

Monthly Report March 2022

A. Administration

- Implementation process of Flexible Spending Account has been completed
- Carry-over PTO for managers will be extended for six months (March 2022 until September 30,2022) It will be manually calculated by the office manager
- Audit completed. Presentation will be given at this meeting

B. Buildings and Grounds

- Engrave A Paver project is underway. Pavers will be picked up and Paul Bitts will be contacted for installation.

C. Technology

- New copier was installed

D. Public Services

- Spring Newsletter has been completed and mailed out to Clarkstown Residents
- E-Newsletter sent out weekly
- What's new page updated monthly

E. Staff Monthly Reports

Children's Services

One member of the children's staff wrote: The highlight of my day yesterday was a boy who came in with three plastic trash bags. He had to do a science experiment for school and see how many encyclopedia volumes he could put in each of them. I'm not sure if he was supposed to go by weight or physically how many the bags would hold but it was interesting to watch him and his dad putting them in the bags and then returning them to the shelf. A new use for the World Book!

Lots of kids came to the CR to hunt for the leprechaun who was in a new place each day. We ran out of Shamrock necklaces and had to substitute another prize - nobody cared - the fun was in the hunting.

At least 15 homes have small pots of lettuce and/or shamrock sprouts growing. Those are the ones whose families picked up a bag of planting supplies and followed directions on the Go Green video that we created and posted. We don't know how many other families used their own supplies and have growing sprouts as well.

Circulation

This month the Just Desserts Mystery Book Club was hosted on Zoom. 7 people attended. The book *Murphy's Law* by Rhys Bowen was discussed.

The display at Circulation was "Wearin' of the Green- Happy St. Patrick's Day."

A template for MessageBee was set up for our Renewal Reminders and Overdue Notices.

Respectfully submitted,

Jennifer M. Visione
Office Manager/Administrative Assistant