

## **2023 June 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 pick-up service. Our total number of appointments to date is 3,925. 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.

We completely sold out of our first batch of 125 Long Island Aquarium tickets. We have acquired 150 more tickets and have sold 22 of them thus far.

The 2023 Nassau Library Tour has officially begun. We are considered a prize center library. When patrons have reached their 30th or 50th library, they can come here to receive their prize. If they have visited their 58th library, they will fill out a form to be entered into a grand prize basket raffle of their choice. So far, we have handed out 51 maps and have given out 4 tumblers, which is the prize for the 30th visit.

Since the last report, we have accepted 15 Adult and 22 Juvenile passport applications.

Since the last report, we have issued 125 Adult cards, 20 YA cards, and 20 Juvenile cards. We have transferred 5 digital cards to physical cards since the last report. Elizabeth and I continue to answer emails from patrons on how to renew or replace their physical or digital cards.

Meriem helped in YA for their program.

Summer Loan started on June 5 and will end on September 11, 2023. It is available to all patrons for 28-day books with some exceptions.

## **2023 June Children's Report**

In celebration of Juneteenth, Sarah facilitated a Juneteenth Bingo, where children learned facts about the holiday and its importance.

Samantha and Melissa ran two very successful Teddy Bear Tea Programs. The families had a wonderful time, and parents were very thankful for finally attending a "tea" they have always wanted to do!

To celebrate a special person during June, we offered a Spice Rubs program where participants got to create different flavorful rubs to use during the summer BBQ season and taste the different spice rubs on potatoes during the program.

This month, we partnered with the Technology Center and offered a Lego Robotics program. Shayne helped guide the children while Christian took the lead.

## **2023 June Technical Services Report**

- Best Sellers Club - We have 69 people registered for the club. This is the same as last month.
- Library of Things - Continuing to add items to the library of things.

- Irene and I are working with the team at Collection HQ to get our collection ready to utilize cHQlite. The data has been compiled and sent to them. On Thursday, June 22, we will be meeting with them to implement the use of the product and train staff.
- Children's paperbacks are now interfiled with Children's fiction. We changed the labels for this.
- Thanks to the Tech Center for working with me to create the photo prop for the Nassau Library Tour located in the lobby.



### **2023 June Technology Center Report**

We had several programs and visits this month, which were all successful. We had a program for children where we used Lego Mindstorms to build and program a robot that could solve a maze. We had the End of Year Teacher Gift and Personalized Beach Bag programs for adults. These were especially well received. We have seen patrons who attended the program return to use the equipment again.

We installed new computers at the Circulation desk. This was a much-needed update since Sierra was no longer supported on the older models.

We have revamped the way we keep statistics for Innovation Station usage. We think this will lead to more accurate numbers, especially regarding staff usage.

In May, we had 53 appointments to use the technology in the Innovation Station. There seems to be an uptick in appointments in mid-June due to some of the programs and visits we have done.

### **2023 June Homebound Report**

We completed 71 residential visits in May, delivering 278 items to our homebound program members.

Along with Joan from the Reference Department, I visited Wantagh Senior Center on May 2 and 16 (Joan also went on 5/30 with George from Reference). We displayed books selected by Joan, and we brought titles that patrons specifically requested.

Five registrants attended the AARP Defensive Driving course held on 5/17. Empire Safety Council did not hold a class at LPL in May. June classes are scheduled for Wednesday, June 14 (AARP), and Saturday, June 24 (Empire).

We recently welcomed Seasonal Page Cearria to the Homebounds Dept. She will be working shifts with other department Pages during her training period. In addition to their routine tasks and ongoing shifting and weeding projects, Pages also assisted with school visits and programs.

We extend best wishes to the former Homebounds Dept. Page Daniel as he begins his journey in his new position as a Technology Center Clerk. We look forward to continuing to work alongside him when our departments collaborate.

The department is excited about the upcoming Nassau Library Tour and summer programs.

### **2023 June Adult Reference Report**

The Adult Summer Reading kick-off begins on June 27, 2023. Games, activities, and book-sharing discussions are part of the event.

A Color and Chat program is scheduled for July 11, 2023.

Seed library stats as of June 22, 2023: 356 patrons have signed up, and 2,641 seed packets have gone out.

The Libby App from OverDrive is now available for all Amazon devices through their App Store for the first time.

NOVEL NY online databases will end on June 30, 2024. Funding for these databases has been decreasing over the years. We can purchase individual databases based on our usage data.

Emily A. and Emily R. have been working on the following projects for the Levittown archival collection:

- Scanning and digitizing the Levittown Little League Yearbooks
- Creating an inventory of the articles stored in the vertical file cabinets located in the Gov Docs office; collecting digital versions of the articles
- An inventory of the microfilm in storage is complete
- Working with TS to make the Levittown History Collection inventory searchable in Sierra

### **2023 June Teen Department Report**

- Amy, Noureen, and I visited the LUFSD elementary and middle schools to speak with the rising 6th, 7th, and 8th graders about our Summer Reading Program and summer events. We received huge cheers and lots of excitement for our summer reading raffle prizes and the many programs we have planned.
- We are continuing to collaborate with the school district to help support "A Tale for Two Schools." Middle school students will read *Pay It Forward: The Young Readers Edition* over the summer. As in previous years, the Levittown Public Library will help host three "Extravaganza" events in July and August. Middle school students can also earn raffle tickets each time they visit the library over the summer. A raffle box is set up in the Teen Room. Students who earn the most tickets will win a special lunch at school with a visiting author in the fall.

- The Round Room was especially busy this month as teens prepared for final exams and enjoyed their time off between tests. We added a "Backpack Drop" for teens to deposit their backpacks if they did not want to carry them around the building.
- We have been working hard to prepare for the Summer Reading Program to kick off on June 26! Our department is decorated and ready for the teens!



### 2023 June PR Report

The Nassau Library Tour started on June 12, and in the first week, we had 51 visitors for the tour. We are one of the six prize center libraries, and four visitors received tumblers for their 30<sup>th</sup> visit.

Thank you to Councilman Dunne and the Town of Hempstead Parks Commissioner for letting us put NLS Library Tour and Summer Reading lawn signs at the TOH pools. Technical Services and the Technology Center created an amazing photo opportunity for social media that has been placed in the Circulation Department. The Circulation Department has been wonderful in greeting the visitors.

The Adult programs have been well attended. We had an outdoor Juneteenth BBQ on June 15 in the staff parking lot. Patrons learned about the African origins of the prepared foods and enjoyed samples. The first of the Summer Outdoor Concert Series begins next Thursday, June 29, in Veterans Memorial Park with a Crosby Still, Nash, and Young Tribute Band ~ Four Way Street.

### 2023 June Custodial Report

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

**Corkery:** Asked Corkery to give us a price to repair the display cabinet between Children's and Circulation Desk. **Completed.**

**County Controls:** Update controller; waiting on approval.

**Circulation Office:** stairwell LED light out; **replacement completed.**

**Noble Elevator:** Connecting emergency elevator phone to their service (included in their service contract). Central service is no longer operating. **Completed** –monthly maintenance.

**Roof Drains:** cleaned debris from grills.

**J&J:** Quarterly maintenance filters, etc., and additional coil washing. **Complete.**

**Teen:** Repaired shelf. **Completed.**

**Children's** Lego table - repaired lock. **Completed.**

**Storage area:** Economizer bearing mount bracket for exhaust fan failed. Waiting on price.

**Corkery:** Bad breaker in reference area (lights). **Completed.**

**Rotunda:** Changed out ballast in high hat. **Completed.**

**IT:** Removed old TV and reinstalled wall brackets to mount the new TV in Children's. **Completed.**

**Lobby:** Bluegrass entrance vestibule - installed access hatch in the ceiling for cameras. **Completed.**