

## **2023 April Circulation Report**

We continue to check in materials delivered to us from NLS and the items returned in the book drop. We have very few patrons who currently utilize the contactless pickup service. Our total number of appointments to date is 3,908. 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 are always very busy. We have been registering patrons and distributing tickets for several music programs being 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.

Passports have been overwhelmingly busy. We have accepted 29 Adult and 50 Juvenile passport applications since the last report.

We have issued 125 Adult cards, 20 YA cards, and 160 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 and Bernice Moran both helped in the Teen Department with their programs.

## **2023 April Children's Report**

The children's staff actively helped with the Town of Hempstead Egg Hunt, which was moved inside the library due to inclement weather. We were able to take some of the leftover plastic eggs and fill them with a poem and asked patrons to "take a poem for your pocket" in celebration of Poetry Month.

In celebration of National Library Week, we are having the children partake in a Bookmark Contest. After completion, children can pick a prize. Copies of the winning bookmark will be available at the library.

To keep the children entertained during Spring Break, we offered an Interactive Movie, a Tinker Academy that highlighted the various equipment the Innovation Station offers and ended the week with a Mad Science live show.

Our Saturday Sensory Storytime was well attended, and we received great positive feedback and appreciation for offering this program. We will continue offering sensory-friendly programming in the future.

## **2023 April Technical Services Report**

- Best Sellers Club - 69 people are registered for the club. We had 68 last month.
- Notary Schedule - Updated weekly. New York State has changed the way each notary transaction must be recorded. I have created a "Notary Journal" for each notary. After a notary transaction, the required information from the signer is recorded in the Journal. At the end of each month, I will back up the information on a thumb drive.
- Technical Services Meeting I attended the Monthly Technical Services meeting hosted by NLS on March 20, 2023. Topics discussed included consistency in call numbers, who assigns the call numbers in the library, and issues with Baker & Taylor.
- Library of Things - Continuing to add items to the library of things.

- CLA Committee - On March 21, 2023, I went to East Meadow Library to help work on best practices for ordering items using the CLA money at Baker & Taylor. I also trained them on how to use Acquisitions.
- We are no longer printing and saving the carts that we order from Thorndike. We have now started saving them as PDFs and uploading them to the share drive.
- We helped cover the Tech Center.
- The Automatically Yours list (titles automatically sent by Baker & Taylor) has been updated. We made the changes using the number of requests for a particular author through the Best Sellers Club and previous circulations of a particular author.

### **2023 April Technology Center Report**

In March, we had 58 appointments to use the technology in the Innovation Station. Following our class visits and spring break, we have continued to be much busier in April. 3D pens are becoming very popular with children, and our 3D printers and laser engraver remain popular as well.

This month, we have 3rd grade classes from East Broadway coming for visits to the Innovation Station. We continue to get very good feedback from teachers and students about these visits. We have been seeing many kids returning for appointments at the Innovation Station.

We have been planning programs for the summer and look forward to starting new programs in June, such as Lego Robotics and various new craft programs for adults.

### **2023 April Homebound Report**

During the month of March, we completed 94 residential visits, delivering 349 items to our homebound program members.

Along with Joan from the Reference Department, I visited Wantagh Senior Center on March 7 and 21. We greeted visiting patrons and discussed current best sellers, patron's reviews of books, and upcoming releases.

Twenty-two registrants attended the AARP Defensive Driving course held on 3/15/23. Twenty-one registrants attended the Empire Safety Council Defensive Driver course held on Saturday, March 25. April Defensive Driving courses are scheduled for Wednesday, April 26 (hosted by AARP) and Saturday, April 29 (hosted by Empire Safety Council).

I am currently working with the Public Relations Department and Administration, preparing for our 2023 budget mailer and May/June newsletter.

The pages continue to support the functions of the Technology Center, Homebound Department, Innovation Station, and Storage area. They have assisted with greeting visitors at art receptions and provided hands-on help with school class visits in addition to their daily tasks.

### **2023 April Adult Reference Report**

As of April 17, the Seed Library has 214 patrons involved, with 1,682 seed packets checked out. We have also received pictures from patrons who have shared their fully-grown flowers from last year. The pictures are posted on Facebook and Instagram.

The reference staff will be attending the Workforce Development training hosted by NLS. Etta Banks from Hempstead Works will be conducting the seminars via Zoom. The classes consist of helping patrons with resume building, interview strategies, and job searching. These skills will help us assist patrons who are seeking employment help.

Nicole attended the Database Roundtable on April 13. Renewals are due on May 16.

The new class for ESL has 19 students signed up for the semester.

The Levittown and LI History Collection is relocating close to the business reference section. Patrons can browse and check out books from this collection.

Hector Luna, our Social Worker intern from Stony Brook University, will serve his last day with us at Levittown Public Library on Tuesday, May 16.

### **2023 April Teen Department Report**

- I attended the Levittown School District event **Writer Con** on Monday, March 20, at Wisdom Lane Middle School. Jaclyn from the Circulation Department joined me, and we had a table set up with flyers, brochures, and LPL giveaways for the middle school students and their parents. Jaclyn made five adult library cards and four young adult library cards.
- Amy and I attended a virtual meeting on Thursday, March 23, to learn more about the 2023 Library Tour sponsored by NLS. We are excited to welcome visitors from all over Long Island this summer!
- The response to our "Getting Ready to Babysit" workshop was so positive that we opened the class up to the waitlist and had 19 teens attend.
- Our National Pet Day display has been a big hit! We have noticed many patrons of all ages (especially children) stop by our door to see all the adorable photos submitted by LPL staff. See below for some of the pets on display!



### **2023 April PR Report**

Levittown Jonas E. Salk Middle School Artists' Reception was on Thursday, April 20, 6:00-7:30 p.m. in the Community Room. Portable partitions transported some artwork from the Exhibit Area to the Community Room. Elected Officials attended the event and presented the students with certificates. Students of the Salk Middle School's music program performed orchestral music. Hitomi Ochiai took pictures of all the Salk Middle School student's artwork for Rob McCartney in the Technology Department to create a slideshow that is now on the library and school website for viewing.

The AARP Tax-Aide program concluded on April 7, and 263 tax returns were prepared for the 2023 season. The patrons very much appreciate the volunteer AARP tax preparers. The music programs for the month of April were very well attended.

Hitomi and I helped The Town of Hempstead to bring their Easter Egg Hunt inside the library instead of having it canceled due to expected inclement weather on April 1. Approximately 250 people attended the event, and 3,000 plastic eggs were given out. The Town donated the remaining plastic eggs for the library for our Children's programs. Special thank you to the Children's and Custodial Department for their tremendous help.

The May/June newsletter has been completed and sent to the printer, along with the 2023-2024 Budget mailer.

### **2023 April Custodial Report**

**Attending to daily library needs:** Continue with deliveries NLS, UPS, etc., and emptying Book Bins, changing light bulbs and ballast as needed. Dusting/cleaning/disinfecting/snow removal /lawn care/bathroom sterilization. Post office drops/order supplies. Children's artwork up/down.

**Corkery:** Asked Corkery to give us a price using LED bulbs to replace the current lighting in the elevator. The existing T-12 two-footers were broken and unusable. Completed.

**School:** Delivered certificates to Public Relations.

**Teen:** Adjusted lock on the Teen cabinet.

**Video:** Battery backup low - looked up new battery packs; approved and installed with Benjie and Rob. Completed.

**Lawn Care:** Scattered planting of some grass seed where construction left weeds and bare patches. Looking for pricing on weeding the around trees and flowerbeds.

**Corkery:** Looking for a price to repair the display cabinet light between the Children's Department and Circulation Desk.

**Admin:** Adjust the door from closing hard. Completed.

**World Lawn 28:** Adjusted one of the kill switches, which had previously prevented the machine from running.

**BMS:** Battery backup failed - requesting replacement price from County Control (note: battery backup was hard-wired in).