

Systems Manager Report June 2025

- Liz Salonick has graciously volunteered to serve as the Systems Manager to replace Kathy Jankowski in September. Kathy will support Liz in this transition.
- Liz will work with Jackie to transition from the current Quickbooks account to the less expensive account offered by TechSoup.
- Lisa Snyder assisted with the Library's Summer Reading Kickoff on the boardwalk.
- Lisa will investigate replacing Square with the functionality in WIX.
- Phyllis Regotti worked with Jackie to balance Quickbook records with WIX records for the first time for advertising, donations, and sponsorships.
- Phyllis continues to provide reports for B&BCT from WIX.
- Kathy continues to make changes and updates to B&BCT WIX website and Constant Contact.
- Key Learning: There is an interface from B&BCT WIX to Constant Contact. However, Constant Contact has added a "feature" where one needs to log into Constant Contact and indicate that FOSCL has "implied permission" to send a person email from Constant Contact. If that indicator is not "turned on," email will not be sent to that person. Kathy has been turning this indicator on manually for new entries to Constant Contact. If entries are made directly into Constant Contact, that indicator is automatically turned on.