

2022 May Children's Report

To celebrate Asian Pacific Heritage Month, we put various books on display along with coloring sheets and activity pages.

During Children's Book Week, children could create their own bookmarks. After handing in their completed creations, they got to pick a prize from our treasure chest. We will select two winners, and they will get an extra special prize along with their bookmark being printed and displayed in the Children's Room.

In celebration of May 4, Star Wars Day, we created two Star Wars-themed take and make crafts using paper bags and a display of books and coloring pages.

To honor the special women in our lives, we provided a Chocolate Lollipop Bouquet craft and a foam flower vase craft.



2022 May Adult Reference Monthly Report

- For the Salute to the Veterans Expo on May 21, Joan has scheduled four authors to discuss their books:
 - Jack Bilello is a Vietnam veteran who has written several works of fiction and nonfiction, including *American Patrol* and *Bonds of War*.
 - John Bosco is a Levittown resident and a US Air Force veteran. He has written an autobiography entitled, *A Walk in the Twilight: A Librarian Searching for Questions*.
 - Linda Maria Frank has written several works of fiction, including *The Mystery of the Lost Avenger*, about unraveling the mystery surrounding a World War II fighter plane
 - Dwight Jon Zimmerman is a bestselling and award-winning author and military consultant who has written more than fifteen books, including *The Vietnam War: A Graphic Novel*.
 - On May 10, Valerie, Christian, and I presented another 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. 14 students attended the class. The students were then provided with digital cards to access the databases.
- On May 17, Trina, Maryann Emily, and I visited The Bryant Library's Local History Collection. Carol Clarke, the library's archivist, gave us a tour of their local history archive collections.
- One-on-one drop-in tech help begins on May 9, and June 6.
- Valerie will be holding an Introduction to Microsoft Excel Class on May 25.
- Seed Library statistics as of May 18: 272 patrons have participated, with 2272 packets of seeds having gone out.
- Passport statistics for April: 46 applications were processed.
- ESL classes for April had 31 students in attendance

2022 May Circulation Report

We continue to check-in materials delivered to us from NLS, and the items returned to the book drop. We are still calling all patrons who have materials on hold to offer them a contactless pickup appointment. Our total number of appointments to date is 3,816. 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. We are currently distributing bracelets to patrons who have registered for the performances on Saturday, June 4, 2022. We continue to hold the seeds for patrons who requested them online through Reference.

Since the last report, we have accepted 11 Adult applications and 32 Juvenile applications.

Since the last report, we have issued 100 Adult cards, 20 YA cards, and 40 Juvenile cards. We have transferred 4 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.

Jaclyn DeClemente, Corinne Stearns, Jillian Smith, Meriem Laradji, Lisa Zappalla, and Aileen Shannon all helped the PR and Media Department get the newsletter ready for mailing. Jillian Smith and Joanna Dinh have helped out YA with some of their programs.

2022 May Technical Services Report

- Best Sellers Club - We have 53 people registered for the club.
- Notary Schedule - Is being updated on a weekly basis.
- Technical Services Monthly Meeting -On May 16, I attended the Technical Services Monthly Meeting. Topics that were discussed included:
 - The standardization of Call Numbers and how it would help to run reports and with the floating collection.
 - And how libraries are keeping track of their orders. Since we use the acquisitions module for most items and those that do not we manually enter them, this is not an issue for us.
- Children's Video Games - We are in the process of adding Children's Video Games to the collection.
- Library of Things - We added the Gimbal Stabilizer, Bluetooth Speaker, Memory Card Reader, and the Portable CD Player this month.

2022 May Custodial Report

Attending to daily needs of the library: Continue with deliveries NLS, UPS, etc. and Book Bins emptying/quarantine cycle; Dusting/Cleaning/Disinfecting.

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

Corkery Electric waiting on one garage overhead light to be replaced. check hallway sensor or add one, see if they can use a key switch for the back door alarm outside of custodial instead of TS

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

Children's Room Placed an order for 1inch corking strips / installing / Completed

A&B called the project manager to have the door lock tightened / cylinder spinning. Also, men's bathroom sinks are not working.

Reference Bathrooms Global order sanitary disposal collection box for the bathroom due to fire. installed / completed .

Director Office deliver furniture installed 5/4/22

J&J filter and belts HVAC - add metal 1/4 inch high to make sure filters didn't fall out 5/6/22 completed

County Controls Spring start-up maintenance / completed 5/11/2022

Trim Hedges one section each day as per usual. west 5/16, south side 5/17

Malvese Called for pricing on maintenance on snowblowers, lawnmowers, etc.

2022 May Young Adult Report

- We received a great response from the teens who attended Comics Club on April 27. They discussed *When Stars are Scattered* and wrote letters to refugees. The letters were mailed to Refugee Strong, the organization created by the book's co-author. We were thrilled to see Refugee Strong leave a positive comment on the photos from the program that were posted to the Library's Instagram account.
- On Thursday, May 5, Noureen attended a webinar discussing the New York State Performers & Programs Database. The Database provides contact information for a variety of performers, as well as the names of the libraries where performers have offered programs.
- I attended the virtual program "Suicide Prevention" offered through NLS on Thursday, May 12. It was presented by the Long Island Crisis Center. The speaker discussed mental health and suicide statistics (suicide is the second leading cause of death for young people ages 14-24), warning signs, how to help, and the resources provided by Long Island Crisis Center, including a 24/7 hotline and chat service. We requested cards and brochures from the Crisis Center that we will put out for the public when we receive them.
- We are weeding the YA Fiction collection and plan to have it completed before the end of the school year.
- Our old iPads have been replaced with new mini iPads that we look forward to using for future programs.
- Our Round Room has been a busy location, with the Art Cart, in-house Wii, and board games getting more and more usage.



2022 May Media/Innovation Station Report

- The library has been adding more new items to the Library of Things
- The Pitney Bowers mail meter has been updated with a newer model.
- Samantha Kennedy has been promoted from a part-time page to a part-time clerk.
- Dominique Fiorenza and Daniel Schumacher worked with the children on Bring your Children to work day in the Innovation Station. Everyone had a wonderful time.
- Rumaysa Islam assisted the Children's Department in their 3d doodle program.

2022 May PR Report

- Hitomi contacted outside organizations and groups that have utilized our meeting rooms and scheduled them through this year's end.
- All of Levittown School Artists' certificates from Elected Officials were delivered to the school and given to the students. I emailed invitations to the Elected Officials on behalf of the Levittown School District for them to attend the High Schools art shows. I also emailed them an invitation to attend the Library's Salute to the Military Expo.
- We continue to submit the library's events to local papers, outside websites, and the Town of Hempstead.
- The May-June Newsletter was labeled and delivered to the post office for mailing.
- Joan Galante and I held the final "Salute to the Military Expo" meeting with the representatives from local Military Organizations on May 9. We currently have 17 organizations that will have tables and the library for 18. We have 4 authors and 3 artists. We have items on display from the Levittown Historical Society Museum, Jewish War Vets, the Family of Raymond Inslee, and the Family of Joseph Pantatello. I created a slide show of the artists and submitted it to Computer Tech Support to upload to the library's website. Hitomi and I have made signs and handouts for the Expo.