenna have been prepping the youth services department for the construction move. Allia and Jenna shifted the entire youth collection with assistance from some of the other staff. All continue to host successful youth programs at the three branches. They are also working on summer programming. Jenna is hosting the Bookies in person book club at Main, which has a strong following and the attendees love her. All three assist at the adult services desk when needed.

Manju has been providing youth programs at Clara Barton when she works there. She has also been covering the service desks as needed.

Erin has been filling in more at the different service desks. The makerspace is closed during the renovation at the Main Library and we are reassessing how best to accommodate program needs and future interest.

### **Buildings and Grounds:**

This month the Library welcomed Tom as a new custodian. Robbie and Tyler have been showing Tom around the three branches.

Tom and Tyler have been spending more time at the Main Library in preparation for the renovations and assisting with moving items from the first floor to the ground floor.

All assisted in setting up tables and moving materials to the Clara Barton Branch for the Friends Book and Bake Sale.

Robbie and Tyler both attended the drilling and digging for construction at the North Edison Library.

Robbie moved the supplies from the closet on the ground floor. He has been assisting with the office moves to the ground floor.

### **Circulation Services**

The Circulation Department survived the solar eclipse. The branches were overwhelmed with patrons looking for eclipse glasses, calling about eclipse glasses, wanting to know where they could get eclipse glasses once we ran out, etc.

Each of the branches hosted a 95th Anniversary Celebration for the Edison Public Library. Staff gathered up patrons to participate in cake and stories of their experiences at the library with live music.

The circulation department suffered two huge losses this month with the retirements of Douglas Alvarez, who had worked for the library for 32 years, and Enrico "Rick" LaBella. Both Douglas and Rick covered several evening shifts at the Main and North Edison Branches.

### **Communications and Marketing:**

Michael has been working with Victoria Davis who is a part-time admin assistant assigned to the communications and marketing department.

Michael worked with the Friends of the Library on their Book and Bake Sale.

Michael and Allan attended the Edison Chamber of Commerce networking luncheon on April 17, 2024.

Michael and Allan met with Keith McCoy to discuss ways to promote the Edison Public Library Foundation.

Michael created promotional materials including the bookmobile schedule, the 95th Anniversary Celebration flyers, and May's list of events. He also scheduled three programs and created booklists for on subjects such as Passover and Earth Day.

### **Collection Services:**

Allan and Radha met with a representative from the Junior Library Guild who offers juvenile and teen books. The library has set up an account.

Radha attended the LMxAC training for Polaris leap. In May, she will attend the Bibliographic Committee meeting to discuss the policies, procedures, and permissions for Polaris.

The library received books in several languages from the vendor India for Everyone.

All 2023 backordered items have been arrived and processing has begun.

Radha will be training staff in Polaris Leap's technical services aspects in May.

Heather continues to process new materials. She also distributes materials for processing to other staff. She has been discarding materials to send to Better World Books.

### **Technology and Innovation:**

Kevin and Priti have been preparing for the renovation and construction by moving access points, equipment, and upgrading windows 11. They also prepped the Library Sprinter for wifi.

Kevin has also been updating the website, museum passes, servers, and wifi. He is working with Ocean on moving the server at Main, TBS for the printer system, and SHI for a network upgrade.

Priti has been working with SonicWall changes, reconfiguring the cables for the circulation desks, and self check machines. She has also been servicing the libraries printers and computers.

Respectfully Submitted,

Debra Sarr, MSLIS  
Assistant Director