

**Edison Public Library
Director's Report**

December 10, 2024

The Libraries of Middlesex met on November 13th and had a very informative presentation by the Rutgers University on their archives. They have been doing oral histories focused on veterans here in New Jersey. We hope to learn more about these projects and see how we can team up with them on some future outreach measures.

The Library Trustees Institute this year was held on Saturday, November 16th. There were a few interesting and less interesting presentations this year. Personally, I found the presentation on AI quite enlightening and have begun to use ChatGPT in own work in drafting memos, etc. There are certainly implications for the Library in how we will utilize AI in the future of delivery of service.

The Director attended the NJ League of Municipalities, mainly to help staff the New Jersey Library Association's Booth. It was great to chat with Trustees and Elected Officials who came by the booth to chat about Libraries and their local situations. I did attend a workshop on "Sustainability" and the grants available in New Jersey as well as speak to vendors in the Exhibit Hall. Next year I want to plan a bit more to attend more programs on topics of finance, purchasing, building issues and sustainability.

Liz and I attended the annual caregivers' event sponsored by Middlesex County at the Pines Manor on Thursday, November 21st. We spoke to the vendors that exhibited to provide us materials for our patrons but also for future programs. Next year, we are looking to have a table on what Libraries in Middlesex County do to support caregivers and their families.

The Friends had a "pop up" bake sale on Saturday, November 23rd and raised over \$400. Many thanks to our Friends volunteer for baking and supporting the

Library. They are now more formally organized for 2025 into committees who will be focusing on membership, programming, and fundraising.

Both Debra and I attended the Sustainability Webinar sponsored by WebJunction on December 4th. I have heard all of the speakers previously but they were there to promote the ALA Guide for Library Sustainability which we will be looking at to see how we can incorporate that into our Strategic Plan moving forward. It more than just recycling!

Debra and I and the Library's Personnel Committee met with the Union to work out the additional details of the contracts for the non-supervisory and supervisory units. We are hopeful that we can work out the remaining issues and present an agreement for the Board to approve at their December 23rd meeting.

North Edison Branch

Bids are expected to be returned on Thursday, December 17th at 11AM. We are hopeful that the bids will all come in target and we can award a successful bidder the contract for the North Edison Branch on December 23rd.

We continue to review possible locations and one or two possibilities still to be explored at this point. One includes office space on Oak Tree Road and the other the trailer in the parking lot of the EMS on New Dover Road. We have been in discussion with EMS to keep them apprised of what our timeline is. There is also the idea of having our staff at the High School from 2:30 PM to 6 PM to accommodate students from JP Stevens. Nothing final on that.

WE have been working with two library moving companies to give us quotes for moving and storage of the North Edison Branch

Main Library

Contractors are expected to complete Phase I on or about Friday, December 13th. The next meeting is scheduled for December 16th or 17th to run through the punch list.

We expect to be moving the ground floor up to the upper level, boxing extra material and shelving for storage from the ground floor in the last two weeks of December. Staff will be relocated to North and Clara Barton beginning January 6th for approximately two weeks during the asbestos remediation for the ground floor. Then we expect to move staff back to main Library and open on the newly renovated upper level on or about January 20th.

This Main Library Project has multiple moving parts which all relay on each other to happen in a timely manner for the next operation to begin. We keep our fingers crossed!

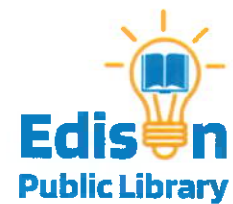
In Conclusion, 2024

Much was accomplished in 2024 utilizing the Library's Strategic Plan as a guide. This included:

- Newly invigorated Friends of the Library Group
- Began the process for a new brand for the Edison Public Library
- Stronger more vibrant Library Foundation
- Establishment of a Literacy Coordinator position to coordinate English Language Learning, Adult Basic Literacy and Digital Literacy
- Hiring of an Operations Manager to work with Purchasing and Accounts
- Main Library Renovation Project
- Acquisition of a Sprint Van Bookmobile to enhance our Marketing and Outreach
- Hiring a Librarian for Outreach focusing on Older Adults
- And More!

We expect 2025 to continue with the momentum to better serve the residents of Edison wherever they live.

Respectfully submitted
Allan M. Kleiman, MLS
Library Director



Edison Public Library Assistant Director's Monthly Report

November 2024

Assistant Director

November was a busy month filled with training, meetings, and knee issues.

I worked with the branch managers and supervisors on their staffs' annual performance evaluations.

I attended the following meetings: Programming 11.5; Vega Training Session 11.6; Director's Cabinet meeting 11.14; New Jersey Trustee Virtual Check-in 11.16; and participated in several virtual seminars presented by the NJ Division of Civil Rights. These presentations have been excellent and I have referred a couple of them to the Library staff for their monthly continuing education.

I was very excited to have the opportunity to learn about placing public bidding ads in local media outlets and to attend my second bid opening. It's a fascinating experience.

Patron Services and Programming

John and Radha collaborated with other supervisors on drafting and delivering staff evaluations. Both continue to work closely on scheduling staff for each of the locations. John and the staff at the North Edison Branch have been working hard on RFID tagging and weeding the collection. John proctored two exams at the North Edison Branch and assisted in coordinating tours and class visits for December.

Caroline attended the YALSA Executive Board meeting and YALSA Board meeting. She also attended the Professional Development Committee meeting and Core Interest Group Coordinating Committee. She continues to schedule system programming and coordinate the meeting room requests.

Jessica presented four programs at the Clara Barton Branch and has been assisting in with processing new and Lucky Day materials.

Liz has been very busy. She attended a Library Services for Patrons with Dementia/Alzheimers (LSDA) monthly meeting. She was selected to be a mentor for the ALA Core Mentoring Program. She is working with the Rutgers Social Work Intern Haseeb on creating and maintaining the community resource binders. She conducted annual reviews for the Clara Barton Branch, attended the November Edison Chapter of

AARP meeting and the Middlesex County Caregiver Conference with Allan, as well as two webinars. She coordinated 13 programs for the month.

Kaitlin has been successfully programming at the Main and North branches. The ColorMeMine plate painting class was a big hit. As well as the financial literacy presentation. The game days are always popular.

Allia has been working with Radha and Mary on ordering children's and teens books. She ordered manga for the bookmobile. She also presented 25 programs in November, attended the Emerging Leaders meeting at Plainfield Public Library, and has been working with the Edison teachers on scheduling visits to the schools. She and Jenna visited the Edison Genius Academy to speak to the classes, 9 in total.

In addition to visiting the Little Genius Academy with Allia, Jenna hosted the Bookies Book Club. Jenna is also very busy assisting with discarding materials, covering the public service desks, and assisting the circulation department when needed.

Similarly, Manju has been assisting with collection maintenance. She is also providing coverage for the public service desks and assisting circulation as needed.

Eric has been busy working on displays and end cap displays. He has reached out to several possible presenters for Black History Month. He has also been creating adult reading list recommendations. He has two programs booked, a nonfiction book club (1/15/25) and an Edgar Allan Poe reading (1/22/25).

Literacy Services

Dana has registered the Library as a Braille and Audio Reading Library with the Talking Book and Braille Center. She attended the first of the Digital Navigator Grant Supervisor Training. She followed up by working with Michael on creating a flyer to advertise the position and promoted the position with local organizations, colleges, and community members. Dana drafted an outline for the library's 2025 literacy services and worked with Kevin with the content for the digital literacy section of the website. She has also worked on a collection for patrons and the classes.

She continues to coordinate with the tutors and respond to questions from patrons and staff regarding services.

Mobile Services:

Mary continues to respond to requests for bookmobile stops. She has been actively working on the bookmobile schedule to accommodate requests whenever possible. While the bookmobile was out of service for scheduled maintenance, the Library successfully used the Sprinter van to accommodate the stops.

She drafted bookmobile staff annual performance reviews.

Circulation Services

The branches were very busy over the holidays. Both Main and the North Edison Branch are focusing on REFID tagging. Both branches are also fielding questions about the library's renovation plans and timeline.

Buildings and Grounds:

The Main Library has been having issues with the public restrooms. Hughes has been called several times. The Library also needs to have the boiler repaired. The Maintenance Department set up and showed up for voting at the Main Library and the Clara Barton Branch.

Communications and Marketing:

Michael has been working on a lot of signage for the library. He attended several meetings during the month of November and hosted three programs. He and Victoria worked on a holiday reading list to send via email and social media posts.

Collection Services:

Radha has been working with Allia on placing orders for the Lucky Day books (juvenile and adult) and flex accounts.

Radha has also been modifying Marc records with the Polaris codes. She continues cataloging and processing the World Language books from India.

Technology and Innovation:

Kevin has been working on the website. The Palice Project is now complete in the databases. He has been working with Bibliotecca on self check issues . He is reviewing possible resources for the library telephone system and conference rooms. He is working on completing service contracts with various vendors and discussing 2025 goals with Allan and Priti.

Priti has been working with Biblioteca on a self check hard drive issue at the Clara Barton Branch. She is also working with the Township on phone extensions. She has been working on preparing laptops for staff and the network settings. Priti has also been filling in at the circulation desk when available.

Respectfully Submitted,

Debra Sarr, MSLIS
Assistant Director

Edison By the Numbers November 2024

Borrower Services

Physical Items Borrowed:

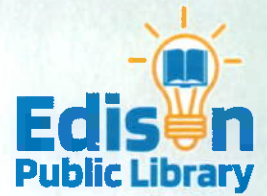
Total: 43,881

Main Library 16,811
North Edison 19,545
Clara Barton 3,071
Bookmobile 2,043

Downloadable Items Borrowed:

Ebooks & Audiobooks	4,774
Hoopla	Digital Magazines
1,484	1,327
Kanopy	
Users: 4,924	Items Streamed: 436

Library Cards Created
333



Information Queries
1,580

Library Programs

Total: 95

Virtual Attendance	In-Person Attendance
77	844

Meeting Room Usage:

Outside Group Meetings
7
Attendance
114

Website Visitors

Visits 8,236
Page views
27,013



Databases

Users
655
Database Searches
2,732

Social Media



Subscribers 213

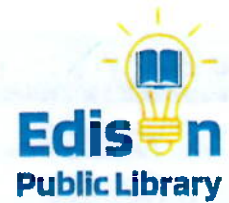


Followers 1,962



Followers 1,029

December 2024 Events



MAIN LIBRARY

Anime Club | T,SP

Monday, December 2 at 3:00pm
Here you will be able to get together, watch, and discuss anime of all genres. Ages 13-18.



Game Day | T,SP

December 3, 10, & 17 at 3:00pm
We're breaking out our Nintendo Switch for some gaming fun!

Navigator Office Hours: Open Enrollment Period | A,SP

Tuesday, December 3 at 4:00pm
Help is available during GetCoveredNJ Open Enrollment Period (November 1, 2024 - January 31, 2025).

Snow Making Craft | Y,SP

Wednesday, December 4 at 6:00pm
Come in and try your hand in making snow from scratch! Open to children ages 3 - 9.

Tai Chi | A,SP,R

Thursday, December 5 at 1:00pm
Come learn about Tai Chi and its basic movements with Alex Spiewak from Tai Chi USA.

Flashback Fridays | A,SP

Friday, December 6 at 10:00am
Join us for *Miracle on 34th Street* starring Edmund Gwenn, John Payne, Maureen O'Hara, Natalie Wood, and Porter Hall.

Tiny Treasures | Y,SP

Saturday, December 7 at 11:00am
Join us for a fun and festive craft program where toddlers can create adorable gifts for their loved ones! Ages 2 - 9.

LEGO® Club | Y,SP

Saturday, December 7 at 2:00pm
Explore your creativity and strengthen your building skills with LEGO® challenges for ages 6 - 11.

DIY Clay Magnets | T,SP

Monday, December 9 at 3:00pm
Make them to put on your fridge or magnetic board or hand them out as gifts!

Artsy Toddler | Y,F,SP,R

Tuesday, December 10 at 11:00am
Toddlers will learn new motor skills as they create amazing works of art. Dress for mess. Open to children ages 2-5 with their caregivers.

The Graphic Novel Guild: A Book Club | Y,SP

Wednesday, December 11 at 6:00pm
Every month, we'll crack open a different graphic novel. Open to children ages 8 - 11.



Teen Cupcake Decorating | T,SP

Friday, December 13 at 3:00pm
We provide the cupcakes- you provide the decorating. First come first serve!

Navigator Office Hours: Open Enrollment Period | A,SP

Saturday, December 14 at 10:00am
Help is available during GetCoveredNJ Open Enrollment Period (November 1, 2024 - January 31, 2025).

NORTH EDISON BRANCH

Artsy Toddler | Y,SP

Wednesday, December 4 at 11:30am
Toddlers will learn new motor skills by creating amazing works of art. Ages 2-5 with their caregivers.

Canvas Catastrophes | T,SP

Wednesday, December 4 at 3:00pm
Have a good laugh with friends or make new ones over the time spent painting with us!

Teen Scavenger Hunt | T,SP

Saturday, December 7, All Day
Can you find the winter-themed items hidden in the library? Team up with friends to find the items hidden throughout the library!



Bio Lab with WeMake 4-H | T,TW,SP

Saturday, December 7 at 3:30pm
Come learn all about Cells and Forensics in an engaging workshop! Open to kids grades 5+.

Teen Advisory Board (TAB) | T,R

Wednesday, December 11 at 7:00pm
The starting point for teen volunteering at the Library. TAB gives teens a platform to direct and shape services and volunteer opportunities at the Edison Public Library.

Artist Roundtable | A,SP,R

Wednesday, December 11 at 7:00pm
Join us for a monthly discussion on all topics related to art. Share your ideas, experiences, and thoughts or just come to listen and learn.

Teen Trivia | T,SP

Thursday, December 12 at 3:00pm
Think you know the most about music, movies, and all things pop culture? Put your skills to the test alongside other teens!

DIY Clay Magnets | T,SP

Wednesday, December 18 at 3:00pm
Make them to put on your fridge or magnetic board or hand them out as gifts!

Teen Advisory Board (TAB) | T,R

Monday, December 16 at 7:00pm
The starting point for teen volunteering at the Library. TAB gives teens a platform to direct and shape services and volunteer opportunities at the Edison Public Library.

The Bookies Book Club | A,R

Tuesday, December 17 at 1:30pm
This month's selection is *The New Couple in 5B* by Lisa Unger.

Tai Chi | A,SP,R

Thursday, December 19 at 1:00pm
Come learn about Tai Chi and its basic movements with Alex Spiewak from Tai Chi USA.

Office Hours with a Health Insurance Navigator | A

Friday, December 20 at 10:00am
Health Insurance Navigators are available to assist residents with enrolling in a health insurance plan through GetCoveredNJ or NJ FamilyCare.

Board Game Bonanza | Y,F,SP

Saturday, December 21 at 2:00pm
Join us for a fun afternoon filled with board games! Children ages 4 - 11 and their families.

Teen Scavenger Hunt | T,SP

Monday, December 23, All Day
Can you find the winter-themed items hidden in the library? Team up with friends to find the items hidden throughout the library!

Noon Years Celebration | Y,SP

Friday, December 27 at 11:00am
We're bringing in the New Year at noon, so that even our littlest patrons can celebrate without staying up too late! We'll have story time, crafts, and plenty of new year fun! Children ages 0 - 5.

Teen Trivia | T,SP

Friday, December 27 at 3:00pm
Think you know the most about music, movies, and all things pop culture? Put your skills to the test alongside other teens!

Teen Cupcake Decorating | T,SP

Thursday, December 19 at 3:00pm
We provide the cupcakes- you provide the decorating. First come first serve!



Coding in Python | T,TW,SP

Saturday, December 21 at 3:30pm
Come learn to code in Python with WeMake 4-H! Open to kids grades 5+.

Event Key

A	Adult	IGL	Instagram Live
Y	Youth	M	Maker
T	Teen	R	Registration required to attend in-person
TW	Tween	S	Sensory
E	Exhibits	SP	Special Event
F	Family	Z	ZOOM
FBL	Facebook Live		

CLARA BARTON BRANCH

Chair Yoga | A,SP,R

Monday, December 2 at 2:00pm

Chair Yoga is a gentle form of yoga, suitable for people of all ages and experience levels. Registration is required.

Drop-In Tech Help | A,SP

Monday, December 2 at 6:00pm

Stop by the library for a one-on-one meeting with a librarian to help you get your tech sorted.

Movie Matinee | A

Tuesday, December 3 at 10:00am

Join us for *You've Got Mail* starring Tom Hanks and Meg Ryan.

Clara Barton Knitting Circle | A

Thursday, December 5, 12, 19, & 26 at 1:00pm

Do you knit, crochet, or do needlework? All experience levels are welcome, please bring with you your supplies, patterns, etc.

Winter Wonderland Story and Craft | Y,F,SP,R

Thursday, December 5 at 6:30pm

Celebrate winter with stories and songs followed by a sweet treat.

Coffee & Book Chat | A,SP

Tuesday, December 10 at 10:00am

Come discuss your current reads, your favorite (or least favorite!) books, and get new recommendations from your fellow readers.

Dickens: A Christmas Carol | A,SP,R

Wednesday, December 11 at 1:00pm

Join us for a heartfelt and truly entertaining one-woman telling of Charles Dickens' classic, *A Christmas Carol*. Alisa Dupuy will portray Fan, Ebenezer Scrooge's sister.

Artsy Toddler | Y,F,SP,R

Thursday, December 12 at 11:00am

Toddlers will learn new motor skills as they create amazing works of art. Dress for mess. Open to children ages 2-5 with their caregivers.

Office Hours with a Health Insurance Navigator | A

Friday, December 13 at 10:00am

Health Insurance Navigators are available to assist residents with enrolling in a health insurance plan through GetCoveredNJ or NJ FamilyCare.

Tea Blend Workshop | A,R,SP

Saturday, December 14 at 2:00pm

Experiment with different tea leaves and ingredients to create your personalized tea blend to take home. This workshop also includes a tea-tasting of your creation!

Chair Yoga | A,SP,R

Monday, December 16 at 2:00pm

Chair Yoga is a gentle form of yoga, suitable for people of all ages and experience levels. Registration is required.

CrafterDark: Diamond Painting | A,SP

Monday, December 16 at 6:30pm

A community art project.

Drop-In Tech Help | A,SP

Tuesday, December 17 at 10:00am

Stop by the library for a one-on-one meeting with a librarian to help you get your tech sorted.

Navigator Office Hours: Open Enrollment Period | A,SP

Saturday, December 21 at 10:00am

Help is available during GetCoveredNJ Open Enrollment Period (November 1, 2024 - January 31, 2025).

Chair Yoga | A,SP,R

Monday, December 30 at 2:00pm

Chair Yoga is a gentle form of yoga, suitable for people of all ages and experience levels. Registration is required.

VIRTUAL PROGRAMS

Monday Morning Book Club | A,R,SP,Z

Monday, December 2 at 10:00am on Zoom

In December, we will be reading *Lady Tan's Circle of Women* by Lisa See.

Unearthed: Exploring the Smithsonian National Gem

Collection with Dr. Jeffrey Post | A,R,SP

Wednesday, December 4 at 2:00pm

Join us for a dazzling presentation with the emeritus curator of the Smithsonian's National Gem Collection, Dr. Jeffrey E. Post as he talks about "Unearthed: Surprising Stories Behind the Jewels."

Girls Who Code | T,TW,R,SP

Saturday, December 7 & 14 at 4:00pm

Come learn to code in the Edison Public Library's chapter of Girls Who Code! Open to girls in grade 5 - 12.

On Pulse-Pounding, Family Driven Mysteries: A

Conversation with Laura Dave | A,R,SP

Wednesday, December 11 at 2:00pm

Join us for a captivating conversation with bestselling author Laura Dave as she chats about her newest book *The Night We Lost Him*.

Dealing with Grief and Other Emotional Challenges Through Meditation | A,R,SP,Z

Monday, December 16 at 7:00pm on Zoom

Meditation helps the body and mind find peace in a time of great challenge and the benefits of practicing this can calm the emotions, release tension and anxiety in the body, and aid in acceptance.

STORYTIMES

Shake, Rattle, & Read: A Lapsit Storytime: Main Library

Monday, December 2, 9, & 16 at 10:00am

Read simple books and do rhymes and bounces, tickles and hugs. Best for babies ages 0 to 20 months.

Toddler Tales: Main Library

Monday, December 2, 9, & 16 at 11:00am

Come and hear some fun stories! Open to children ages 2 - 5 and their caregivers.

Family Storytime: Clara Barton Branch

Wednesday, December 4, 11, & 18 at 11:00am

Songs, rhymes, and stories introduce our youngest family members to the library and early literacy skills. All ages welcome.

Tots & Tales: Main Library

Thursday, December 5, 12, & 19 at 10:00am

Come and hear some fun stories with your toddlers! Open to children ages 2 - 5 and their caregivers.

Baby Bookworms: Main Library

Thursday, December 5, 12, & 19 at 11:00am

Read simple books and do rhymes and bounces, tickles and hugs. Best for babies ages 0 to 18 months.

LIBRARY CLOSURES

The Edison Public Library will be closed the following days:

Tuesday, December 24 & Wednesday, December 25

Closed in observance of Christmas Eve and Christmas Day

Tuesday, December 30 & Wednesday, January 1

Closed in observance of New Year's Eve and New Year's Day

Sign up for our newsletter at edisonpubliclibrary.org to find out about upcoming events!

Edison Public Library programs and events are free and open to the public.
Registration may be required. See Event Key for details.

Our mission is to ensure that Edison Public Library is welcoming, inclusive, and dedicated to excellence.

Board President: Patricia Massey | Library Director: Allan Kleiman