

## Monthly Report May 2022

### A. Administration

- Construction Aid Grant Workshop given by Fiscal Manager, Stephen Hoeffler at RCLS attended by Office Manager/Administrative Assistant
- Director's interviews are continued to be conducted by board of Trustees including Office Manager/Administrative Assistant
- Payroll executed on a biweekly basis (Office Manager/Administrative Assistant)
- Pension contributions submitted (Office Manager/Administrative Assistant)
- Bank Deposit (Prepared by Office Manager/Administrative Assistant)
- Personnel – Two Circulation Clerks and Custodian recently hired (New hires entered our internal system and email accounts created by Office Manager/Administrative Assistant)

### B. Buildings and Grounds

### C. Technology

- IT Audit from RCLS complete

### D. Public Services

- Summer Newsletter has been printed and sent out to Clarkstown residents (Office Manager/Administrative Assistant)
- E-Newsletter sent out weekly (Office Manager/Administrative Assistant)
- What's new page updated monthly (Office Manager/Administrative Assistant)
- Website updated on a daily basis (Office Manager/Administrative Assistant)

### E. Staff Monthly Reports

## Children's Services

In late April, we received a phone call from West Nyack Elementary School telling us that they were having in-person Kg orientation, and asking whether we would prepare library packets as we had done in previous pre-Covid years. We reached out to Bardonia & Strawtown schools and they wanted the packets as well. We sprang into high gear, ordered the materials that we needed, and prepared 119 packets three days before the requested date in early May.

Lego Challenge was part of our spring series of after-school programs for 6-11 year olds. Parents brought younger siblings who were unhappy to watch and not participate. Just in case this happened, we were ready with a Lego game that we had prepared that they could play with a parent in the Community Room annex. Everyone was happy. One New City grandfather called to say what a great time they had!

Children's Dept held their first in-person meeting since Covid. Schedules were adjusted so everyone could attend.

Seen - a young teen and his mom walking down the stairs trying to figure out mathematically, how many items are in the collection (#shelves X #items per shelf). He really wanted to win the May Guessing Jar contest.

### **Adult Services**

Attended a virtual APOC Meeting on May 10. The meeting is for the Adult Programming Outreach Council from RCLS. We discussed Summer programming.

Attended a SEAL 101 Training on Zoom on May 25. This meeting was for Interlibrary Loans. (SouthEastern Access to Libraries) SEAL is a service of Southeastern NY Library Resources Council. I am now handling ILL's for the library since Carmela left.

The adult library programs are having good attendance rates both in person and virtual.

The Adult Room is experiencing an increase in people using our public computers and using the Adult Room to study.

### **Technical Services**

Service calls to electrician, plumber resolved. Service call for elevator in progress. An appointment for the elevator to be serviced & inspected must be made soon to avoid violation. I have made several calls to the relevant parties.

Interviewed & hired custodian position pending background check.

Attended SEAL webinar.

Have grown accustomed to placing office/custodial item orders.

Ready to begin ordering library materials.

Settling into new role nicely.

### **Circulation Department**

Attended the CTUG meeting on May 4th.

Just Desserts Book Club on May 18th. The patrons enjoyed meeting outside on our new patio. We discussed The Lions of Fifth Avenue by Fiona Davis. Nine people attended.

Attended a webinar on Message Bee at the end of April. We've begun sending more personalized email notices to our patrons as of May 18th using this service. I've been working on the settings for our library's notices.

Our book display featured library materials for "National Pet Month. "

We've become an important location for Notary Services. Between the three notaries, we notarized 34 documents this month.

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Respectfully submitted,

Jennifer M. Visione  
Office Manager/Administrative Assistant