

**West Nyack Free Library
Monthly Report
September 2022**

A. Administration

- Construction aid progress reports completed and submitted (Office Manager/Administrative Assistant)
- 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)
- New employee was entered into payroll system and staff email created (Office Manager/Administrative Assistant)
- Director search continues (interviews conducted)
- Approval of 2023 holiday closings

B. Buildings and Grounds

C. Technology

- RCLS/ILS/IT Contract was voted on, signed and submitted

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)
- A promotional table for the library will be setup at the Heritage of West Nyack Festival
- Participation in *The Great Giveback* Fundraiser (it has been promoted on our website, e-newsletter and flyers) a bin is setup for donations at the library for this cause

E. Staff Monthly Reports

Adult Services Department

The Saturday Movie Matinee programs have picked up in attendance. We are offering 2 movies each month and we often have a waiting list.

The adult programs are very popular. Patrons are enjoying our seasonal accu-cuts and coloring sheets.

The tables in the Adult Room are filled with patrons studying and working. Our wireless printing option is booming with our patrons. The scan to email feature on the copier is very popular and sought-after.

Circulation Department

A new page was hired.

Head of Circulation attended the CTUG meeting on September 21st.

Just Desserts Mystery Book Club meeting was also held. *The Maid* by Nita Prose was discussed.

Technical Services Department

Working with Amazon, Office Manager and Bookkeeper to change payment method on Amazon account from "Business Line of Credit" to "Pay By Invoice," as the former is being deprecated.

The phone in the community room was brought back. This allows staff to communicate with the room via intercom.

Service call for the elevator was resolved, albeit we were without an elevator from the evening of Monday the 19th until the afternoon of Thursday the 22nd.

Head of Technical Services attended CTUG meeting.

Respectfully submitted,

Jennifer M. Visione
Office Manager/Administrative Assistant