

**Director's Report
January 2022**

- A. Administration
 - Beginning of the year budget discussions with staff members
 - Interim plan assignments provided to management staff
 - All staff apprised of interim plan
 - State report completed (other than financial section to be completed by Berard & Associates by 2.15.22)
 - Implementation process of FSA plan has begun by the Office Manager/Administrative Assistant
 - Audit performed; waiting for report

- B. Buildings and Grounds
 - See separate report

- C. Collections
 - 2022 purchasing has begun

- D. Technology
 - New copier should be coming at the end of February

- E. Public Services
 - Walkway Fundraiser

Staff Meetings – January, 2022

Rockland County Directors, January 6	Rhonda
Meeting with New City Director, January 6	Rhonda
RCLS Director's Association, January 12	Rhonda
RCLS ILS Meeting, January 18	Dina
RCLS Paid Leave under COVID, January 19	Yixsi
RCLS Annual Report Workshop, January 21	Rhonda
ANSER Meeting, January 24	Rhonda
Staff Meeting	Rhonda, Carmela, Yixsi, Jennifer, Myrna,
Weekly Manager Meeting to discuss interim plan	Rhonda, Carmela, Dina, Myrna, Jennifer, Yixsi, Susan
Department Head Meeting, December 27	Rhonda, Jennifer, Myrna, Susan, Dina, Carmela, Yixsi