

2022 April 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 areas; hourly bathroom sterilization

Corkery Electric waiting on one garage overhead light to be replaced.

East Ramp ,West ramp closed ramp off for road and sidewalk construction as per Director 3/16/22 / reopened.

Library Floors Removing COVID floor directional stickers and wiping with carpet wipes to remove any residual glue. Completed 3/24/22

Long Island Lock Reference Office Door lock broken/waiting on long island lock for the replacement price. Completed 4/18/22

Reference Bathrooms ordered two paper towel dispensers to be replaced due to fire.

Circulation office Book Lift failure to operate to the lower level , adjusted switch, inefficient play in switch, WD-40 track, working as of now, will keep an eye on.

Computer Room Led 2x2 Internment failure due to lose feed connection. Corrected

Mechanical Room ordered new indicator bulbs 755 for all pumps 4/7/22 installed.

Patio Power wash as requested.

Children's Room Placed order for 1inch corking strips to hang artwork

A&B called the project manager to have the door lock tightened / cylinder spinning

Tyco - Johnson Controls called to evaluate the smoke heads in all renovated bathrooms, concerned it took too long to trigger the alarm on bathroom fire. Completed.

Young Adult Office installed wall fan as requested 4/19/22 completed.

2022 April Circulation Report

We continue to check-in materials delivered to us from NLS, and the items returned to 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 3,799. We search the send item list twice a day.

We continue to assist patrons who call or walk in and want to register for a program. We collect the fees due for the program or trip and hand out any crafts or supplies the patron would need for a zoom program. The seed library has resumed through the Reference Department. At the circ desk, we hold the seeds for patrons that requested them online through Reference.

Passport appointments have continued to increase. Since the last report, we have accepted 14 Adult applications and 39 Juvenile applications.

Since the last report, we have issued 137 Adult cards, 38 YA cards, and 140 Juvenile cards. Some of the YA cards and Juvenile cards were given to the YA and Children's departments for upcoming class trips. We have transferred five digital cards to physical cards since the last report. Elizabeth McDonald and I continue to answer emails from patrons on how to renew or replace their physical or digital cards.

The majority of the Circulation Department attended a customer service training session with Nicole Scherer from NLS. She was a great speaker and very interactive with the staff. The training was more relatable since she has worked in libraries for so many years.

Joanna Dinh, Omar Pineiro, and Nicole Bonelli have all helped out YA and Children's with some of their indoor programs.

Nicole Bonelli resigned from her position as a page. We wish her all the best. We want to welcome our new pages, Lisa Zappalla and Aileen Shannon, and our new part-time clerk Jefferson Lopez.

2022 April Media/Innovation Station Report

- The new Karaoke Machine is circulating to the public.
- We received the new Pitney Bowes mail machine.
- Alex Benetos a part-time clerk in Media, will be leaving.
- We are interviewing for a new part-time clerk.
- Rob McCartney is making 3d signs for YA and Children's ans Reference with the 3d printer. See attached-
- Media is working on Cricut and button maker projects for YA.
- Benjie Pancho attended the Kiwanis meeting with Trina for technical support.

2022 April Children's Report

In celebration of National Library Week, we conducted a game where the children guessed how many books are on the shelves in the Children's Room. We had two winners who received a bag filled with arts & crafts.

In addition to our guessing game for National Library Week, we also put out a *Take and Make Your Own Journal* craft to get the children excited about writing some of their own stories!

We put out a Garden Planter that the children could decorate in honor of Earth Day. It included soil and seeds as well.

We started putting out toys in our room. We purchased a variety of new toys that can easily be wiped down, and we are sure the children are going to enjoy playing with them all. Our play kitchen is already getting lots of use!

We have partnered with the YES Community Counseling Center, bringing workshops for parents, caregivers, and their children. The April session went well, and we are offering more workshops in May and June.

2022 April Adult Reference Report

- Lisa See, who wrote *The Island of Sea Women*, will be speaking to the community on June 8, via zoom.
- Adriana Trigiani has been scheduled for August 3 at 7:30 to discuss her new novel, "The Good Left Undone." This program will be a zoom program.
- Joan held a book discussion on April 20 with Ellen Feldman's novel, "The Living and the Lost." Ellen will be this year's LI Reads guest speaker on May 1, at Plainview-Old Bethpage Library.
- On April 6, Valerie and Christian presented a PowerPoint presentation to Hunter Business School Nursing Division via zoom. The PowerPoint consists of the material we have at the library, databases, and how the students can access the material for their classes and assignments.
- Seed Library statistics as of April 19: 186 patrons have participated, with 1632 packets of seeds having gone out.
- Passport statistics: As of April 18: There have been eight adult and 19 children applications processed.

2022 April Young Adult Report

- On Tuesday, April 12, we welcomed a special education class from Jonas Salk Middle School. There were eight students and eight adults. The teens received their YA library cards, toured the Teen Lounge and Children's Room, enjoyed crafts in the Teen Lounge, and ended their visit by checking out books from the Children's Room.
- In honor of National Library Week, Victoria created a display using QR codes to directly bring patrons to our website to showcase our services, including Hoopla, Libby, our museum pass program, etc.
- We had a great turnout for our March guessing games. There were 24 submissions for our "Bunny Hunt" contest and 20 for our Women's History Month "Who Am I?" display.
- We received a total of 174 community service submissions for March 2022.
- The Teen Lounge now has an Art Cart! It is stocked with various crafting supplies for teens to enjoy while they are here. We are excited to offer them a new way to engage with the library and have fun in the Teen Lounge.

2022 April PR Report

The Town of Hempstead's Easter Egg Hunt was held on Saturday, April 9, 2022, and was very successful despite the rain! Hitomi prepared the hot chocolate, and Shayne and I handed it out to the public. Gerard from custodial, Shayne, and Rusel Greller helped put up the library tent to keep us dry. Steve Dalton was also present and helped hand out the bags the library donated for children to collect eggs.

Hitomi and Rob McCartney created a slide show of the students' artwork from Wisdom Lane Middle School, which is currently on display in the library for April and is on our website and the school's website. I contacted the Elected Officials for certificates for the Wisdom Lane Middle School art students.

The AARP Tax-Aide volunteers prepared tax returns for 235 patrons.

Hitomi has revised TixKeeper for the museum passes and the "Library of Things."

I attended a customer service workshop, and both Hitomi and myself have been completing the online Kantola courses.

I completed the May-June Newsletter along with the Adult Programming.

I have attended the Levittown 75th Anniversary Committee Meetings at the VFW.

Joan Galante and I held a "Salute to the Military Expo" meeting with several representatives from local Military Organizations on April 22. I previously mailed the flyer and applications we created to over 50 organizations, and they are on the website. The band TRIBE has volunteered to perform music during the Expo.

2022 April Technical Services Report

- Best Sellers Club - We have a total of 53 people registered for the club. We had 50 last month.
- Notary Schedule - Is being updated on a weekly basis.
- Baker and Taylor continue to have delays in their shipments.
- On Apr 18, 2022 I attended the Technical Services Monthly Meeting. Topics that were discussed included
 - Monthly training for staff members.
 - How and when to open a help desk ticket.
- We are in the process of updating the Folk & Fairytales section in the Children's Room.
- We are adding Children's Binge boxes to the collection.
- I am working with Maryann Ferro to add various items to the Library of Things.



