

MONTHLY REPORT

By: Nancy Kunz
Dept. Community Relations Librarian
Subject: Monthly Activity Report – November 2014
Date: 12/1/14

Library Publicity/Graphic Design:

- Created or updated approximately 17 flyers, booklists and signs
- Sent out December press calendar
- Compiled January press calendar
- Queued posts for Facebook and Twitter accounts
- Edited and queued blog posts
- Compiled calendar deadline schedule for 2015
- Posted Marilyn Johnson author visit on Patch.com and got story promoted to front page

Newsletters:

- Completed December calendars
- Began January calendars
- December Noticias

Meetings/Miscellaneous:

- 11/12 Presented at department heads meeting on “Meet the Media” workshop taken in October at Westchester Library System
- 11/17 Conducted Nook and Android eReader training with patron