

2022 October Circulation Report

We continue to check in materials delivered to us from NLS and the items returned in the book drop. We still have a few patrons who utilize the contactless pick-up service. Our total number of appointments to date is 3,861. We search the send item list twice a day.

We continue to assist patrons that call or walk in that want to register for a trip or program. The signups continue to be very busy. We were signing up and distributing wristbands for a Diwali program that was held on 10/16/22, as well as signing up and distributing tickets for the Ivy Lane play that will take place in November. We continue to collect all the fees due for the programs or trips. Some seeds are still being held for patrons at the Circulation desk.

We have accepted 6 Adult and 14 Juvenile passport applications since the last report.

Since the last report, we have issued 175 Adult cards, 250 YA cards, and 150 Juvenile cards. We have transferred 5 digital cards to physical cards since the last report. Most of the Young Adult cards are for students attending MacArthur High School. The applications, along with a class list and teacher's name get dropped off at the library by someone at the school. Jewel Roldan and Lynn Vitek mainly work on making the cards, which are then mailed to the students' homes. Children's class visits are also starting up again. They are received and processed the same way as Young Adult cards. The only difference being they are then given to the Children's Department to hold until the day of the visit. Elizabeth McDonald and I continue to answer emails from patrons on how to renew or replace their physical or digital cards.

Joanna Dinh, Meriem Laradji, and Lisa Zappalla helped the Children's Department with programs and Fall Family Fun Day.

Ann Blanc has resigned from her part-time clerk position. We wish her all the best.

2022 October Children's Report

We offered another successful Halloween Costume Shop. We asked patrons to donate their gently used Halloween costumes during September and turned our storytime room into a "Costume Shop" where patrons could find their perfect Halloween costume for free!

Fall Family Fun Day was a great success with the help of staff members from children's, teens, public relations, custodial, and our teen volunteers. Families had a great time decorating pumpkins and birdhouses, along with face painting, balloon animals, tattooing, crafts, and meeting animals from the Wildlife Hospital and Education Center.

Maryanne and Samantha provided children with chills and thrills during their Fear Factor program. Children had a great time getting into the spooky season during this event.

We are excited to continue our partnership with the Levittown School District and are hosting in-person class visits this school year. Each child will obtain a library card at the visit and be able to take a book home.

2022 October Technical Services Report

Best Sellers Club - We have a total of 63 people registered for the club. This is the same as last month.

- Notary Schedule - Is being updated on a weekly basis.
- Magazines - We are continuing to clean up the Magazines.
- I attended the Cat Req Training given by NLS this month. A cat Req is a quick record we create in Sierra when a full record is unavailable.
- I attended an in-person Monthly Technical Services Meeting. There were 5 minute rapid fire presentations of the various procedures and responsibilities of the Cataloging department at NLS.
- We unboxed, inventoried, and organized the 1,092 children's books that were donated.

2022 October Homebounds Report

During September, we completed 93 residential visits, delivering 362 items to our homebound program members.

I continued to train Jaclyn in the Circulation Department on the procedures for returning OCLC interlibrary loans - including the required communication with Nassau Library System and processing borrowed items for return to the loaning libraries.

Thirty-two registrants attended the Empire Safety Council Defensive Driver course on Saturday, September 24, 2022.

Department pages continue to weed and shift both storage and circulating periodicals. Our pages worked with our Cricut equipment in the Innovation Station to assist in creating visual display items for Fall Family Fun Day and the Levittown 75th Birthday parade, as well as in-house seasonal display items. They were also busy accompanying patrons in the Innovation Station on all available equipment and supporting the Technology Center staff when needed.

2022 October Technology Center Report

In September, we had 28 appointments to use the equipment in the Innovation Station.

We worked on several projects this month. Using the laser engraver, we made almost 300 bookmarks to be given out during the 75th Anniversary Parade. We engraved plaques for members of the community who helped organize the parade. We also created the trophies for the Fall Family Fun day pumpkin decorating contest, using the 3D printers and laser engraver.

We had two sessions of the Laser Engraver bookmarks program, which went very well. Patrons seemed interested and enthusiastic about the engraver and our other technologies.

Starting on October 25, we will begin a series of 3rd-grade class visits from Abbey Lane

2022 October Adult Reference Monthly Report

Catherine, George, and Joan are all training to become Passport Agents for the library.

We are happy to have Emily Rennie as our new Librarian Trainee in the Reference Department.

Nicole attended the Database roundtable via zoom. This meeting reviews all databases due for renewal for the library system.

Joan will be hosting the Seed Cleaning Day program on Saturday, October 22. Patrons can bring their seeds. Cleaned seeds will be available to take home to use next year.

These are statistics of checkouts provided by NLS on Levittown's Overdrive account for the year as of October 2022 for Levittown borrowers:

World Language ebooks: 176

Magazine checkouts: 2,947

Digital book checkouts: 39,111

New users: 408

2022 October 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 of high-traffic areas; hourly bathroom sterilization

Barlett Tree service Called for an opinion on locus tree by Bluegrass entrance, multiple mushroom growth on roots - treat, remove dead branches, mulching / completed /completed first of two root treatments. Completed.

Bike Rack back entrance Installed.

ATI additional work needed/new metal mesh burner head older cloth head failing/approved. Completed.

Project manager Reference Bathroom Door sticking/waiting on contractor. Completed.

Carl's Fencing Co, INC. added an extension to black ornamental fencing in the garage well. Completed.

Town and Country Dodge scheduled van inspection on October 19.

Children replace elbow latch on cabinet. Completed

Innovation Center order driver for LED

Sears Cleaned carpets. Completed.

2022 October Teen Department Report

- We have had great attendance at our fall programs, including the Zombie Makeup Workshop, Crochet for Beginners series, and Sunshine Bags for Seniors. A homebound patron called us after receiving her sunshine bag to express her appreciation and let us know how it lifted her spirits. We emailed the teens who attended the program to let them know their hard work made a difference.
- After being contacted by an English teacher at MacArthur High School, we purchased additional electronic and physical copies of the titles on her reading list to help support an upcoming assignment. We also helped coordinate library card applications for approximately 200 10th-grade students at MacArthur High School. We appreciate all of the hard work from the Circulation Department in getting those cards processed in a timely manner.
- Over the summer, middle school students submitted raffle tickets in the Teen Room for a chance to win lunch with author Gordon Korman. They could ask for a ticket every time they visited the library. We were informed that a total of 528 tickets were submitted over the course of the summer.
- We are excited to welcome a new group of students from the work-study program at MacArthur High School. They will be here on Tuesdays throughout the school year.
- On Monday, October 17, Noureen attended the Performer's Showcase, organized by the Youth Services Department at NLS and held at the Long Island Children's Museum. She made connections with several performers we are excited to work with in the future.
- We are very happy to have Nicole join our team as a Trainee!

2022 October PR Report

On October 8, I participated in the Levittown 75th Anniversary parade along Hempstead Tpke. with Assistant Director Maryann Ferro and Reference Librarian Joan Galante. The parade was initially scheduled for October 1 but was postponed due to a storm. Despite the postponement, the turnpike was lined with spectators. The crowd was very receptive to the library and loved the wooden engraved bookmarks created in the Innovation Station that we handed out as we marched. I attended the last meeting of the committee on October 6.

On October 15, the library held "Fall Family Fun Day." The weather was perfect, and the community came out! Assistant Director Maryann Ferro headed a coordinated effort between Departments to create a plan for the event. The pumpkins and birdhouses were a great success. The prizes for the community pumpkin contest were donated by Webster Bank, Don Patane/Main Street Financial Group, and Vincenzo's Pizzeria. Maryann Ferro was able to obtain a donation from Stew Leonard's for the apple cider donut holes. On hand, that day was this year's Levittown Public Library recipient for "The Great Give Back," The Volunteers for Wildlife Hospital and Education Center. The Center came with 2 of their "Ambassadors," Orlando, an Eastern Screech Owl, and Hercules, an Eastern Box Turtle. Everyone enjoyed being introduced to them and hearing about their stories. The volunteers took back the many supply donations from the community and the library staff, along with a few painted birdhouses to the Center.

On September 28, Hitomi and I presented a one-hour tutorial on the Zoom platform to 3 Glen Cove Library staff members on how to use Canva to produce a newsletter. They contacted our library after researching several library newsletters, decided they liked our version the best and asked to copy our format. A staff member from the Baldwin Library contacted our library for assistance with setting up TixKeeper for their Library of Things. Hitomi spent 1 hour today delivering a tutorial over the phone to help explain how she programmed our TixKeeper. On October 11, I met with a member of the AARP to discuss resuming the AARP Defensive Driving Classes. The first class is scheduled on November 17.

We had many well-attended Adult Programs this past month, including our first Sunday Entertainment of the season, "Diwali Dance Celebration," on Sunday, October 16.

