

2021 November Adult Reference Report

Reference will be offering a Winter Reading program called Warm Up with a Good Book Winter Reading Challenge. Participants who report on 4 books by February 28 will receive a mug with hot cocoa mix.

We are hosting a Zoom program with Author Kristin Harmel on January 12. She will be discussing her novel, *The Book of Lust*.

We will be hosting an Introduction to Foundation Directory for Nassau County Library staff via zoom on December 2. A representative from the Foundation Center will run the program.

Starting January, we will begin in a Drop-in Tech Help program where patrons can bring in their devices and learn how to access our streaming services. Each program will focus on a different tech tutorial.

I attended a program hosted by NLS called, A Library's Guide to Homelessness with guest speaker Ryan Dowd, executive director of Hesed House Shelter in Chicago and author of ALA's "The Librarian's Guide to Homelessness. Ryan discussed managing problematic behavior with compassion and offered practical skills for de-escalating conflict and gaining voluntary compliance with rules. I found the program very informative and helpful in dealing with specific situations we experience in the library.

2021 November Technical Services Report

Best Sellers Club - We have a total of 48 people registered for the club. We had 43 in the previous month.

- Our processing contract with Midwest has been reviewed, and I am happy to report that the processing costs have decreased for our items.
- Jackie Colello and I attended the Homelessness Training offered by NLS. It was a very informative and educational program.
- Baker and Taylor continue to have delays in their shipments.
- We are continuing to purchase non-fiction books from Barnes and Noble - Manhasset.

2021 November Media/Innovation Station Report

- Optimum was notified about the internet connection dropping on the lower level. A signal leak was found and repaired.
- The new digital microfilm reader was delivered and installed. The Media and IT staff are being trained. Patrons are using the machine. The printout capabilities and saving capabilities are a wonderful upgrade. The ADA features make it more accessible.
- Wisdom Lane School had a class visit in the Innovation Station of 8 students using the 3D doodlers.
- The Media Department assisted the Children's Department with their 3D Doodler program.
- The Cricut was used to decorate the Toys for Tots box and the signs for the Eatery.

2021 November Children's Report

Maryanne hosted an in-person in-door Bingo Program for our elementary-aged patrons. The children had a great time yelling out "bingo!" and winning prizes.

Nancy conducted an in-person in-doors Baby & Me and All Together Now Storytime. We purchased pumpkins for the children to pick a pumpkin in our "patch."

Samantha presented an in-person in-door Diwali Celebration program. The children learned about the festival, watched a video made by one of our teen volunteers who showed them how to apply henna along with the children making a diya.

Melissa conducted a live virtual Bedtime Books and Bites program where the patrons picked up a craft to do together at home along with a list of ingredients to make a snack to enjoy while Melissa read stories.

We are continuing to offer our programs on all different platforms to help accommodate everyone's comfort level along with schedules. Patrons have complemented the record video programs where we provided a take-home kit because of the convenience of doing it at their leisure.

2021 November Young Adult Report

Programming

- **College Access programs**

1. SAT Crash Course- To better prepare students for the SAT, YA replaced the SAT Study Group program with SAT Crash Course, so students can practice with some frequently appearing test questions and learn about the essential test strategies.

2. Math Study Group- Due to the low enrollment and attendance, the Math Study Group will end in December. Starting in 2022, Teen Services will only offer the standard test preparation, such as SAT and New York State Regents Review Course. Tzu Chi, the same nonprofit organization that helped us with the Math Study Group, will provide SAT and Regents courses.

3. Meet the Professionals- Teen Services continues to recruit professionals to share their experiences through zoom interviews. Some of the recorded and upcoming interviews are, November 2021: Construction Management (Calgi Construction) December 2021: Nurse (pediatric nurse, Rocky Mountain Hospital for Children, Colorado) January 2022: Pharmacist (the United States Public Health Service Commissioned Corps)

- **STEM Academy**

The grab-and-go STEM programs in September and October have all reached full enrollment. Parents are pleased to see the programs we offer to teens are both educational and career inspiring.

2021 November Custodial Report

Attending to daily needs of the library:

Continue with deliveries NLS, UPS, etc., and Book Bins emptying, changing light bulbs and ballast as needed.

Dusting/Cleaning/Disinfecting

Lawn Care; Hourly disinfecting high traffic area; hourly bathroom sterilization

Corkery Electric- price on replacing emergency lighting ballast and backup power / waiting on parts. children's office hall **completed**

PR- Moved filing cabinets back into Public Relations storage.

Malvese- lawn mower tire replacements proposal received on 10/6/21. **completed**

Accurate Fire Equipment- scheduled for October 25 for extinguishers year inspection. **completed**

Corkery Electric- disconnected EM in reference loud buzzing sound from battery backup/waiting for the price on repair / also having them look at motion switch in boiler room not working properly turning off) waiting

Lower Level Door- adjusted door Rixson super slow closing, back entrance . 10/27/21, should last until doors are replaced.

Reference Area- replaced can lighting ballast. .10/27/21

Meeting Rooms 1&2- Completed removing stored items. 11/1/21

Back Lower Walkway- Post lamp out, order new bulb, installed.

Clocks- change batteries after the time change. 11/9/21

Tyco- Johns Controls- called in for communications failure. 11/12/21

Long Island Lock & Alarm- Called for a quote to replace key and or cylinders to match the outdoor master.

2021 November Circulation Report

- The Circulation Department continues to check in materials delivered to us from NLS and items returned to the desk and in the book drop. We continue to call all patrons who have materials on hold to offer them a contactless pickup appointment. Our total number of appointments to date is 3,694. We search the send item list twice a day.
- We have accepted 11 Adult and 7 Juvenile passport applications since the last report.
- Jillian Smith, Meriem Laradji, and Keith Britton helped the PR and Media Department get the Newsletter ready for mailing.
- We collected 198 items for Last Hope Animal Shelter during the Great Give Back. They were very grateful and appreciative of everything that was donated.
- Since the last report, we have issued 75 Adult cards, 20 YA cards, and 80 Juvenile cards. Jewel Roldan has been making Juvenile cards for the Children's Department who have been working with the schools setting up virtual class visits. We have transferred one digital card to a physical card since the last report.

2021 November PR Report

- We continue to update signs relating to the library construction progress and COVID guidelines.
- We held several hybrid programs (in-person & Zoom) with success.
- Due to popular demand, we added second classes to both the Witch's Hat and Winter Gnome ceramic craft programs.
- We participated in a combined effort of 7 libraries to run a series of "Starting a New Business" workshops on Zoom so we could defray the cost for each library. The workshops were presented by SCORE.
- We assisted LICIL (Long Island Center for Independent Living) in coordinating and hanging their student's artwork.
- We have purchased more tickets and got a second bus for the bus trip on December 8, 2021, to Radio City Music Hall's "Christmas Spectacular Show." We are having a combined bus trip with Seaford Public Library, as per the request of Seaford Director Frank McKenna, to train someone new to run their bus trips.
- We obtained the permits and had the fees waived by Councilman Dennis Dunne for Veterans Memorial Park and a showmobile for the library's contribution "Salute to the Military Expo" on May 21, 2022 Levittown's 75th Anniversary Celebration. We have also created forms to get participants for the event.
- We had a successful day with the TOH and Mt. Sinai Hospital Vaxmobile on November 9. People could get a 1st, 2nd, or booster shot. The event was held in Veterans Memorial Park, and we were very fortunate with the weather. PR handled a tent to hand out water and snacks.
- We held our first in-house Empire Driving Safety Class since the start of Covid-19, and it was fully attended with social distancing in meeting rooms 1 & 2.
- The January/February 2022 newsletter is in the editing process.