

## **2021 December Adult Reference Report**

- On December 2, we offered a zoom program for staff of Nassau County Libraries titled "Introduction to Foundation Directory." We had 17 participants.
- The Hunter Business School Nursing Department would like us to provide their students with Medical resources the library has, either by databases or books. After speaking to their Department Head, we will create a PowerPoint presentation highlighting our collection, how to access the collection, and offer them a virtual tour of the library.
- Reference completed purchasing the Central Library CBA/CLA non-fiction titles for the library.
- The December 15 book discussion of *Behind the Beautiful Forevers* by Katherine Boo had 7 participants.
- Passport applications processed for November: 12 Adult, and 6 Children

## **2021 December Technical Services Report**

- Best Sellers Club - 48 people are registered for the club.
- I was elected to be a Director on the NCLA Executive Board. The term is for two years, beginning in January.
- Notary Schedule - I am updating and coordinating this weekly.
- Baker and Taylor continue to have delays in their shipments.
- We continue to edit and update item records that have inconsistent call and volume numbers. We are also verifying that the items are still in our possession.

## **2021 December Media/Innovation Station Report**

- Two Hotspots needed to be turned off for patrons not returning.
- Patrons can extend their time on the public computers if no one is waiting.
- The Empire driving classes have started on Saturday mornings.
- Circulation on the Hotspots and GoPro cameras are increasing.
- The homebound deliveries have been adapted to the holiday schedule.
- The Innovation Station has been busy with patrons and programs.

## **2021 December Children's Report**

We started offering our nightly family Pajama Storytimes in person again. We had a great turnout and will continue offering these monthly pajama meetups!

We are taking full advantage of our Innovation Station and held another 3 Doodler Program where the children got creative with their 3D pens with help from our librarian and staff from the Media Department.

We continued our yearly tradition of Gingerbread House Decorating by hosting a live virtual family night on zoom. It was so nice to see the families on their screens and to be able to continue to offer this program in a safe and convenient way for our community.

We will again celebrate New Year's Eve with a Take & Make Countdown craft. Maryanne will also provide an in-person Noon Year's Eve program on December 30.

We have been busy getting our Winter Reading Club ready for children to enjoy during January & February. The children will receive a winter map of activities and can come to collect a bag of goodies once completed.

## **2021 December 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 3,716.
- We search the send item list twice a day.
- We have accepted 2 Adult and 12 Juvenile passport applications since the last report.
- We have issued 66 Adult cards, 12 YA cards, and 31 Juvenile cards since the last report. We have transferred one digital card to a physical card since the last report.
- Most of the clerks in the Circulation Department have begun working on the Existing Agent Training for passports. We have also started working on the Kantola Trainings.
- We would like to congratulate Eileen Schmidt on her Retirement!! We will miss her greatly but wish her all the best.
- Finally, I would like to mention that we have received many positive compliments about the front entrance. The patrons are very happy to enter through the front doors again.
- Happy Holidays and a Happy, Healthy New Year to all of you!

## **2021 December Young Adult Report- Presented by Jessica Carruba**

We are excited to announce that Samantha DiPietro and our Meet the Professionals program series received the 2021 Excellence in Young Adult Services Award for Most Innovative Program. The award is given annually by the Young Adult Services Division of the Nassau County Library Association. Samantha received a gift card and a certificate. We look forward to continuing this program in the future and inspiring viewers to pursue their professional passions!

### **Programming**

Our take & make craft kits continue to be extremely popular. Our registration numbers have been steadily climbing, and programs have been filling up quickly. In the case of the **Give Thanks Pillow**, we purchased additional crafts for the lengthy waitlist. Moving forward, we plan to purchase a greater number of kits when able to provide for as many teens as possible. **Free Comic Book Day** on Saturday, November 13, was a big hit, with 150 comic books distributed to patrons of all ages. We appreciate the collaboration with the Reference Department and their help ordering and distributing the adult comic books. The first meeting of **Write it Out**, our creative writing group for teens in grades 6-8, took place in person on Monday, November 8. Moving forward, sessions will be open for grades 6-12. Our next **Meet the Professionals** features pediatric nurse Mary Jane Mortensen. Upcoming videos will be with a pharmacist, a social worker, and an I.T. professional. We will resume the **SAT Crash Course** beginning January 25 and ending March 10. Our fourth and final **Courageous Parenting** session for this year will be December 28.

Amy has been doing a great job keeping up with our many virtual community service submissions. We received 76 community service submissions in November 2021. On December 27 and December 29, we will offer our first in-person community service program since the pandemic began (**Kindness Buttons**).

### **Staffing**

We're happy to welcome Noureen Qadir-Jafar to the Young Adult Department! Noureen has been a great addition to our team. Samantha DiPietro will work full-time in the Children's Department beginning in January. While we're sad to lose her, we're excited to still have her at the LPL and grateful for the hard work and dedication she has contributed to the Young Adult Department.

### **Displays**

Our current winter displays in the Round Room and outside the Teen Lounge includes snowmen made from discarded books. We hope they will encourage our patrons to smile and "chill out" or "cozy up" with a good book!



## **2021 December 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.

**Connelly & Son-** Main backflow valve replaced / leaking. **completed.**

**Corkery Electric-** disconnected emergency light in reference (stacks) 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 )( motion sensor working). **repaired 12/1/21.**

**Tyco- Johnson Controls-** called in for communications failure. 11/12/21 **completed.**

**Long Island Lock & Alarm-** Called for a survey to replace key cylinders to match the outdoor master upper level.

Proposal received 11/23/21 **completed.**

**Corkery Electric-** waiting on the price to replace or repair two overhead garage lights.

**Custodial Department-** (instructions) made a short video on:

- clocks setting and battery replacement regarding the Visiplex clock system
- new hands-free soap dispensers battery and filling operation
- changing a T5 ballast including turning power
- replacing belt on a vacuum, checking roller bearings, and direction of belt movement

**Storage-** Compact storage handle broken sheer key on drive Shaft key / ordered. / **repaired.**

**Children's-** took school artwork down / artwork replaced.

**Lobby-** replaced two lobby Ballast 12/8/21 **completed.**

**Vacuum-** Replaced belt on a broken vacuum and returned to service.

**Lower level emergency lighting-** tested lower level by activating the test button 12/10/21.

**Children's Area-** additional shelf added as requested.

## **2021 December PR Report**

- We continue to update signs relating to the library construction progress and COVID guidelines.
- PR assisted with the Levittown Chamber of Commerce Tree Lighting on Monday, December 6, and of course, Hitomi made her famous hot chocolate for everyone to enjoy!
- The library bus trip to the Radio City Music Hall "Christmas Spectacular Show" on Wednesday, December 8, was a wonderful day. Hitomi and I escorted 53 people from Levittown (full bus) and helped Seaford Library accompany 30 people. Everyone could walk around after the show and enjoy eating, shopping, and NYC holiday sightseeing.
- The January/February 2022 newsletter has been sent to the printer.