



Edison Public Library Assistant Director's Monthly Report

October 2024

Assistant Director

As the Library's training officer, I attended several NJ Division of Civil Rights webinars both as a refresher for myself and an effort to determine whether they would be helpful in staff training.

Amanda and I have been working on standardizing staff procedures for requesting time.

I've been working with Radha, John, and Liz to provide coverage for the three branches. I drafted an evaluation form for the Buildings and Grounds and Administration Staff. I attended evaluations for staff as a second evaluator.

Allan and I attended a negotiations meeting. We also met with candidates for the Library Director's Administrative Assistant position and Library Associate position.

Allan and I attended a construction meeting with Arcari + Iovino and G Meyer.

Allan, Pat, Michael, and I met with Dr. Alderelli to discuss location options for when the North Edison Branch closes.

The new employees have been settling in nicely. Chris is streamlining and automating processes with the purchase orders and the other new employees have hit the ground running; working with patrons, collaborating with colleagues, and coming up with programming ideas.

Patron Services and Programming

Radha, John, and Liz continue to work together to schedule coverage for the three branches.

Radha has been working on staff evaluations with myself, John, and Sandra. She has been spending a lot of time working with John and Liz regarding coverage. She is also working on the collection with librarians and training Erin as mentioned below under Collection Services.

John continues to host the Monday Morning Book Club. He assisted in preparations for the Friends of the Library Book Sale. He has also been drafting evaluations and he proctored one exam.

Caroline continues to attend professional development webinars for NJLA, YALSA, a Johns Hopkins/NASA Initiative webinar, and an ALA CORE Interest Group Coordinating Committee. She also attended an AFSCME training workshop. As well as the negotiation meeting on October 30, 2024. She continues to schedule programs for the library through December 2024.

Jessica has been processing new materials. She hosted four family programs and created themed displays. She attended NJLA professional development meetings.

Kaitlin attended the New York Comic Con to learn about upcoming books, programs, and events. She created “walk-in” volunteer opportunities for teens. She collaborated with the Friends of the Library and the Youth Services librarians respectively for the book sale and the Library’s Haunted House. She is continuing to build her relationships with the new middle schoolers attending TJ and have success with the JP Stevens teens at the North Edison Branch.

Allia has been accepted to the NJLA’s Emerging Leaders Program. She will be attending workshops over the next five months. She, Jenna, and Kevin hosted a Haunted House that drew a crowd of 70 people. Allia continually provides great programming and has been taking on more responsibility as the library’s sole youth services librarian.

As mentioned above, Jenna worked with Allia on creating a very successful Haunted House here at the Main Library. She has also been hosting directed drawing programs as well as the Bookies Book Club. She and Allia attended a school visit to the James Monroe school. Jenna also hosted firefighter visits at the North Edison and Clara Barton Branches for storytimes.

Manju has been covering both adult and youth service desks at the North Edison and Clara Barton Branches. She has also been hosting Artsy Toddler programs and Spooky Creative Halloween Craft Programs.

Eric has been at the Library a little over a month now and it is as if he’s always worked here. He is doing an excellent job and is very approachable to both patrons and staff. He’s been busy creating themed displays, organizing the social services binder, drafting pamphlets, and pulling together potential titles for a nonfiction book club.

Literacy Services

Dana has been at the Library for almost two months now and she has been very busy creating instructional materials and manuals for English Language Learners (ELL) and the new tutors.

She visited the Plainfield Public Library to observe their literacy programs. She met with the Labor and Literacy program coordinator and attended their office hour program. She's also met virtually with a few local libraries to discuss their literacy programs.

She met the Lindeneau Elementary School to discuss potential collaboration ideas.

Dana worked with Michael to create promotional materials for the ELL and digital literacy courses. She registered students for the classes and created waitlists. The classes have started with tutors Jose and Sean. She stopped by each branch to ensure they have all promotional and registration information and to introduce Jose and Sean.

Buildings and Grounds:

Hughes repaired the boiler at the Main Library. Encore replaced gauges at North Edison fire system. The alarm system was tested at the Main Library. The staff completed meeting room set ups for library events.

Mobile Services:

October was a big month for the mobile services department. The bookmobile and sprinter are as popular as ever. In addition to our regular stops, they have been asked by several additional organizations to include them as well. This is keeping the staff very busy trying to meet requests and expand their outreach as well as shifting around schedules when possible.

Allan, Mary, and Christopher attended the Association of Bookmobile and Outreach Services (ABOS) conference in Indianapolis. Allan attended virtually, while Mary and Christopher attended in person. It was a great opportunity for both Mary and Christopher to network with other libraries and see newer models of the bookmobiles available.

The department also participated in several special outreach events such as the National Read Across America Month, Trunk-or-Treat with the Edison Township Education Association, and the YMCA.

Circulation Services

Sandra and Zenaida continue to train the new part time circulation employees. The

Main Library is in the process of discarding the 2023 magazines. The staff are fielding questions about patron hold checkout procedures as there has been some confusion. This will be included in the Best Practices Guide. The North Edison Branch also is weeding. Both branches continue to RFID incoming materials.

Communications and Marketing:

Michael and Victoria worked on themed booklists.

Michel sent out email blasts promoting upcoming events. Michael attended the Friends of the Library meeting on October 9, 2024. He met with Dana to train her in using Communico (the event and room scheduling software). He attended Comic Con to network. He and Mary attended a Trunk or Treat event at Menlo Park Elementary on October 20, 2024. He and Mary worked together to promote the Bookmobile at the YMCA Fall Festival on October 27, 2024. He worked with TAB members to organize the Friends of the Library Book Sale and he worked with the Friends of the Library at the book sale.

Collection Services:

Radha met with the Junior Library Guild representatives on Friday, October 4, 2024. She has been ordering from Brodart for the Lucky Day collections and ebooks/audio books. She attended the Stella Bib Committee on Thursday, October 31, 2024. She also continues training Erin on processing incoming invoices and materials.

Technology and Innovation:

Kevin updated the website. He worked on google workspace backup. The TBS installation at the Main Library was completed. He ordered materials for the digital literacy courses and admin. He worked on the wifi and latency issues. He has been working with Ocean Computers to run data cables and situate the security cameras on the first floor of the Main Library.

Priti worked with TBS to configure the system and replace a faulty NAYAX unit. She attended to various issues and calls. She prepped the laptops for the literacy classes. She also worked with the Township to address issues with the telephone extensions.

Respectfully Submitted,

Debra Sarr, MSLIS
Assistant Director