Monthly Report- October 2026
Administrative Assistant

Meeting

- Board Meeting
- One Learning Leadership Lab Meeting
- Payroll Reconciliation Meeting With Hannah R. Schultz

Financial

- Calculated Bi-Weekly Hours For Payroll
- Created Payroll Summary Sheets
- BASIC Timekeeping and Payroll
- QuickBooks Online
- Reviewed And Entered Invoices
- Processed Checks, Coordinated Signatures, And Requested Money From County
- Reported and Processed MERS
- Created Monthly FOL Invoices
- Proofread Various Documents
- Filed Monthly Invoices and Payroll Reports
- Balanced First Floor Register Weekly
- Square Credit Transfer
- Payroll Reconciliation

Other

- Desk Shifts
- Created One Adult Display
- Created And Posted Signs For Library Closures/Late Openings
- Completed CLIO Requests
- Completed MEL Reports (Institutional Overdues, Paged Too Long, Received Too Long, Returned Too Long, Requested Too Long, In Transit Too Long, PII)
- Completed MEL Requests
- Reviewed Reshelving Transits And Pending For Hold Reports
- Emailed Other Libraries Concerning Damaged, Lost, And/Or Lost In Transit Items
- Filed RIDES Reports
- Completed Monthly Programming Inventory For The Board Report
- Completed Newspaper Inventory
- Created Monthly Maintenance Report for Matt
- Completed Monthly Office Supplies Purchase Request Form For The First Floor
- Created Excel Form and Mailed Out 113 Library Improvement Fund Donor Letters