Office Administrator’s Roundtable

Thursday, September 13, 2018

Hosted by Carolann Slayton @ Wallingford Public Library

After introductions, we engaged in a fun speed-networking activity. While Carolann distributed flyers and bookmarks from Milford Public Library, Deirdre Thomas from Milford discussed their upcoming program “Party In The Stacks” to be held in October and sponsored by The Friends of Milford Library.

This year’s CLASS Conference will be held on Friday, October 26th from 9am-3pm at Manchester Community College. The morning session will discuss the use of data and the afternoon will be a storyteller.

Amanda Stern is CLC’s new Events and Special Projects Manager. She has a public relations background with work experience as a specialist in a school system and in Avon Public Library. Amanda discussed a CT Humanities program, CT Center For The Book, and touched briefly on literary trails and the authors.

A representative from Baker & Taylor will be a guest speaker in a future roundtable. Baker & Taylor has moved from paper invoices to online billing. Please send all your questions to Carolann @ cslayton@wallingfordlibrary.org. Discussion centered on the transition process, the separation of duties (including the individuals responsible for ordering, receiving, processing the invoice and making payment), the challenges we each face working with our Finance Departments and how many towns prefer antiquated methods. It was suggested that Baker & Taylor offer a simplified process and to think about what we could do to make the process easier for them in return. The use of library and city credit cards were discussed and most in attendance have access to online banking in order to view their library’s monthly bank statements.

Attendees discussed what their responsibilities included. Some of the most common were A/P, A/R, financial reporting, tracking donations, record retention, booking meeting rooms, assisting with FOL, reconciling and maintaining petty cash, minutes for BOT meetings, working with fundraising software (NEON), and assisting with annual audits, just to mention a few. The hot topics were HR and on-boarding for new hires, and passports. Libraries could make a substantial amount of income in processing passport applications; but close proximity to the post office may not allow some to do so.

Amanda reminded everyone that CLC offers ear buds through Demco who offers the lowest price .89 cents.

At the end of our meeting we were given a tour of Wallingford’s Collaboratory, their 2,400 square-foot makerspace! The next Administrator’s Roundtable is scheduled to take place on Wednesday, November 14th. This meeting will be hosted by Cynthia Altieri @ Hamden Public Library.

Submitted by: Lynn Harlow / Russell Library