

2023 September 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 3,948. 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. This month we have been registering patrons for an upcoming bus trip, as well as registering and distributing tickets for several music programs. The cooking and craft programs are very popular and fill up very fast. We continue to collect all the fees due for the programs.

Since September is library card sign up month, any adult who registers for a new, first-time library card will be entered into a raffle to win a tote bag filled with items made in the Innovation Station.

The Long Island Aquarium tickets have slowed down a little bit now that summer is over. We have received 575 tickets so far and have sold 477 of them.

Since the last report, we have accepted 18 Adult and 16 Juvenile passport applications.

Since the last report, we have issued 175 Adult cards, 80 Teen cards, and 60 Juvenile cards. We have transferred 1 digital card to a physical card since the last report. Elizabeth and I continue to answer emails from patrons on how to renew or replace their physical or digital cards.

Joanna helped in the Teen Department for two Teen programs.

We would like to welcome back Ceil as a full-time clerk. We would also like to congratulate Eileen on her promotion to Senior Clerk.

Joanna will be resigning this month. We will miss her and we wish her all the best.

2023 September Children's Report

We are celebrating "Library Card Month" by having the children make their own library card holders as a take home craft. Any child who gets a new library card can come to the Children's Room to pick a prize (this is true all year!). Our "eye spy" windows this month have the children looking for little LPL Library cards. Any child who guesses the correct number also gets to pick a prize.

During the summer reading program, children were able to create a smile card for our homebound patrons. Our Homebound Department has started handing out the cards on their visits and we received a very nice thank you card saying the card really cheered her up and made her feel like she was on a beach herself! We are so happy our children can bring smiles to our homebound patrons!

In celebration of Hispanic Heritage Month, we have a display of books and bookmarks for our patrons to take along with some activity pages to enjoy while in the library or at home.

We have begun our annual Halloween Costume Collection during the month of September. All costumes collected will be on display in our storytime room the first week in October for families to browse and find the perfect costume for their Halloween adventures.

2023 September Teen Services Report

- 33 teens attended our End of Summer Reading Party on Tuesday, August 22. They enjoyed pizza, ice cream, karaoke, a polaroid photo area, raffles, video games, and more!
- Teachers and staff from Levittown Schools hosted Summer Reading Extravaganza book discussions on August 16 and August 31 for middle school students. In total, 102 students attended the Extravaganzas.
- “College Access” is now “College & Career Corner.” This refresh includes a new semi-permanent display and logo (see photo below). College & Career Corner refers to both the physical location of our college, career and test preparation books, as well as programming focused on post-high school life, such as College Major Exploration and Meet the Professionals. This change reflects our understanding that there are multiple pathways for young people after high school.
- This summer saw a substantial increase in the number of teens who utilized the in-house Wii and Art Cart. In July and August 2022, 42 teens used the Art Cart and 33 teens used the Wii. In July and August 2023, 113 teens used the Art Cart and 207 teens used the Wii.



2023 September Technical Services Report

- Best Sellers Club - We have 71 people registered for the club. Last month we had 69.
- Library of Things - Continuing to add items to the library of things.
- Newsletter - I am working with others in helping to edit the newsletter.
- Collection HQ – We had our second Collection HQ meeting on September 13. They showed us how to utilize the DEI functions in the program to help expand our DEI collection.
- We have started a weeding project in Storage for multiple copies of popular books. Most are sent to Better World Books.
- We are no longer ordering Large Print titles through Thorndike Press. There have been numerous issues including the usability of the website and receiving the books in a timely manner. We will now be adding the authors on our Automatically Yours program through Baker and Taylor.
- Notary Schedule - I am continuing to update the notary schedule on a weekly basis.

2023 September Technology Center Report

In August, patrons used the equipment in the Innovation Station 197 times. The 3D printer and 3D pens remained the most popular equipment followed by the Cricut and the Spheros. We have been very busy in the past few weeks with a very enthusiastic group of teens who have been using a variety of equipment.

Class visits with Northside Elementary 3rd Graders will begin on September 26 and continue through October. We are booking class visits with the other schools as well.

2023 September Homebound Report

We completed 78 residential visits in August, delivering 296 items to our LPL homebound program members.

I visited the Wantagh Senior Center with Reference staff (Joan and George) on Tuesday, August 8 and Tuesday, August 22. Patrons selected books and submitted book reviews for the Summer Reading Program.

Defensive driving courses were held on Wednesday, August 16 (hosted by AARP - with 31 attendees) and Saturday, August 26 (hosted by Empire Safety Council - with 15 attendees). Upcoming classes: Wednesday, September 20 - hosted by AARP, and Saturday, September 30 - hosted by Empire. There are open spots in both classes.

The Pages have been busy in the Innovation Station and in Storage and have provided assistance when needed with Tech Center programs, visual displays, and assisting with social media posts.

We would like to wish Daniel well with his permanent placement in his full-time clerk position in the Tech Center. We look forward to still working together when the departments collaborate.

2023 September Adult Reference Report

George and Joan hosted our End of Summer Wrap on August 22 with 22 patrons attending. Raffles were drawn and everyone enjoyed a virtual discussion with the author Lisa See via Zoom.

The adult summer reading program had 81 participants who read 489 books.

Registration for English Language Learners from Literacy Nassau began on September 7. Sessions will run from September 25– October 13. There are currently 17 students enrolled for level 2 and level 3 classes.

Catherine and I will be attending the January 2024 database purchases and renewals roundtable via Zoom on October 12.

Seed library statistics as of September 20, 2023: 414 patrons have signed up, and 2,971 seed packets have gone out.

2023 September PR Report

On September 7 we held our final outdoor summer concert presenting the country band "Rusty Spur." The concert was very well attended. The lead singer also gave some line dance instructions and many people participated. The Summer Concert Series and Outdoor Movie were sponsored by Nassau County grant money secured by Legislator John Ferretti. The Town of Hempstead and Councilman Dennis Dunne Sr. granted us permits for the use of Levittown Veterans Memorial Park and showmobiles

We have completed arrangements for the second bus for the September 28 "Autumn on the North Fork" bus trip and everyone is excited for the journey. I traveled to the North Fork and was able to locate a farm stand that will accommodate the 90 people going on the trip. After speaking with the owner/baker we have arranged for people to pre-order pies from her list to assure they can purchase the ones they would like. We mailed the pie list along with a detailed letter outlining the details of the trip to the patrons. The December 6 bus trip to the Gateway Theater in Bellport for "Holiday Spectacular on Ice!" has sold out.

I have finished compiling the adult programs and special events for the November/December 2023 newsletter and have submitted it for editing. I have registered the library for the "Great Giveback 2023" with NLS. The library has chosen to accept non-perishable food items, paper goods and toiletries to be distributed to local food pantries. The donations will be accepted from October 1–21, ending on "Fall Family Fun Day." The PR Department has been involved in the planning of "Fall Family Fun Day" that will take place on October 21 on the Town of Hempstead's Great Lawn, next to the library. Legislator John Ferretti has secured partial funding from a Nassau County grant, to contribute to the success of the event.

Hitomi continues to arrange the meeting rooms, update Eventkeeper, and update the museum passes. The department creates flyers and slides for the website and social media.

2023 September 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, and bathroom sterilization are all ongoing. Post office drops and ordering supplies occurs on an ongoing basis. Children's artwork is taken up and down as needed.

County Controls: Update controller; approved. Waiting for work to be done.

Johnson Control: called multiple trouble email messages; the worker was here and started to trace wires - will return with a helper. Ground fault upstairs somewhere. Repair completed.

Johnson Control: Door lock operation not working right with fire alarm. Sentry checked it out; relays were not connected. Daisy Chain recommended by Johnson Control technician.

Parking Lot: repairs approved with Stasi Brothers; setting a schedule for work. I requested timeline from start to finish including time to cure.

Corkery Electric: Looking for prices on replacing an emergency lighting ballast – completed. Also requested a price to run lighting in Rooms A&B for the ramp and stairs.

Carpeting: Selection approved and scheduled for September 16 5 p.m. Completed.

ATI: Yearly service on boiler – approved and waiting for fall.

Rotunda: replaced high hat ballast.

Teen Room: removed old Young Adult sign and spackled wall.

Bartlett Tree Experts: Pruning was approved for three trees. Completed.

Corkery Electric: replaced 20-amp breaker that failed in Reference area. Completed.