

## Monthly Report February 2022

### A. Administration

- State report completed and submitted to Stephen Hoefler at RCLS(financial completed by Berard & Associates) – See copy attached
- Implementation process of FSA plan has begun; documentation has been provided to eligible staff members. Information will be inputted into the iSolved Payroll system
- Audit performed, waiting for report

### B. Buildings and Grounds

### C. Technology

RCLS IT & ILS Support

### D. Public Services

- Spring Newsletter layout has been completed & edited. Submission to the printer and mailed out to Clarkstown residents shortly

### E. Staff Monthly Reports

#### **Adult Services**

Adult program attendance total was 110 (patrons who attended virtually or participations). Our two Take and Make craft programs had 20 registrations each, and a waiting list.

#### **Youth Services**

Grab and Go Crafts are still in great demand. Even with increasing the number from 36 to 48 we run out of them within a week of making them available

"Mystery Books" (all genres wrapped in white paper with red bows) are enjoyed most by our avid readers. One young reader asked anxiously if she could take more than one - Yes!

Children's Staff are watching the recording of *An Ocean of Programming Possibilities: Children's Summer Reading Workshop* that was held earlier this month. We hope to get new ideas for the Summer Reading Program 2022.

Patrons are enjoying the doll house exhibit in the Children's Display Case.

#### **Circulation**

*No. 1 Ladies' Detective Agency* was discussed at the Just Desserts Mystery Book Club. 8 people attended.

The Circulation staff are happy to report that our department has been significantly busier since New City Library moved to a smaller location.

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**Staff Meetings/Workshops – February, 2022**

Manager's Meeting, February 8	Jennifer Visione, Dina Rosco, Carmela Fiore, Susan Ferber, Myrna Sigal, Yixsi Echavarria
Manager's Meeting, February 15	Jennifer Visione, Dina Rosco, Carmela Fiore, Susan Ferber, Myrna Sigal, Yixsi Echavarria
Flexible Spending Account Meeting on Teams, February 15	Jennifer Visione, Yixsi Echavarria
Flexible Spending Account Training Webinar, February 28	Jennifer Visione

Respectfully submitted,

Jennifer M. Visione