

OSSINING PUBLIC LIBRARY
Director's Report
July 2020

Karen LaRocca-Fels, Library Director

June was another month of planning and pushing ahead in our new pandemic reality. In addition to all of our re-entry planning, the staff have been busy preparing for and launching this year's Summer Reading Program. I'm happy to report that the Summer Reading Program is up and running and early numbers for registration are pretty good. We'll see how the summer shakes out.

As I had mentioned last month, Diana Lennon, Allison Robbins, and Mallory Marinaro wrote an extensive grant application for the IMLS CARES Act grant for libraries. Our grant, which is for a workforce development project, was successfully submitted. We are supposed to hear back sometime in August.

Mallory, Allison, and Diana also submitted a grant application for the PLA Libraries Lead with Digital Skills grant and were successful in getting it. This grant provides \$2,000, marketing support, a community of practice, and advocacy support to digital skills building, outreach, and education for job seekers. Our grant specifically targets recent grads. The programming will be starting within the next few weeks.

On June 30th, our library will be awarded the Sophia Abeles Art Education Award at the ArtsWestchester Arts Awards Ceremony -- this year, online. I was thrilled to accept this award ahead of time and can't wait to see what they put together for the 30th. Kudos to our excellent programming staff for all that they do to promote arts education. From I ❤️ Art, to our many crafts programs, to lectures on music, art, and film, our library staff work hard to provide arts education opportunities for our community.

The majority of my time these days seems to be spent planning for re-entry and reopening, working with my staff to adjust to our new services -- and our new reality -- and meetings, meetings, meetings. Our Re-Entry Committee is reconfiguring to be a committee dedicated to planning for opening the library to patrons. Much planning has already happened and still, there seems to be so much yet to do. We have a tentative goal in mind -- re-opening on or around July 14th. This seems to be in line with what other libraries in our area are thinking about. A few have already opened to the public and we can learn from their experiences. Others are waiting until August.

There are many considerations that we need to consider. Here are some of the things we are thinking about: When we first open, we would only open the lower level and part of the 1st floor, but would provide services from all departments from those areas. We will be removing most of the public seating in the building in order to discourage long visits. We would like to continue to offer curbside services in an effort to minimize the numbers of people in the building and also to accommodate those folks who aren't yet comfortable coming in the building (and I bet there are quite a few). We may choose to set a limit of public allowed in the building at any one time and would need to station a staff person at each door for counting purposes. We will need to enforce mask wearing and, to the extent possible, social distancing. The Buildings

and Grounds team will need to focus almost entirely on keeping the building clean and disinfecting surfaces. Staff will need to do the same, as well as continue following the current safety protocol. Digital programs will need to continue for the time being, in lieu of in-person programs. Public computers may be unavailable or have limited availability. We are working on setting up the Chromebooks to lend out for on-site (preferably outdoor) use. We may set up some socially distanced stations for computer use in the library. We still have to determine if we are limiting access to unaccompanied children of an age older than 10. It will be a very different library that patrons are coming back to, but, as we always do, we will try to make it a pleasant and efficient experience for them.

The Policy Committee will be meeting soon to discuss the revised Pandemic Policy, as well as some revisions to the Employee Handbook (so that it doesn't contradict the Union Contract), and the Meeting Room and Performance Space Policy and associated documents. I was glad to find some time this month to get back to the Pandemic Policy to make the necessary additions and adjustments.

The Public Library Directors Association (PLDA) continues to meet weekly to discuss re-entry plans and progress. At this last meeting (6/25), I decided to start getting us back to other business as well. The Westchester Library System IT audits are supposedly wrapping up and will be available by the end of June. Andrew Farber (Director of Somers Public Library) and myself are on a committee, which includes WLS IT staff, Terry Kirchner, and a few WLS trustees and will be looking at the audits and making recommendations for going forward. My recommendation is most likely going to be that WLS needs to provide the audits to all library directors so that we can share with our boards of trustees. It will be an interesting process and we shall see where it leads.

We were notified that we were awarded the Category 1 E-Rate grant funding. This is for network connectivity. Unfortunately, installation has been delayed until possibly November due to COVID related delays. In the meantime, Allison Robbins and I continue to work with The Network Support Company to plan and strategize. The application for Category 2 funding (the network and Wi-Fi equipment) is still under review.

Allison is currently working on setting up laptops for the staff to start using and trying out. Even without our network set up, we can use these over the Wi-Fi or our hotspots and avoid the painful slowness of our VDI machines. Enclosed in your packet is an agreement for a security service through The Network Support Company. This service will allow us to have our own computers and laptops managed, including software updates, antivirus and malware protection and monitoring, and other maintenance tasks, which would normally take a good deal of staff time to accomplish on our own.

Allison is also working on getting us set up on Microsoft Office 365, which, when web-based, is free for educational institutions (and we qualify). Some of us will need licenses for the downloaded version, which does have a cost, but many of us will not. This will allow us to start moving away from the WLS network, file service, and software suite that we currently use. As with everything, there will be a learning curve. But WLS is planning to switch to MO365 eventually, so we'd have to learn it in any case.

I was asked to serve on the Municipal Services Subcommittee of the Village's Comprehensive Planning Committee. We had our first meeting in June and we will meet monthly. Our charge is to look at municipal infrastructure and services as part of the comprehensive planning process. I mentioned our parking lot woes. Maybe we can get some good solutions.

I was asked to speak at the Westchester Library Association Annual Business Meeting, along with Terry Kirchner, Nate Hill of METRO (Metropolitan New York Library Council), and Maureen Clements, President of the Westchester Academic Library Directors Association. Our topic for discussion: the pandemic, of course, and how we manage our institutions during this strange time. Nate spoke about the REALM project (Reopening Archives, Libraries, and Museums) that is testing how long the COVID virus can live on common library materials. Preliminary results have been released and have shown that there is no live virus after three days. They are continuing to test other time increments.

Several of the trustees and I have been participating in the Community Equity Task Force. It's good to be a part of this group and I hope that we can make some real change. Our own Board of Trustees, Molly Robbins, and myself have embarked on equity work for our own institution. This is interesting and important work and I'm glad that we're back to it.

The stuck well-pump has been unstuck. We are on track for the repair to AC4. Work continues on the boiler installation. They were delayed by ConEd. Jim Dolan and Jonathan Katz from OLA are following up with Clean Air to determine when the construction work will be completed.

The Building Committee met to discuss next steps for HVAC concerns. We agreed to ask Jim Dolan to attend the next Board meeting to discuss.

In thinking about long range planning, I will be speaking with Jeanine Esposito, the trainer whom I spoke of from our Excite Transformation for Libraries project. As I stated at the last meeting, Jeanine and I discussed the possibility of her providing training and a framework for us to tackle our long-range planning project. I also reached out to Michael Holmes, consultant from Insights4U, which is based in New Rochelle. Michael does Board development work, equity work, and long-range planning training and consulting. I'll put together the information that I'm gathering from both of them, as well as the other consultants who I reached out to pre-pandemic. We can go in lots of different directions to tackle our long-range plan.

Here are some of the meetings that I attended this month. I'm not including our Department Heads Meetings below. We generally meet Mondays, Wednesdays, and Fridays.

- 6/8: Community Partners Meeting
- 6/8: IMLS Grant Committee Meeting
- 6/9: Coordinated Outreach Advisory Group Meeting (WLS)
- 6/10: IMLS Grant Committee Meeting
- 6/11: PLDA Meeting
- 6/11: Meeting with Sudha Narsipur regarding Foundation and summer reading (with Suzy Zavarella)
- 6/11: IMLS Grant Committee Meeting and Submission
- 6/12: WLA Annual Business Meeting
- 6/12: Re-Entry Committee Meeting

6/15: Community Partners Meeting
6/15: Meeting with Allison Robbins and The Network Support Company (planning meeting)
6/15: Board of Trustees Meeting
6/16: Municipal Services Subcommittee Meeting
6/17: Patrons in the Building Committee Meeting
6/17: Buildings and Grounds Committee Meeting
6/18: PLDA Meeting
6/22: Community Equity Task Force
6/22: Community Partners Meeting
6/22: Board Development Meeting
6/23: Meeting with library directors (White Plains, Scarsdale, Greenburgh, Mount Pleasant, New Rochelle)
6/24: Meeting with Michael Holmes
6/24: Dismantling Racism Webinar
6/24: Rotary Board Meeting
6/25: PLDA Meeting

Attached please find our Department Reports.

Respectfully submitted,

Karen LaRocca-Fels

Carry Cubillos, Cultural Programming Specialist

On June 1st, a Facebook post announced the “Si Se Puede” flier referring to resources available for Latino parents, facilitating how they can help their children with distance learning, getting easy applications on their phones, tablets or computers. Parents have been expressing their concern about how difficult is for them to help their children with their studies during this time. This was a discussion at one of our meetings of the Spanish Speaking Presence Committee during the month of May. The flier was distributed at the Feed Westchester/Market Square.

On June 10th, CNN presented a very special program called “Standing Up to Racism” created in collaboration with Sesame Street. The program was obviously in English. When posted announcing the program, I suggested, that parents in their own words and language, first explain to young children what they as parents understand about racism, and then sit with the children to watch the program. Even though some of them may not understand English, their school age children do. It was very important to let parents know that they can take the opportunity to start the conversation. Children must be confused in understanding why people are so upset at that particular moment, and why skin color brings so many difficulties. In the next two weeks, I will be finishing preparing a Facebook live presentation about this subject, being very careful about the words I will use. My plan is to have an easy conversation about racism in history.

Feeding Westchester continues on Tuesdays with the weekly food distribution at the Community Center 9-11, Market Square 12-2, Bethlehem Church 4-7.

Food Pantry is available to help our community with groceries and gift cards to be used in supermarkets, as well as groceries delivered to their homes.

Ossining Prepared Meals: June 4, 11, and 17. At Stop & Shop 4-6 pm. Gullotta House in collaboration with Neighbors Link and local restaurants, School District and the Ossining Food Pantry, joined efforts to provide and distribute prepared meals, as well as home food delivery to the disabled and elderly.

During Westchester food distribution we continue informing parents about OPL available resources for parents to help their children with distance learning, also, asking the community about the Census, reminding them of the importance of filling out the questionnaire to be counted. Also, we give out fliers about the Census, including the OPL phone number available to call and talk to a Spanish-Speaking staff member, to clear up any doubts they may have about the Census. Children's books were also distributed. I attended one WLS Census chat, where they informed us that some tables will be available for public help, but we haven't received them yet. Right now, I am working on a Facebook live reminder. This will be for the first week in July.

Weekly updates from Governor Cuomo are posted. A summary of all the events regarding COVID-19, the decline in the number of deaths, informing them that New York is reaching the lowest level since the beginning of the pandemic, letting community members know that others states are seeing an increase in the number of infections. For this reason, new rules have been implemented for travelers to New York, New Jersey and Connecticut, from Alabama, Arkansas, Arizona, Florida, North and South Carolina, Texas, Utah and Washington.

On the weekly post I included the law signed on Juneteenth as an official holiday, what it is, the facts and consequences. Also, I included the state government's decision to accept midwife-monitored deliveries and recommendations to follow to protect mothers and babies from COVID-19.

As always, a reminder that mental health resources are available, including phone numbers of participating organizations are in many of my posts.

Diana Lennon, Adult Services

With June came preparations for summer--programs, Summer Reading, restarting shipping of materials, planning, and the continuing adjustment to our pandemic world. It also saw the gradual transition of staff back into the building, with the necessary discussions about how to manage people and workloads when different schedules and new responsibilities were in place. In the month of June, I gradually increased from six to eighteen hours in the building, and Adult Services staff had a wide variety of at home and in the library hours. James Trapasso and Francesca Lombardo became "runners" for two shifts of Curbside Service, and both enjoyed seeing patrons again, albeit from a safe distance!

For adult programs, James Trapasso started his Buzzworthy summer film series discussion with the film "The Two Popes." This series will continue in July and August with more discussions. The Ossining Arts Council submitted their digital art show and held their opening reception virtually on June 20th, with 44 people attending. This was OPL's first virtual opening reception, and the discussions and speeches created a nice event. Artists continue to ask about their upcoming exhibits and they continue to submit slideshows for us to share with the community. Other virtual programming continued with yoga and knitting on Saturdays, the memoir class, and online book groups. Guillermo Rodriguez continued his online Spanish classes and created a new plan for the fall with fewer classes to allow him to focus more on other responsibilities such as outreach, LibGuides, and developing the Spanish collections.

Bonnie Katz is working with Francesca on completing the Racism and Social Justice LibGuides as it is of critical importance, as well as the Legal Resources LibGuide. A variety of LibGuides will be published on the website by the end of June, and we look forward to referring patrons (and staff) to them for information, ideas, books recommendations, programs and more. Staff also participated in LibGuides training sessions led by Allison Robbins and myself, and more are planned and in progress. Staff continued to attend webinars and online training, albeit at a lesser pace than April and May. Bonnie attended "Fair Housing in the Covid-19 Era" and I attended "Libraries and COVID-19: Reimagining Programming during a Pandemic".

Our Adult Summer Reading program is in place, both on the READSquared app, on paper, and on the website. I created three Reading Lists in READSquared, and Bonnie helped in selecting our adult prize of a Kindle 10. We are sharing a Curbside information table with Teens and Children's outside so hopefully we can attract adult interest which is traditionally low in comparison. In early June, Ignayra Lopez and I had a library table at the Community Center's Grab & Go food distribution so we could promote the Census with the Urgent Services Team's

info on jobs, legal information, food distribution, and mental health resources. We also encouraged people to fill out our poll, which we continue to do.

The shipping of print materials and DVDs re-started in June, with plenty coming in to catalog and process thanks to continuous ordering by Heather Pullem, Allison and Bonnie. Bonnie ordered DVDs for Gay Pride Month, and we continued to order a lot of e-books to meet the needs of our virtual library. One of my goals--to clarify procedures and responsibilities for Collection Development--was derailed by the COVID situation but we have met a couple of times in June to get back on track.

I am happy to report that we have received a PLA "Libraries Lead with Digital Tools" Grant that we are calling #JobGoals. Mallory Marinaro, Allison Robbins and I wrote and submitted the idea to train, assist, and support recent high school and college graduates in their job search. As traditional pathways are now blurred, our four weeks of virtual workshops in July will give them new directions and opportunities for determining their career goals.

A number of us also attended the WLA Annual Business Meeting on June 12th, where Karen was one of the speakers! It has been wonderful to continue collaborating with library colleagues to share thoughts and ideas about how to serve patrons during a pandemic; we thankfully are a well-supported profession. Here is another example of that....I was privileged to attend a Yonkers Library Friends' virtual program with Julia Alvarez, a Dominican-American writer and poet, and author of [In the Time of the Butterflies](#) and [How the Garcia Girls Lost their Accent](#). She was amazing, and after I wrote my congratulations to Yonkers Branch Managers Aurora Cruz and Z Baird, I received this reply from Z:

Hi Diana,

Author visits and events are definitely highlights of librarianship - Julia was a delight. But another highlight of librarianship is dedicated, passionate and visionary colleagues like you and Aurora! May we always continue to meet the challenges & change lives!

Z

Inspiring despite the pandemic!

Please see Section F document for some photos from Guillermo's Spanish classes on Zoom!

Ignayra Lopez, Children's Services

June has been a month of collaboration and preparation for our Summer Reading Program 2020. We've been doing a lot to make sure the summer reading program is easy and simple for patrons to participate in. One of the first thing's the children's team did was create a simple [paper reading log](#). We are also giving patrons the option to use the READSquared app or [website](#). Most of the month I worked on making sure that READSquared was programmed to how we want it to work. I also worked on publicizing the program. On June 8th I met with the school librarians, Theresa and Michelle, from Claremont School to share the program, how it works, the flyers and to also see how we could support them and their students! Suzy and I also met with Nancy DeLacruz Arroyo, OUFSD dual language program director, on June 11th. We discussed ways the library can support students in the dual language program. We came

up with some great ideas including extra raffle tickets for reading in a non-native language, booklists for students learning English or Spanish, and perhaps creating a book club for students to discuss the books they're reading. In addition, we attended a meeting about the Ossining Loves Reading Initiative on June 5th. We shared our plans for summer and also came up with ways to merge the programs to be more unified.

Collaboration about our digital resources has also been prevalent this month. I've continued to present OPL Digital Walkthrough to the educators in the School district. On June 1st I hosted two presentations to Park School educators. On June 4th I presented to educators who will be running the virtual summer school in the district for students with special needs. I also participated in another professional learning session for the school district on June 9th. In addition to this I collaborated with Neighbor's Link to present during a Spanish language parent learning session on June 3rd. I've received excellent feedback on the content shared in my presentations. A suggestion was made that I make a recording of the presentation to share it out with educators or parents who weren't able to see it live. I hope to get this video up on our website and social media platforms soon.

As a part of the Spanish speaking community committee I was able to do some outreach with my fellow committee members. We had been tabling at the food distribution sites to share information, our patron poll, and actively talking with families in the community about library services.

Our summer programming schedule is complete and will begin on July 6th and go through August 15th. Here are the programs we will be offering:

Mondays- Virtual Storytime with Trish, Virtual New Parents and Infant Support Group
Tuesdays-Tuesday Trivia Live
Wednesdays- Bilingual Storytime in the Park (in collaboration with Parks & Rec.), Literary Legos
Thursdays- Virtual Storytime with Trish, Discover Your World
Fridays - Virtual Yoga
Saturday- Kits for Kids

In addition, we'll continue with Use Your Brain, Every Day is a Holiday, I ❤️ Art and I ❤️ Art Jr. in our Eblast. Also, OPLbery Club will start this summer and meet virtually. It's going to be different yet a fun summer!

Here are some webinars the children's team has taken this month:

- Flipping the script: What's next for libraries?
- SLJ Middle Grade Magic
- Online Learning Tools Within Your Gale Resources for Public Libraries
- Webinar: Hands-Free Story Hours
- Documenting the Present Moment
- Thinking Sideways
- Improving the Quality of Youth programs
- Remote Teaching with Art
- Art & Inquiry: Museum Teaching Strategies for Your Classroom

Mallory Marinaro, Marketing and Communications

June was one for the books (and by “books”, I mean my future memoir *Marketing During Coronavirus: A True Story*)--between the launch of curbside and expanded curbside hours, the ongoing prep for the IMLS grant, the start of summer reading, and the looming budget vote, which then became an at-the-last-minute-extended budget vote, my desk was covered in post-it notes with important things to do written on them and I am only just starting to dig out from that pile. I do enjoy being busy, but this month really put my faith in that axiom to the test.

Grant Writing

In a perfect encapsulation of what June was like, Allison, Diana, Karen, and I submitted our IMLS CARES Act Grant to great sighs of relief and within an hour, I received word that we were awarded ALA, PLA, and Grow With Google's *Libraries Lead with Digital Skills* grant—which necessitates holding a program within 60 days. At least the IMLS grant gave us ample experience in working on a time crunch!

Going through a federal grant process from start to finish was at times wildly overwhelming, but I think the rest of the group would agree that, whatever the final decision, it was a worthy experience. It was great to get familiar with Grants.gov, the interface of which continues to be rather frightening, but substantially less so after some time with it. I also appreciated being forced to write a tight and straightforward narrative--you may have noticed that I write a lot, and pretty exuberantly, so it was a good chance to work on streamlined (five pages!) writing. I think that our proposed program is an excellent one, and I greatly enjoyed, appreciated, and learned a lot from working with this group. Dare I say I look forward to our next application? Now that we know what to expect, and that we have a roster of text, data, and letters of support (as well as community organizations willing to partner with us), future grant applications will be far less terrifying.

I'm also really excited about the ALA/PLA/Google grant and the program Allison, Diana, and I are working on. Launching in July, #Job Goals will offer a series of virtual workshops for new graduates to help provide them with the skills needed as they enter the workforce. Using the Grow with Google suite of resources as a framework, we've come up with an engaging and informative series that I think will be really beneficial to attendees. We're finishing the logistics and specifics of each program now, and publicity will be launching within the next few days.

Email Newsletter

I am reasonably sure, if you asked me to, that I could draw from memory the Constant Contact interface--I've come to know it well with all of the email newsletters I've been sending since we closed the building.

Coming up with new and fresh content is definitely a challenge (I often find myself having a clever idea and realizing that I used it in April), but I enjoy it, and our patrons have been incredibly supportive and thankful for our communications.

In May, I sent out 15 email newsletters: Children's Room weekly emails (4), Teen Room weekly emails (4) and the Friday Five (4), as well as emails about the Budget Vote (2) and Karen's statement to the community on racism.

New Subscribers in June: 33

Social Media

Daily social media posts continue, and I'm grateful for all of the staff who continue to provide fun programming, videos, and content for Facebook and Instagram.

The library's reach continues to expand, and our posts have been popular and well-shared--a graphic I did for the Teen Room's list of antiracist titles was shared by a library in Birmingham, Alabama!

Professional Development

During our Foundation committee meeting a million years ago, Pat Brigham mentioned the International Library Fundraising Professionals conference, which was to be held this year in August, and I considered going--until, you know...everything.

Luckily, the conference was virtual this year and even better, all of the sessions were archived, so I am able to watch as time allows. Lots of really good topics were discussed and I look forward to diving into all fifteen sessions; I will share reports with the Foundation committee of the most interesting information and fundraising best practices.

Statistics

Facebook

2,408 likes—30 new likes

26,536 people reached

3,194 post engagements

Most popular posts: Our Summer Reading kickoff with Jungle Jim; the announcement that we received the ALA/Grow with Google Grant; Trish's Storytimes

Instagram

1,331 followers--34 new followers

Most popular posts: Curbside pickup announcement; announcement that the book drop was open; the Children's Room Pride Month reading list; the Children's Room collection of titles on race and racism.

Website

Website traffic grew substantially in June, likely because of the launch of curbside pickup, which drove people to our catalog. I also continued to publicize our Online Programs & Activities archive, which received a lot of traffic as well.

2.9 K users

5K sessions

People visited the website by...:

Desktop (58%)
Mobile (35%)
Tablet (7%)

Allison Robbins, Technology and Training

Outreach

- Poll to the Public: The English poll stopped receiving new entries after 255. Mallory and I worked together to route individual respondents who were willing to be contacted for follow up to the appropriate departments. SurveyMonkey analysis of the poll results as well as individual responses and comments were provided to the re-entry team at the end of June. The Spanish language poll has not had many responses. With discussion at the re-entry team meetings, it was decided to stop using the Spanish language poll and instead focus on more casual interactions to gather information about what patron needs are. This practice is encouraged for all staff, regardless of language.

Software

- Sharepoint: The Sharepoint based Staff Information and Resources site was released to staff in mid-June. Staff are encouraged to provide feedback and suggestions for continually populating the site with useful information.
- LibGuides: The LibGuides and E-Resources list were posted on the website, under "Digital Library" on June 29. At the moment, there are only a few guides completed. However, staff are continuing to work on guides and they will be published as they are completed.

Website

- Maintenance and Site Size: I conducted some needed maintenance on the website this month, including weeding out unnecessary files from the server and generally "cleaning" up appearance. Deleting files was a big factor in reducing our website size on our web host's server. We were over our paid limit of storage but are now within limits. That said, most of our storage space is used by media and I will be working to come up with a plan to help staff better manage/weed media items as well as plan with Mallory to set an archive timeframe for old content.

Hardware

- Staff Laptops: Seven Windows based laptops were purchased in June for use by staff. These laptops can be used for remote work as well as staff members' "at-work" machines, both now over WiFi and in the future, when we have our own network installed--as replacements for the VDI thin clients provided by WLS. These laptops will also replace the Chromebooks assigned to some staff. We are currently working with

the Network Security Company (NSC) towards their management of these devices to ensure device security and quality performance.

- Chromebooks: Chromebooks, including those previously assigned to staff and to be replaced by the new Windows laptops, will be used in some capacity to offset the new patron-use computer situation, in which the number of desktop computers for patron use are reduced by social distancing needs. I am working with NSC to get some best practices for setting up the Chromebooks as well as researching library lending policies, practices, agreements, etc.
- Hotspots: We purchased eight, additional [Mobile Beacon](#) hotspots with the intention of lending them out to patrons. I am currently researching library lending policies, practices, agreements, etc. for these, as well.

Going Remote

- Zoom Phone:
 - Staff have continued to use Zoom Phone to provide phone services at OPL and hours have been extended to better match curbside pickup hours.
 - Usage report for June 2020 (June 1-29):

Name	Received	Answered	Overflow	Avg. Wait Time
Teen Services	3	0	3	0:00:10
Circulation	111	44	67	0:00:21
Adult Services	102	26	76	0:00:23
Spanish Language Line	16	4	12	0:00:21
Children's Services	14	11	3	0:00:16

- Note: Outgoing calls and returned calls to patrons are not included in this report, as they are tied to individual accounts. Also, overflow calls include those that came in before and after hours.

Grants

- PLA Libraries Lead with Digital Skills Grant: Mallory, Diana and I worked together to submit our application for this grant in May and it was approved! We are currently working on the #JobGoals program as a result, which will start on August 4th. #JobGoals will provide job search, application, interview, and professional development skills in workshops via Zoom.
- IMLS CARES Act Grant: Diana, Mallory, and Karen and I finished the application for this grant and submitted it in early June. Our fingers are crossed that it gets accepted! The support from this grant would greatly increase OPL's ability to assist job seekers in the community.

Misc.

- WLA: WLA held its annual meeting this year on Zoom--virtual for the first time! Additionally, I was voted in as WLA Treasurer for the next term.
- Minecraft for Education: As we now have Microsoft 365 for Education, Minecraft for Education is available to us. Kevin and I are working together to figure out how to implement this as a program at OPL.

Marie Trapasso, Circulation and Technical Services

We have come to the end of the fiscal year and what a year it's been. We've been through so many changes and challenges and all of the staff has risen to the occasion.

On June 1st, we started Curbside services and that basically took over my entire work life. It was met with lots of patron appreciation but we did hit a few speed bumps at first. The staff quickly recovered and I think we are in a good routine with it now. When we first offered Curbside services, we had a total of 24 hours that were available for Curbside pickups. We have since added additional hours with a promise of more coming!

Scheduling the Curbside shifts takes me, on average, 3 hours every week and when we add more hours, it increases the time it takes to schedule. Fortunately, all of the departments have been willing to help out and I'm happy to be able to serve the public in the Curbside capacity.

The Circulation staff has been outstanding with the daily/weekly changes I seem to constantly throw their way. We are trying to cut down on the number of shared workspaces and supplies that we all handle so everyone has their own supplies. The staff has also been diligent in wiping down phones, computer keyboard and mice and chair arm rests at the beginning and end of their work shifts at the Circulation Desk.

Molly Robbins and I also decided to leave all of the deliveries that come into OPL in front of the Circulation Desk so they are not sitting in the Circ/Tech Work area which is a much smaller, enclosed space. I also moved the gray WLS delivery bins out of the work area to cut down on traffic there. So far everything seems to be working out.

We did ask Baker and Taylor to resume their deliveries on June 9th and they were quick to respond. The staff has been working as quickly as possible to get the mountain of boxes open and get the materials into Evergreen so holds can be placed on them. I hope to be caught up soon.

Diana Lennon, Bonnie Katz, Ignayra Lopez and I have started reaching out to our other vendors as well to let them know we can once again accept deliveries. It's exciting to see new materials coming into the building once again.

We also started our annual Summer Loan Program on June 22nd. This program is always popular with our patrons. Ossining patrons may borrow Ossining materials until September 8th!

They just need to request it from the Circulation Department. They can do this through the Curbside Communicator, which we use for Curbside pickup or they can call us. The materials that are eligible for Summer Loan are older Adult Fiction and Non-fiction (basically any Fiction and Non-Fiction books that are not in our NEW section), Audiobooks, Paperbacks, YA Books and Children's Books.

I am also working on our periodical subscriptions through Ebsco. They recently moved much of their operations online which is great but it leaves a learning curve on my end. I hope to have these done before July 1st.

Stats

Overdrive:

Ossining patrons checked out 2,862 titles for the month of June so far. (June 1-26)

We have had 635 checkouts on just Ossining Advantage titles. (June 1-26)

For the entire month of June 2019, there were 383 checkouts on Ossining Advantage titles. So, we saw yet another big increase in our eBook circulation.

UniqueChat Curbside Communicator Stats (Number of patrons the staff chatted with about their curbside pickups and how long it takes staff to respond):

June 1-7: 83 chats. Average response time: 1 minute, 33 seconds

June 8-14: 60 chats. Average response time: 1 minute, 32 seconds

June 15-21: 58 chats. Average response time: 1 minute, 36 seconds

Suzy Zavarella, Teen Services

I am finding it hard to believe that June is over. Other months seemed to drag on but for me, June flew by. So many exciting things going on. Curbside pickup, Summer Reading kick off, passing of the budget, collaborating with community partners and the best – our Page, Christopher, returned to work.

Susan is busy learning the new Microsoft Office software and keeping up to date with YA book reviews. Neera has been extremely helpful with discards. She is working on discarding 100's of back issues of magazines. Marie P continues to deliver poignant and timely messages with her book-talks each week. Planning for summer reading took over this month and we hope to reach more of our readers with taped programming that they can access at any time. We are also very excited to bring back the OPL Teen garden this summer. We are getting a late start, but there are still plenty of veggies we can plant for a late summer-early fall harvest. We are also hoping to do additional programs outdoors including some Friday night movies.

Comments from some of the teen services team:

From Louis:

What we are learning as we head into the 4th month of our closure to the public is that the library as we knew it, no longer exists, and will no longer exist in the future. The pandemic has shown how the industry, like so many others, has needed to adapt not only to stay relevant, but to serve the most vulnerable portions of our population. What the pandemic has also shown

us is that the library is an indispensable service to our community. The fact that our budget passed while so many are out of our work is one of the most inspiring signs to the importance of our library to our community. It hasn't always been pretty, and it hasn't always been perfect, but I am proud to work in a department with co-workers and a supervisor who are open to all ideas that are put forward with the intent of reaching our community, serving our community, and helping our community.

From Adriana:

Besides keeping on top of my weekly recipe posts, the month of June was dedicated to summer reading programming preparations. We would like to have more interactive programs with the teens this summer even if it is virtual. So, I am taking my recipes online through video! Which is something new to me. I spent time researching recipes that had some science you could see as well as eat. Sorbet in a bag and rock candy are two recipes that I am excited to share with the teens. Making rock candy was something that the teens had expressed a desire in before the lockdown. I would like to include in the summer programming previous recipes that I have done for the newsletter as well. We plan to have kits made with the items necessary for some of our summer programs, they can be picked up during curbside hours. That required research and making spreadsheets to figure out what we needed and how many items we needed per program. This year's preparations have been different than before but, nonetheless, I am looking forward to what everyone's been working on for this summer!

From Susan:

I am so excited to be offering curbside pickup and printing. I am looking forward to providing our readers with new materials to enjoy, as well as, picking up new books to read and returning all my new favorites from the last 3 months.