

2023 February Adult Reference Monthly Report

The Winter Reading challenge has been doing great, as of today we have given out 22 mugs as a completion prize . We have had both the Senior Center and the Homebound patrons participating in the challenge.

Blind Date with a Book has been doing well. The covered books on display have been going out consistently.

We have started gathering information for the State Report and reporting it to Priya.

Joan has been getting a lot of inquiries about the Levittown Historical collection. Emily Rennie, Liobraian Trainee, has been helping in scanning the photos.

Update on the Hunter Business School: Catherine and I were originally scheduled to visit the school and discuss the databases with the students. Bonne Wexler, Head of the school, decided instead, to give the students the handout Catherine created, which describes the databases.

The seeds have arrived for the 2023 seed library. They will be available for the public on March 15.

ESL class for the month of January have had 33 students in attendance.

2023 February 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 3,897. 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 have been registering, as well as distributing tickets to patrons for several music programs that were held this month. The cooking and craft programs are very popular and fill up very fast. We continue to collect all the fees due for the programs.

We have accepted 14 Adult, and 24 Juvenile passport applications since the last report.

We have issued 125 Adult cards, 19 YA cards, and 120 Juvenile cards since the last report. We have transferred 2 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.

Jillian Smith helped out in YA for one of their programs.

Joseph Gino has completed his New Agent Passport Training and is looking forward to joining the rest of us as a passport agent.

2023 February Children's Report

We have displayed the completed "kindness hearts" around our desk in celebration of Black History Month. The children did an amazing job decorating the hearts with words of encouragement and kindness. We will keep collecting hearts throughout the month to continue the celebration.

We conducted our first Family Place Parent/Child Workshop after coming back from covid. It was met with much enthusiasm by our community and we will continue to offer this program throughout the year.

We had another successful Family Game Night that included classic board games along with some new games. Pizza and drinks were enjoyed by all who attended.

We had great participation in our winter reading club. Every child that completed the club entered a raffle to win a "penguin stuffy party pack."

2023 February Teen Department Report

- We've received compliments from patrons of all ages on our February display, "Libraries are like a box of chocolates," in honor of Library Lovers Month and Valentine's Day.
- Our new community service program, Love Letters for Literacy, filled quickly and a second session was offered to accommodate the waitlist. The teens created literacy packets for preschoolers in need. We plan to add this into our regular rotation of community service programs.
- The Baum Study Room is consistently busy, and was especially popular during midterms week. A total of 86 teens have used the room since January 3, 2023.
- Noureen is attending the Teen Services Crash Course (T3) sponsored by New York State Library. The four virtual sessions, offered in February and March, provide a refresher on the basics of Teen Services.
- On February 13th, I attended the joint Nassau and Suffolk YASD panel discussion "Marketing to Teens." The presenters, all Long Island librarians, offered several great tips on how to use community partnerships and social media platforms to better serve teens.
- We finished weeding YA fiction and are now working on YA nonfiction.



2023 February Homebounds Report

During the month of January, we completed 87 residential visits, delivering 381 items to our homebound program members.

Along with Joan from the Reference Department, I visited Wantagh Senior Center on 1/10 and 1/24. We received sentiments of gratitude that the patrons can come and pick out books, again. Patrons were given the opportunity to enroll in the Warm Up With a Good Book Winter Reading Challenge. Many patrons engaged in conversations regarding book recommendations and their favorite genres. Some patrons placed title requests for our next visit.

Thirty-one registrants attended the AARP Defensive Driver course that took place on Tuesday, January 24, in the LPL Community Room. Thirty-one registrants also attended the Empire Safety Council Defensive Driver course held on Saturday, January 28. Upcoming Defensive Driving courses are scheduled for Wednesday, February 15 (hosted by AARP) and Saturday, February 25 (hosted by Empire Safety Council). Registration for both February courses is full.

The pages continue to support the functions of the Technology Center, Homebound Department, Innovation Station and storage areas. They are also focusing on reading the Children's Department storage shelves for accuracy - in addition to routine shelf reading.

2023 February Technology Center Report

In January, we had a total of 82 appointments to use the equipment in the Innovation Station. We continue to welcome new patrons and regulars, some of which have been utilizing the room for long term projects.

We added a third 3D printer to the Innovation Station that had previously gone unused. This has allowed us to help patrons with larger projects that take several hours in total to print. For example, we recently helped a student who was printing out an animatronic hand that he designed for a science project.

We have been training our new staff members and we are working on creating new programs for May and June.

2023 February Custodial Report

Attending to daily library needs: Continue with deliveries NLS, UPS, etc. and Book Bins emptying, changing light bulbs and ballast as needed. Dusting/Cleaning/Disinfecting/Snow removal / Lawn Care; bathroom sterilization. Post office drop /order supplies Children's artwork up/down.

Corkery- electric floor outlet no power in reference area. Completed.

Connelly Plumbing-

- Sent information / heat exchanger / P/N5030004015005 / MODEL CHX /renewable anodes leaking need to be replaced. waiting on pricing-approved.
- Connelly Plumbing - requesting price for temperature gage in domestic hot water line be replaced / not working. waiting on pricing-approved.

WIREMOLD GFI- cover for reference floor outlet / on order. / completed.

Carl's Fencing called for repair on one section of children's outdoor area (vandalized). Completed.

Accurate Fire company- Returned 5 fire extinguishers sent out for testing .

Purell Dispenser-replace wall mounted Purell dispenser by elevator.

Steel City Blank- plate cover for floor outlet box unavailable - (media department) order 3x12 x1/4 aluminum stock to manufactory a plate. Completed.

Fire Marshal- Annual inspection- Pass

Tough Guy- replaced tough guy toilet paper dispenser: staff bathroom.

Community Room A & B-Two first aid kits installed.

2023 January Technical Services Report

- Best Sellers Club - We have a total of 68 people registered for the club.
- Notary Schedule - Is being updated on a weekly basis.
- Scanning - We are scanning the bills to cut down on paperwork. We scanned the Baker and Taylor bills from 2000 and the Midwest bills from 2021 and 2022.
- Levittown Winter Festival - We sorted through the donations and packed up the boxes for the giveaways at Winterfest.
- UPS Deliveries- I called UPS to advise them that we will be open Presidents' Week and we will be accepting deliveries.
- J Series - We are working on relabeling titles from Children's to be added to their J series collection.
- I am working on portions of the NYS Annual Report.

2023 January PR Report

The Levittown Public High Schools' Artist Reception was held on Thursday, February 9, 6:00-7:30 p.m. for the first time in the Community Room. The new portable partitions worked very efficiently for display and allowed an easy transport for some of the artwork from the Exhibit Area to be viewed in the Community Room. There were 140 people in attendance and several Elected Officials attended the event and presented the students with certificates. Delightful music was performed by students of the Division Ave. High School music program. Wisdom Lane's Middle School Reception will be on Thursday, March 9, 6:00-7:30 p.m. and Salk's Middle School Reception will be held on Thursday, April 20, 6-7:30 p.m.

The Valentine's Day Tea Party was held on Monday, February 13th. Chef Barbara Sheridan demonstrated how to prepare tea sandwiches, scones, cookies, and other treats. She then provided a delicious buffet of treats for 40 people, which included a variety of teas for the participants to sip from their fancy tea cups they brought from home. People enjoyed the refreshments as they listened to music provide by violinist Denise Giuliano.

The Ivy Lane Players performed *Tartuffe*, originally scheduled for November, on February 4th and 5th. They received wonderful reviews from the patrons.

The AARP Tax Aide started on February 7th and each session has been filled.

The March/April Newsletter has been completed and sent to the printer.