Manager's Report July 2023

Programs:

Summer programming includes ongoing passive and continuous programs, along with Take
Makes

- Seneca Park ZooMobile will be on August 18th 3-4 PM. (Invoice for \$192.00)
- The Tiny Art Show is underway. We have handed out most of the kits and paintings are beginning to come in.
- We will have a Stuffed Animal Campout in August.
- Summer programming has been a challenge there were no attendees for the Zen Garden Programs or the Friendship Bracelet Program. Friday's have been very guiet overall.

Administration:

- Budget kit was sent by OWWL.
- We have had a couple of concerns with paychecks accountant put hours in the wrong category and sent incorrect paychecks. Adjustments were made to the next paycheck. We discussed directly communicating needs for hours to be submitted early when the accountant is going on vacation.

Maintenance/Building:

N/A

Purchasing:

- I placed an order for additional print and non-print materials in July (Office supplies: \$49.88, Non-print materials: \$51.59, Print materials: \$184.83)
- Paper products were purchased from Wal-mart

Fundraising:

- We made \$264 in sales and \$7 in donations at the West Bloomfield Community Sale. Thank you to everyone who was able to bake and volunteer! (Money for deposit.)
- I have not heard back from the AH Church about a book & bake sale collaboration. Do we want to plan for one on our own in late August or September?
- What other thoughts are there for fundraising? Our goal from fundraising/donations/fund drive for 2023 was \$4000.

Community

- Our library hours are now included in the local Pennysaver.
- Article was published in the WB Community News.
- Received a thank you email from the WBHS for our participation in their sale. The organization donated the remainder of their books for sale to our library.
- We are now being featured on a Facebook page that highlights events happening in and around Honeoye. They are tagging us every week.
- We are collaborating with the Alex Eligh Community Center in Newark to support their summer program. They have borrowed our fishing poles and will send photos to promote their availability at our library.9