

## Monthly Report June 2022

### A. Administration

- Director's interviews are continued to be conducted by board of Trustees including Office Manager/Administrative Assistant
- Board of Trustees, Office/Manager/Administrative Assistant and Human Resources Assistant had a meeting with a recruiting company
- Payroll executed on a biweekly basis (Office Manager/Administrative Assistant)
- Monthly Pension contributions submitted (Office Manager/Administrative Assistant)
- Calculated and entered salary adjustments for certain staff members into time management system (Office Manager/Administrative Assistant)
- Facilitated and entered bonuses for managers into time management system (Office Manager/Administrative Assistant)
- Semi-Annual Pension contributions calculated and submitted (Office Manager/Administrative Assistant)
- Bank Deposit (Prepared by Office Manager/Administrative Assistant)

### B. Buildings and Grounds

### C. Technology

- RCLS/ILS/IT Contract needs to be considered, reviewed and signed

### D. Public Services

- 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

This month we've had a display of Rainbow Loom characters from a page in the Children's Display case. The characters have been drawing quite a bit of attention from kids wanting to know how to make them and other kids recognizing some of the characters from their favorite media.

We're just starting the active phase of the Summer Reading Program. So far we have given out around one hundred "starter kits" each with a Summer Reading booklet, registration form, log sheet and a few other little "bits and bobs." Registration is going well. We're already receiving logs in person and by email.

The Summer Reading Program "kick-off" event was Ice Cream for All, held this past Tuesday. It was a gorgeous evening, not too hot and not humid, either. We had 160 "revelers" who made balloon sculptures with Jackie the Magician and enjoyed ice cream provided by a local businesswoman and her able assistant. Without any prompting, about half of the crowd went

first to Jackie while the other half "ordered" their ice cream and then they just quietly swapped places. The event served as the debut for this year's Teen Volunteers.

Earlier this month we had a weekend Family "Minute to Win It" program that was well received by attendees, and an afterschool "Avocado Pillow" making program (yes, you read that correctly!) that was loved by all the attendees.

### **Adult Services**

This has been a very busy month with patrons using our Study Rooms and the Adult Room tables for studying and work. We had numerous patrons using our printers, and the scan to email feature on the printer.

The library has a volunteer from Literacy Solutions NY, Inc. using our facilities to tutor a patron in English.

As usual our Adult Programs and Take and Make crafts are very popular.

### **Circulation Department**

This month our display was about Travel.

The Just Desserts book club met on June 15th to discuss *The Postscript Murders* by Elly Griffiths. 9 people attended.

Our 2 new Circulation Clerks, are learning our department quickly.

We notarized 51 documents in total this month.

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Respectfully submitted,

Jennifer M. Visione  
Office Manager/Administrative Assistant