

June Assistant Director Report

Meetings/Community Events Attended:

- United Way Board meeting
- Alpena DDA Promotions Meeting
- Staff In-Service
- Alpena Gardens and Parks Committee
- America 250/Bi-Path Community Event
- Great Michigan Read meetings
- PLA Digital Pathways Cohort Call
- Michigan Walkability Institute Sessions and workgroup meetings
- Alpena Food Co-op Steering Committee
- One-on-one meetings with Tina and other staff members
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

Administrative:

- Recording deposits and depositing at the county courthouse
- Reconciliation of the Square account
- Reconciliation of the Ingram invoice, credit card statement, and the Amazon invoices
- Reviewed program proposals
- Reviewed status reports from Unique Management
- Filed 486 e-Rate form
- Coded and compiled bills for Carmen and Tina
- Updated July desk schedule
- Dealt with various patron issues
- MACC grant management
- Invoiced Friends for expenses
- Manage overdue hot spots
- Updated monthly circulation and programming reports
- Drafted donation acknowledgements
- Updated periodical subscriptions
- Edits and revisions on various documents sent to me for review
- Submit board meeting minutes to the county
- Updating subject guides for the website
- Emails/Phone/Calls

Marketing/Fundraising:

- PSAs and press releases for upcoming programs and projects
- Interview with HitsFM
- MACC grant and Summer Reading press releases
- Started marketing for the November author event

- Coordinating Digital Pathways programs with Carly
- Communicated closures to local contacts
- Scrubbed Constant Contact email contact list

Other

- Multiple desk shifts
- Directing and managing adult fiction merging and shifting project
- Researched Holocaust traveling exhibit
- Call with privacy booth vendor
- Researched pest control options for library books
- Responded to correspondence regarding programming requests and book requests
- Reviewed suggestions in the suggestion box and sent them to the appropriate staff members
- Reviewed book donations for adding to the collection
- Placed adult and youth fiction and nonfiction orders, DVD selections