



## Director's Report June 2021

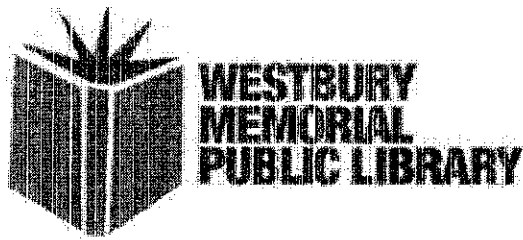
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- On July 6th the library decided that masks are no longer mandatory, the item quarantine has been removed and more seating has been made available to our patrons. The library is open for untimed services with the exception of the Computer Lab. We are back to serving over 100+ patrons a day now and it's wonderful to see them!
- Patrons have been able to browse, study at marked locations, speak with their favorite staff members, use the Computer Lab, attend programs via Zoom or outside on the grounds, schedule an appointment with a notary, etc. We have started booking socially distanced inside programming to begin in September. We are still asking that items being returned are left in the drop box before entering the buildings but they will no longer be quarantined. Curbside delivery services are still available Monday through Friday.
- The library will open to weekends beginning Saturday, September 11th for regular hours.
- Beginning September 1, fines and paid programs will be reinstated. These services will be able to be paid for through our new contactless payment system.
- Chris and I have completed our interviews for a full time Technology Aide I and have put out an offer. I am awaiting confirmation.
- Maria Abela, one of our wonderful clerks, has decided to retire after almost 20 years with us. Her last day will be July 8th. We wish her all the best and look forward to seeing her as a patron.
- Nassau County is anticipating a new patron catalog by the end of the summer, called Vega. This will replace the current catalog, Encore. We have been told that this new catalog is more intuitive so that situations such as misspelled words will produce better suggestions unlike with Encore which is more "picky". Once this catalog has become available to the public we will make sure that patrons are trained on it. The test version of Vega is currently with NLS staff who are adding additional services such as PayPal and OverDrive that normally work with the catalog.
- On June 28, staff attended a team building workshop entitled DISC presented by Mary Simmons from Portnoy, Messinger, and Pearl. DISC® assessments are used in thousands of organizations around the world, from sprawling government agencies and Fortune 500 companies to nonprofits and small businesses. DISC® profiles help build stronger, more effective working relationships. DISC is an acronym that stands for the four main personality profiles described in the DISC model: (D)ominance, (i)nnuence, (S)teadiness and (C)onscientiousness. (People with D personalities tend to be confident and place an emphasis on accomplishing bottom-line results. People with I personalities tend to be more open and place an emphasis on relationships and influencing or persuading others. People with S personalities tend to be dependable and place the emphasis on cooperation and sincerity. People with C personalities tend to place the emphasis on quality, accuracy, expertise, and competency.) This workshop was interactive and gave staff ideas on how they can interact with different types of working personalities.
- The July/August newsletter has been mailed out. If you have not received your copy, please contact your post office. We do have copies at both buildings and online as well. The September/October newsletter is already being worked on and will introduce in-house programming.



- Our annual Summer Reading Club has now begun! For the Teen SRC, you can either visit Ali Blau, our Teen Librarian or register for the Teen club through the Teen page. For the Children's SRC, you can visit the Children's Building or register through the Children's page..
- On Friday, July 2, Emily and I visited the new Westbury Arts building for a tour given by Julie Lyons, President/Founding Member and Adriana Devers, Board Member. Congratulations on your new space and we look forward to collaborating with you.
- Chris is working on setting up an appointment with Ryleigh Electric to install a CAT6 cable for our outside wireless network.
- Chris, Ali, Fritz and I have been working on the swap of the YA area and the Computer Lab. Chris has been working on prepping the necessary computers for the move and Ali has been working on weeding the YA collection. Fritz has begun spackling and painting to clean up the YA area before we place the tables and computers.
- The Maintenance staff have been working on the grounds planting and keeping our property looking pristine. Fritz and Emily have discussed moving around some of the plants that attract bees to another location. This will be done as soon as possible.
- The Department Heads have begun a 6 session training consisting of topics such as: Documentation, Discipline, How to Effectively Write & Deliver a Performance Evaluations, Leadership Training & Creating, Maintaining a Positive Culture in the Workforce to Engage Your Employees, and Time Management & Goals Setting.
- The staff are currently participating in Cyber Security Training through Kantola due August 27th.
- The conversion from Optimum to Verizon for our patron internet was completed on June 21st. The next step will be to work on transferring over our phone system to Verizon which will be more of a detailed project.
- A representative from Comprise came in to replace the faulty coin box on our machine.
- We have added an update to the Library Conduct Policy to include "There will be no smoking of tobacco, marijuana, nor is vaping permitted anywhere on Library property." [Revision in Board Packet.]
- Our local historian, Susan Kovarik is off for the summer. If you are interested in visiting the Cottage or need assistance, please contact Kathleen Gaskin at [kathleengaskin@westburylibrary.org](mailto:kathleengaskin@westburylibrary.org) or 516-333-0176 ext. 1202.
- OverDrive/Libby numbers for 2021:

January 2021	2294
February 2021	1951
March 2021	2195
April 2021	1986
May 2021	1978
June 2021	1933



• Hoopla Statistics for 2021:

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Date	Audio-Book	e-Book	Movies	Tele vision	Comics	Music	New Reg Patrons
Dec 29-20 - Jan 13-21	7	15	8	5	2	1	50
Jan-21	28	33	10	2	1	9	34
Feb-21	19	32	18	5	7	10	29
March-21	22	12	11	0	0	2	7
April-21	18	15	18	2	7	3	10
May-21	36	24	11	8	6	4	14
June-21	23	34	6	5	15	1	8

• Circulation Statistics for the month of May:

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	ADULT ITEMS	JUVENILE ITEMS
All Items	3334	1879
Book (NF)	467	236
Book (Fic)	754	1034
Reference	0	0
NEW (NF)	119	8
NEW (Fic)	305	9
Civil Service/Test Prep	3	0
World Language	10	60
Picture Book	0	621
Video Recording	371	40
Sound Recordings	178	1
NEW Sound Recordings	176	0



**WESTBURY  
MEMORIAL  
PUBLIC LIBRARY**

*WESTBURY MEMORIAL PUBLIC LIBRARY*

*westburylibrary.org*

*445 Jefferson Street*

*Westbury, New York 11590*

*Phone (516) 333-0176*

*Fax (516) 997-0825*

NEW Video Recordings	244	1
Graphic Novel	96	6
ILL	30	0
Video Game	8	25
Periodicals	150	1
KIT	0	64
Summer Reading Assignment	6	1
YA (Fic)	84	7
YA (NF)	9	1
YA Sound Recordings	0	0
Museum Passes	14	0

Respectfully Submitted,  
Tracy Van Dyne  
Director



# CIRCULATION RANK

Library	2021	2020	% Difference	Current Rank
Sea Cliff Village Library	1,450	3	48233.3%	1
Hillside Public Library	5,441	57	9445.6%	2
Lakeview Public Library	171	2	8450.0%	3
Seaford Public Library	3,780	63	5900.0%	4
Garden City Public Library	10,723	253	4138.3%	5
Island Trees Public Library	2,872	85	3278.8%	6
Bethpage Public Library	5,504	280	1865.7%	7
Massapequa Public Library	10,107	571	1670.1%	8
East Meadow Public Library	468	28	1571.4%	9
Manhasset Public Library	6,867	417	1546.8%	10
Westbury Memorial Public Library	5,213	324	1509.0%	11
North Bellmore Public Library	6,727	446	1408.3%	12
Plainedge Public Library	3,843	283	1258.0%	13
Port Washington Public Library	13,054	1,028	1169.8%	14
Lynbrook Public Library	5,019	473	961.1%	15
Oyster Bay E. Norwich Public Library	3,702	426	769.0%	16
Shelter Rock Public Library	11,865	1,366	768.6%	17
Farmingdale Public Library	7,986	937	752.3%	18
Glen Cove Public Library	5,280	661	698.8%	19
Elmont Public Library	10,373	1,362	661.6%	20
Rockville Centre Public Library	10,146	1,444	602.6%	21
Bellmore Memorial Library	4,094	595	588.1%	22
Valley Stream Public Library	4,075	627	549.9%	23
Locust Valley Library	2,402	381	530.4%	24
East Williston Public Library	1,490	251	493.6%	25
Hicksville Public Library	6,557	1,112	489.7%	26
Hempstead Public Library	1,538	278	453.2%	27
Merrick Library	6,566	1,232	433.0%	28
Roslyn (Bryant) Library	10,592	2,017	425.1%	29
Gold Coast Public Library	3,578	707	406.1%	30
Floral Park Public Library	3,985	793	402.5%	31
West Hempstead Public Library	12,271	2,443	402.3%	32
Malverne Public Library	2,650	559	374.1%	33
Bayville Free Library	1,848	404	357.4%	34
Plainview-Old Bethpage Public Library	13,594	3,071	342.7%	35
Peninsula Public Library	19,134	4,339	341.0%	36
Hewlett Public Library	15,174	3,528	330.1%	37
Baldwin Public Library	6,984	1,669	318.5%	38
Oceanside Library	18,248	4,491	306.3%	39
Long Beach Public Library	7,631	1,898	302.1%	40
Williston Park Public Library	2,254	588	283.3%	41
Island Park Public Library	2,481	737	236.6%	42
Franklin Square Public Library	6,868	2,057	233.9%	43
Levittown Public Library	15,678	5,447	187.8%	44
East Rockaway Public Library	4,027	1,418	184.0%	45
Wantagh Public Library	7,241	2,815	157.2%	46
Mineola Memorial Library	4,447	1,789	148.6%	47
Freeport Memorial Library	4,419	2,322	90.3%	48
North Merrick Public Library	5,912	0		
Roosevelt Public Library	622	0		
Uniondale Public Library	2,553	0		

# Adult Program Department

June 2021 Board Report

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\*Collected all the information (copy) for the July/August newsletter from Teens, Childrens and Adult departments and sent it to Maria Loren, the newsletter designer. A two page calendar was new this time around and typed a word document of all the programs, new and ongoing, from Teens, Childrens and Adult and sent to Maria Loren for her to format into the July/August calendar for newsletter. Proofing in-house was done by Tracy, Emily, Marilyn and Marypat. Went back and forth with Maria about corrections, additions and deletions and when satisfied with the final copy, it was sent to printer, Tony Costanzo with okay from Tracy to print and mail.

\*Sent newsletter text to Chris D. to put up on website.

\*Toured with new full timer, Karen Slowick and showed her around the Library, Childrens and Adult, so she could familiarize herself with our physical setup.

\*Made flyers for programs for Constant Contact, Facebook and Instagram.

\*Attended first outdoor Adult Program (Wood Craft) in Courtyard on June 10, to make sure it went smoothly.

\*Answered emails and phone calls regarding current and potential programs.

\*Started calling and booking presenters for September and October newsletter, updating Google calendar and sending confirmation letters.

Respectfully Submitted,

Marypat Lavery  
Program Clerk

Adult Program			
Activity	Date	Time	Days
Finding Peace through Meditation, Virtual	06/01/2021		6
Chair Yoga	06/02/2021		9
Writers' Workshop	06/04/2021		11
Journaling Discussion Group	06/04/2021		9
Finding Peace through Meditation, Virtual	06/08/2021		10
Elder Law, Part 2	06/08/2021		7
Chair Yoga	06/09/2021		8
Pilates with Maryellen	06/10/2021		7
Journaling Discussion Group	06/11/2021		10
Finding Peace through Meditation, Virtual	06/15/2021		7
Elder Law, Part 3	06/15/2021		4
Chair Yoga	06/16/2021		13
Pilates with Maryellen	06/17/2021		2
Writers' Workshop	06/18/2021		8
Journaling Discussion Group	06/18/2021		9
Edna Harpaul's Zoom Meeting	06/24/2021		2
Edna Harpaul's Zoom Meeting	06/24/2021		2
Journaling Discussion Group	06/24/2021		8
Meet the Authors	06/25/2021		23

# Adult Reference Department

June 2021 Board Report

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## ADMINISTRATION & TRAINING :

- June 7 : Starting day as Head of the Reference Department. Manager training, part 1.
- Workshops in LGBTQ ; Team Building. Department heads meeting.
- NLS monthly meeting of Adult Reference Heads, led by Grace Palmisano.
- Inhouse Accudata training sessions with Lynn Graf.

## COMMUNITY & OUTREACH :

- Book Fairies picked up 11 boxes, approximately 220 books.
- Last day of delivery trips to the homebound ; project re-assigned to Ron Schachter..
- Last month for supplying short stories to the Westbury Senior Center ; project re-assigned to Amanda Colban Waldron to continue after the summer hiatus.
- Preparation for the library's Adult summer reading program - Tales and Tales - with the hiring of the presenter - scuba diver, author and photographer, Paul Mila of Carle Place.
- Monitoring of 8 more assigned Zoom morning workshops for patrons.

## CURRENT AND FUTURE PROJECTS :

- Continued learning of and training in the duties of Head of the Reference Department.
- Meetings with the reference staff; assignment of projects; mutual sharing of ideas, news and viewpoints.
- Management training sessions.
- The summer reading club book discussion/ powerpoint presentation.

WMPL book discussion : 18 attendees

OCLC interloan patron requests processed : 15

## OUTREACH :

HOMEBOUND : 11 items delivered to Magnolia Gardens patron; my one last trip : project re-assigned to Ron Schachter.

THE BRISTAL ASSISTED LIVING : 13 items lent to the reading club; includes monthly loan of 2 classic operas on DVD.

THE SENIOR CITIZENS OF WESTBURY, INC : 10 copies supplied; then 1 copy scanned over, for their twice-monthly short story discussion club ; project re-assigned to Amanda Colban Waldron who will continue after the summer hiatus.



THE BOOK FAIRIES : 11 boxes of children's and YA books, approximately 220, were picked up.

OTHER ACTIVITIES :

Meeting of department heads; team building, LGBTQ, and management training sessions ; NLS sponsored Zoom adult reference monthly meeting ; Accudata instruction with Lynn Graf. The official start date of my Head of Adult Reference role - June 7.

The presenter of the Adult Summer Reading Club powerpoint program is hired - Paul Mila, scuba diver, author, and photographer. The library's weekend opening from September, and the staffing needed, are discussed.

Monitoring of 8 more assigned Zoom morning workshops for patrons - The Writers' Workshop; Chair Yoga; Finding Peace through Meditation.

Preparation for the duties of Head of the Adult Reference Department.

Planned July meeting with the reference staff :- assignment of projects; mutual sharing of ideas, news and viewpoints.

Re-assignment of the updating of the Urban Fiction collection to Amanda Colban Waldron.

My assignment as the point person for July and August to the Cottage.

Respectfully Submitted,

Kathleen Gaskin

Head of Reference.

# Children's Library

July 2021 Board Report

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## ADMINISTRATION & TRAINING:

- Maria Abelo's last day at the Library was July 8th. Maria worked in the clerical department for almost 20 years.
- Emily attended *Documentation, Discipline and Termination of Employment* training on June 7th.
- Liz attended *Defend Yourself – Safer Libraries* hosted by the Central New York Library Resources Council on June 8th.
- Stephanie and Andrea attended *Introduction to iMovie* hosted by the Southeastern NY Library Resources Council on June 15th.

## COMMUNITY & OUTREACH:

- The Children's staff worked with the Girls Scouts of America to create a book list for their Summer Reading Challenge. They asked for suggestions on books that portray strong female leads, friendships and athletes.
- After reaching out to the Westbury Arts Council, Emily and Tracy met with Adrian Devers, Board of Directors member, to see their new space and discuss future collaborations.
- The Children's Library will take part in the Family and Community Engagement program where community members read Bedtime Stories to their students.

## CURRENT & FUTURE PROJECTS:

- The Launchpads debuted on June 16th and, as of July 2nd, all of them have been checked out. We have received extremely positive feedback from both children and their parents.
- Stephanie continued with her Kids Book Club and had a record high for a Children's Book Club with 11 kids participating in the most recent session.
- The Summer Reading Club kicked off on July 6th. Children can stop in each week to fill out a book log, enter raffles and collect their weekly prize.

Respectfully Submitted,

Emily Farrell

Head of Children's Library

Date	Program	Type of Program	Engagement	Views/Participants
6/1-6/11	STEAM to Go: Floating Sculpture	Take Home Activity	40	Participants
Jun-11	Circle Time	Recorded Video for Social Media	16	Views
6/11-6/18	STEAM to Go: Umbrella Challenge	Take Home Activity	18	Participants
Jun-14	Family Apple Pie Pops	Take Home Activity	73	Participants
Jun-15	Storytime LIVE	Live Streaming	5	Views
Jun-17	Outdoor Storytime	In-Person Program	13	Participants
Jun-18	Circle Time	Recorded Video for Social Media	39	Views
6/18-6/23	STEAM to Go: Flower Power	Take Home Activity	40	Participants
Jun-22	Storytime LIVE	Live Streaming	7	Views
Jun-23	Full STEAM Ahead	Zoom	10	Participants
6/23-6/30	STEAM to Go: Stress Ball	Take Home Activity	60	Participants
Jun-25	Circle Time	Recorded Video for Social Media	26	Views
Jun-29	Storytime LIVE	Live Streaming	38	Views
Jun-30	Kids Book Club	Zoom	11	Participants
Jul-1	Circle Time	Recorded Video for Social Media	24	Views
Jul-6	Outdoor Storytime	In-Person Program	23	Participants
Jul-7	Kids Book Club	Zoom	10	Participants
<b>Total Engagement:</b>			<b>379</b>	

**Circulation Department  
July 2021 Board Report**

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**Administration & Training**

LGBT training  
DISC seminar  
Full staff meeting

**Community & Outreach**

**Current & Future Projects**

Obtaining statistics on non-fiction books, re-label or withdraw per Head of Reference  
AV Collection: collected statistics, shifted, re-labeled, and withdrew when necessary

Respectfully Submitted,

Didi deCastro  
Head of Circulation

# Technology Department

July 2021 Board Report

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## **Administration and Training**

- Comprise has replaced their faulty coinbox and given us better training on working the kiosk and performing collections
- Cyber Security Training from Kantola is progressing and should make the library staff more digitally secure.

## **Community & Outreach**

- The computer Lab hosted 602 sessions in the month of June an almost 200 session increase
- The library website saw a 14.9 percent increase in unique visitors over the last month to 2.4 thousand unique visitors. However our bounce rate( the number of visitors who only visit our homepage) is rather high at 63.6% and it may be time to revisit the idea of hiring a developer for a website overhaul.
- The kiosk is now in use for merchandise and library service payments such as notary services
- Tech one-on-ones have resumed Patrons can once again book appointments with tech staff for technology assistance.

## **Current & Future Projects**

- Verizon FIOS has become the primary Internet service provider for the adult library. I'm currently working on getting the supplies needed to have the Children's library swapped over to FIOS as well. This will eliminate the need for two separate bills and internet accounts for the two buildings.
- The Adult Computer Lab/ YA move continues to move along. We are preparing to have this work completed in the next couple of weeks.
- The overhauling of the orange meeting room into an office for the programming/publicity department is almost complete. Once finished, it will be workable office space for 2-3 staff members and any necessary technology they may need.

Submitted by:  
Chris Durrah

# Young Adult Department

June 2021 Board Report

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## **ADMINISTRATION & TRAINING:**

- Booklist Fall Book Preview webinar on July 20th
- Meeting with Christopher Van Wickler, Emerging Technology Librarian at the Great Neck Library for training on new Cricut machine for children's and teen programs
- eCourse through ALA: Supporting Teen Services: Fostering Community, Programming, and Outreach

## **COMMUNITY & OUTREACH:**

- First teen program held in person on July 7th with 10 teens in attendance
- Most teen programs are at capacity for registration
- 13 teens registered for Summer Reading Club

## **CURRENT & FUTURE PROJECTS:**

- Moving Teen Space to computer lab
- Coordinating with Children's department for The Great Give Back in October with a shelter pet initiative.

Respectfully Submitted,

Alexandra Blau  
Young Adult Librarian