

**West Nyack Free Library  
Monthly Report  
July & August 2022**

**A. Administration**

- Mandatory Construction Aid Workshop attended (Office Manager/Administrative Assistant) – Updated applications and submitted to RCLS
- Payroll executed on a biweekly basis (Office Manager/Administrative Assistant)
- Monthly Pension contributions submitted (Office Manager/Administrative Assistant)
- Bank Deposit (Prepared by Office Manager/Administrative Assistant)
- Director search continues (job description was updated and reposted)

**B. Buildings and Grounds**

- Recent Engrave A Paver donations are being engraved and will be installed on the patio walkway as soon as they are ready.
  - Received a \$408.00 check from Travis Monuments from being overcharged originally.

**C. Technology**

- RCLS/ILS/IT Contract needs to be voted on (see attached documents)
- Gmail is going to start charging for each email account we have. We currently have 50 active email accounts. The initial charge will be \$3.00 per month for each account (and then \$6.00 per month for each account after that.) The library currently uses our non-profit google account for file sharing in addition to our email use. I suggest that we explore other options as well.

**D. Public Services**

- Autumn Newsletter was printed and sent out to Clarkstown Residents
- E-Newsletter sent out weekly (Office Manager/Administrative Assistant)
- What's new page updated monthly (Office Manager/Administrative Assistant)
- Website updated on a daily basis (Office Manager/Administrative Assistant)

**E. Staff Monthly Reports**

**Youth Services**

There were many participants in the Children's Ocean of Possibilities Summer Reading Program. A record number of children attended our Summer Programs. The Children's Take and Makes are very popular.

We had very successful Children's programs Beach in a Box, Astonishing Andrew's Magic Show and finally, the "do-over" of Move and Groove Under the Sea. In addition to the actual programs, we checked out numerous J magic books in conjunction with Andrew's program and received numerous compliments on this summer's Reading Program from parents/grandparents/caregivers. We were told that our outdoor programs were far safer feeling than those held by another library in a park-like setting. Parents commented on the knowledgeability of the Beach in a Box presenter.

The Teen Summer Reading Program is a success as well. The teens really enjoyed the 3D Collage Program.

Teen Programs were very popular in August.

### **Adult Services**

July has been a very busy month at the library. The Adult Room has been busy with people studying and working. We always have people sitting at the tables. The Adult Easy Breezy Summer Reading Club jar is full of reading forms that patrons submitted. Our adult programs both virtual and in-person are very popular with our patrons. The Adult Saturday Movie Matinees returned in July for the first time since the pandemic. The patrons are very happy to hear that the movies are back.

A staff member had a patron from another library call to say how well our staff treated her and her grandchildren during their library visit. She said that she had a wonderful experience at our library, and thought the staff went above and beyond.

We had a record number of participations in our Adult Summer Reading Club- 330 There have been many days where every table in the Adult Room is occupied by patrons working or studying.

The patrons have been thrilled to once again attend the Saturday Movie Matinees.

Weeding of the Reference Collection was completed in order to remove outdated material and developed a list of new items to be ordered.

### **Circulation Department**

The Just Desserts Book Club met on July 20th. Eight people attended.

We started our Beach Reads display and are still promoting the Easy Breezy Summer Reading Program and well as the Children's Summer Reading.

We notarized documents for 35 patrons in July.

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Respectfully submitted,

Jennifer M. Visione  
Office Manager/Administrative Assistant