

**OSSINING PUBLIC LIBRARY**  
**Director's Report**

**Karen LaRocca-Fels, Library Director**

What a busy month at the Ossining Public Library! Between regular library usage, a full array of programs, temperature fluctuations, and outreach, our staff's collective plate is full. Speaking of temperature fluctuations, a big "thank you" is due to the staff for their flexibility, creativity, and patience as we deal with unseasonably warm (at least inside of our building) temperatures. As I write this, we are waiting on a possible "next steps" fix for AC5 that could be integrated into our new HVAC system of the future. Ideally, we'd be able to move forward with that rather than once again repair a troubled system. In the meantime, our staff are now able to move service operations from one workspace to another, giving us the option to close off problematic portions of our building while still being able to provide library service. It's never ideal but will help us navigate our very difficult HVAC situation in the coming months.

**Board and Committee Work**

Buildings and Grounds Committee information is below.

Meghan Huppuch, Molly Robbins, and I had the pleasure of meeting with four potential new trustee candidates, two of whom submitted completed petitions to the school district by the deadline. Two current trustees are also running again. Thank you to *all* our candidates – running for library trustee is a commitment and a service to our community. Our trustees work hard all year to make the OPL the best library around and it is nice to have a full slate of candidates. Best of luck to all our trustee candidates!

The Policy, Personnel, and Bylaws Committee worked on revisions to the Bylaws, which will be going forward for a first reading at the May 19<sup>th</sup> Regular Meeting, as well as revisions to the Use of Meeting and Performance Spaces Policy, which will hopefully be ready for a first reading as well. I shared the progress of the Employee Handbook with the committee, though we still have more work to do. We will be meeting again soon to discuss a new Programming Policy and other personnel-related work.

The Finance Committee continues their work finalizing the position description for Treasurer.

A big "thank you" to Meghan Huppuch for taking on the roll-out of the Biennial Trustee Survey in its Survey Monkey format! I look forward to hearing the results.

**Budget and Finance**

The proposed 2025/2026 budget will be up for public vote on May 20<sup>th</sup>. A big "thank you" to Mallory Marinaro and Guillermo Rodriguez, who put together the information for the public in English and Spanish. The tax impact information was a long time coming this year – we received the post card before the tax impact! – but Mallory and I did some magic to have it posted for the public in record time once it was available.

## **Building and Grounds**

The building renovation project and all its hundreds of moving parts have been the focus of our time this month – and will continue to be so for the foreseeable future. Mallory Marinaro, Molly Robbins, and I have been working with Ginnie Blake West to finalize the public presentation that we will be walking through on May 14<sup>th</sup> and presenting to our community leaders on May 28<sup>th</sup>. Invitations to all on the shared spreadsheet were sent out in early May and included the Building on the Best informational packet that will be adapted for the public. The various technical experts have been sending along their information for inclusion in the presentation. The staff training sessions on April 22 and April 23 were very successful and well-received. The Friends and Foundation are having a messaging meeting with Ginnie, Mallory, Molly and me on May 19<sup>th</sup>. Ginnie is also working with us on a press release, information for the public sessions, etc. I cannot thank the Board enough for their foresight and care in contracting with Ginnie. Mallory and I could not manage the informational work without her. (Goals 5.5 and 5.6)

The final SEQRA resolution was approved by the Board of Trustees at their May 8<sup>th</sup> Special Meeting and full final packets were sent to all involved parties. I am currently working with the library's attorneys, who are in turn working with the school district's attorneys, on the next set of bond resolutions, to be voted on by our Board at the May 19<sup>th</sup> meeting. A big "thank you" is due to Jerry Nichols, who weighed in on some legal aspects of our resolutions when we had questions. (Goals 5.5 and 5.6)

Noah Nadelson has updated the tax impact document. Noah, Molly, and I met with Alita McCoy Zuber and the school district's fiscal advisors to go over his numbers. Everyone is satisfied that all is in order and can move ahead. (Goals 5.5 and 5.6)

Lindsay Crocker from Bond Schoeneck and King worked with Calgi and then with Phil Rice to finalize the project management contract, which was approved at the May 8<sup>th</sup> Special Meeting. (Goals 5.5 and 5.6)

The Buildings and Grounds Committee has an interim meeting on the schedule to meet with a realtor with whom we might work to secure a temporary space when the time comes. (Goals 5.5 and 5.6)

We continue to meet with Lothrop to go over various aspects of the plans. Lothrop is currently preparing views that we can use in our public information. We look forward to seeing these very soon. (Goals 5.5 and 5.6)

As mentioned above, our HVAC troubles continue and we are working with Jim Dolan and Jonathan Katz from OLA on a plan to either repair the AC 5 or install an interim "next steps" system that can be integrated into our new HVAC system in the future. As this exercise takes time, we are left hoping for mild weather in the meantime.

## **Foundation & Friends**

As stated above, there is a meeting scheduled for the Friends and Foundation boards with Ginnie Blake West to go over informational messaging for our building project. We look forward to bringing them up to speed. (Goals 1.1, 5.5, and 5.6)

## **Grants**

I have filed the preliminary review paperwork for the \$100,000 DASNY grant that was secured for us for the teen room renovation by Assemblywoman Dana Levenberg. Once our bond vote passes, I will file the next set of forms with DANSY. (Goals 1.3, 5.5, and 5.6)

## **Outreach**

As shared above, we sent invitations to our community leaders inviting them to our May 28 Community Leaders Building Project Information Session. (Goals 1.3, 4.1, 5.5, and 5.6)

## **Personnel**

I continue to work on finalizing the draft of the new Employee Handbook for the Policy/Personnel/Bylaws Committee to review.

Steve continues to follow up with Westchester County Department of Human Resources on several open questions and requests. We are again having an ongoing issue getting responses from them on a variety of matters. It is incredibly frustrating.

This month, we learned that we lost a beloved former staff member. Tony Apollonio, a part time cleaner who had taken a leave of absence last year and retired earlier this year, passed away after a long illness. Tony graced us for many years with his good nature and friendly attitude. He is very much missed.

## **Projects, etc.**

Allison Robbins is working with Quipu/PITS, the online security incident reporting software. We continue our work to roll out this product, which will help streamline and better manage our security incident report process. Thank you to Allison for overseeing this work! I look forward to a system that is not paper-based and is searchable, among so many other benefits.

While we submitted the 2023/2024 New York State Annual Report, Allison Midgley (Westchester Library System) requested some corrections and additions. I received clarification, made the corrections, and resubmitted the report. I will ask the board to approve the revised report at their May 19<sup>th</sup> meeting.

I have worked with Steve Hamilton to bring him up to speed on how to pull the monthly program statistics (a much-loved task of mine that I struggle to catch up with due to other demands). Steve is catching up the report for me and I look forward to him keeping this up to date in the future.

Allison Robbins and Molly Robbins are working on planning the installation of our library materials pickup lockers. They were purchased through a grant from Assemblywoman Dana Levenberg and we look forward to a June (hopefully – waiting on electricians) installation. (Goals 1.3, 4.3, 5.2, 5.6)

## **News from the Public Library Directors Association and the Westchester Library System**

The PLDA met at Scarsdale Public Library in April. They are planning another PLDA directors' retreat this summer at Chappaqua Library. After last year's successful retreat, which was hosted by OPL, I am very much looking forward to all that they have planned. Rebekkah Smith Aldrich is scheduled to speak, as is ALA President Maria McCauley. We are also discussing a screening of the documentary *The Librarians*. The PLDA is also looking to sponsor a screening for the staff, trustees, legislators, etc. of *The Librarians*. Still evolving, more to come...!

We received updates on the New York State budget (since settled) and the federal situation (still evolving). I'll continue to send our trustees updates on both as I receive them.

### **Some Meetings, Trainings, Programs I attended:**

April 11: Meeting with Lothrop  
April 14: Meetings with new trustee candidates  
April 15: Meetings with new trustee candidates  
April 15: Community Outreach Committee meeting  
April 17: PLDA Meeting  
April 21: Board of Trustees Regular Meeting and Budget Hearing  
April 22: Staff messaging training  
April 22: Ossining Union Free School District Board of Education Meeting (for SEQRA)  
April 23: Staff messaging training  
April 24: "Understanding Orders, Agenda, Projects, and Platforms" webinar (executive orders, etc.)  
April 25: Finance Committee  
April 28: Policy/Personnel/Bylaws Committee meeting  
April 30: Meeting with Lothrop  
May 5: Meeting with BSK attorneys (building project resolutions)  
May 5: Buildings and Grounds Committee meeting  
May 5: Candidates' Forum  
May 6: Meeting with Rotary District Deputy Governor  
May 8: Board of Trustees Special Meeting  
May 9: Meeting with BSK attorneys and Jerry Nichols (bond resolutions)  
May 14: Planning run-through for Community Leaders Breakfast  
May 14: Meeting with Alita Zuber and fiscal advisors (bond tax impact numbers)  
May 15: PLDA meeting  
May 15: PITS configuration meeting with Allison Robbins

Below please find reports for our Leadership Team.

Respectfully submitted,

Karen LaRocca-Fels

**Molly Robbins, Assistant Director**

April was a busy month for the library by all measures. In addition to routine cleaning and maintenance, program setups and take downs, and responding to service requests, there

were two large interior projects. Lighting in the Cheever room ceiling and the vaulted space near the circulation desks were changed to LED bulbs. Burned out and malfunctioning lights were also addressed. This was a multiday project that required a special lift to be used in the front lobby and the Cheever Room. With the move to LEDs all this lighting should continue to shine brightly for years to come.

The second large project was the seasonal cleaning of the Budarz theater followed by the replacement of the carpet in the stadium seating area. The wooden floor of the stage was dusted, treated for scuffs and scratches, and then made to shine. The open floor area carpet is vacuumed and edged, spot cleaning is done where necessary, the rows in stadium seats are vacuumed, the chairs are checked for dirty arms, and any stained fabric is cleaned. The final project in the full refresh of the theater was carpet in the stadium seating. This project took over a week to complete. First all the chairs had to be removed and stored, the old carpet was removed and the new carpet put down, the seats were then reinstalled. The seats are joined together and bolted into concrete, so the work is time consuming and intense.

Additionally, outside in April there was work in the parking lot arranged by SGH for the CCTV inspection of stormwater utility lines.

There are always other miscellaneous things that keep me busy each month. For example, adding and removing staff from the electronic entry system, replacing missing keys, managing, and ordering building supplies inventory, reviewing of paperwork from the retired building manager and from previous repair and construction work, and scheduling HVAC services.

The B&G staff keep the building clean and safe daily. Steve Garrett has been indispensable for assisting with HVAC functioning and meeting with onsite contractors.

#### April Meetings and Work Sessions

4/1 Biweekly meeting with Karen.

4/1 Planning and review meetings to improve efficiencies and back up procedures for scheduling on the program calendar.

4/2 Electrical work begins for lobby and Cheever room.

4/2 Monthly meeting for the Friends of the Library BOT. Discussion of successful outcome of mini golf. Request presented regarding outfitting lactation room and refreshing of study rooms A&B with new furnishings. The proposal was accepted.

4/3 Leadership Team Meeting with discussion of Niche Academy resources.

4/7 Monthly meeting of BOT B&G committee.

4/7 Meeting with Rob of Clean Air Quality Services

4/8 National Library Workers Day

4/8 Biweekly meeting with Karen

4/8 Zoom meeting planning for Patron Incidents Planning System

4/9 Supervised bulk collection of obsolete and damaged materials.

4/9 Met with Suzy about teen services space planning.

4/9 Volunteer luncheon

4/10 Bond project review meeting with Library Foundation

4/10 Bond and SEQRA meeting with attorneys.

4/10 Bond project discussion with OSD  
4/10 BOT work session  
4/11 Materials and finishes meeting with Lothrop  
4/11 Bi-weekly meeting with Karen  
4/14 Supervised pick up and secure shredding of OPL documents (removed according to NYS guidelines).  
4/14 Meeting with potential trustee candidates.  
4/15 BOT outreach committee meeting  
4/15 Meeting with potential trustee candidates.  
4/16-4/18 vacation  
4/21 to 4/28 carpet work in Budarz theater  
4/21 BOT budget review meeting  
4/22 Biweekly meeting with Karen  
4/22 Staff bond project training - evening session  
4/23 Staff bond project training - morning session  
4/23 obsolete coin machine clean out with Allison.  
4/25 Finance Committee meeting  
4/25 Meeting with Twinson Electronics to discuss routing electrical and data to exterior for book locker.  
4/25 Biweekly meeting with Karen  
4/29 Biweekly meeting with Karen  
4/30 Meeting with Karen and Bob Majernik to review the availability of alternate building project funds.

### **Diana Lennon, Adult Services**

I am thrilled to report that I will be at the American Library Assoc. National Conference in Philadelphia at the end of June! I am looking forward to the conference as I have never been to ALA. In other professional development activities, I attended a webinar on April 2 entitled "Wordsmith and Wonder: An Author Talk with Jodi Picoult" which was fabulous! She spoke about her new book By Any Other Name (2024) and the deep research she did for the book. (Goal 3.2)

I also attended an ALA webinar on April 28 entitled "Autism Awareness for Library Workers" which was very interesting. [Dr. Temple Grandin](#) and [ALA President Cindy Hohl](#) were the speakers, both of whom had early autism diagnoses. They spoke about their strengths and challenges, life-long adaptation, and their career paths, and about how libraries can support people with autism. They discussed recruiting practices and how we can use different assessments to hire people, and how we should consider what strengths and challenges people have to find the best library work for them and to make appropriate accommodations. They said we can support patrons on the spectrum by providing both appropriate spaces and materials to accommodate their needs and interests. We also can help control certain aspects of the library which also might be helpful, like noise levels, and visual or tactile stimulation. They also showed a video that [Mychal Threets](#) made to answer the same questions from the "library joy" perspective he is known for, in which he also discussed his mental health struggles. (Goal 3.2 & 2.3)

The OPL Volunteer Luncheon took place on April 9, with almost forty people attending. I am particularly grateful for the volunteers who help Vicenta and me every week with the English

Conversation Group. They are the reason the program is successful, educational, and enjoyable for our English Language Learners! (Goals 4.3; 2.1 and 2.3)

In mid-April I visited the Tuckahoe Library to discuss our Career Coaching service and other programs with the Director, and to see their newly renovated library. It looks fabulous and I shared some pictures with Karen and Molly—their new lighting was the best upgrade and one I am looking forward to here, not to mention the HVAC system.... (Goal 5.6)

On a day that we were dealing with the HVAC issues, we enjoyed a Pop-Up Concert by Will Hutchinson, a newcomer to Ossining. Originally from Nebraska, he and his family moved here and the library was one of their first stops. James and I met him at the Adult Services Desk and ended up booking him for this concert and one in the theater in September. He has a wonderful voice, which was a soothing sound amid the controlled chaos of fans, moving study room reservations and public service desks, and closing the Mezzanine and second floor. Kudos to staff for adjusting their workday as decisions were made in the *heat* of the moment—excuse the pun! (Goal 2.1)

### **Ignayra Lopez, Children's Services**

Our Spring programming session commenced on April 7<sup>th</sup> with a full line up of our regular weekly programs and some very fun specials. It's a perfect time to start as the children are on Spring Break during this time, so they are able to take full advantage of our program offerings. I partnered with For the People & Kids once again to host a Kids Urban Gardening series. The program was highly received by caregivers and children. We learned about eating the rainbow, planting seeds and winter sowing. We will be working with For the People & Kids once again this June on Wednesdays at 4:30pm for Rainbow Creations: A kids art program celebration Pride. I am looking forward to the beautiful works our budding artist will create. Kevin worked with a local parent and professional on a new gaming program called S-Arcade on April 16<sup>th</sup>. The uniqueness about this program is that up to 12 children can play a game at a time as well as the entire room is covered in Arcade games utilizing the wall space. (Goal 4.1) Joy had a very successful Mermaid Day on April 17<sup>th</sup> with Merfolk activities, dressing-up and snacks. I also hosted another Baby and Me Cricut session on April 22<sup>nd</sup>. Caregivers made cute onesies while babies played.

In celebration of National Library week this year, I hosted a passive Kid Librarian program. I think it's important to promote librarianship to the younger generation, especially BIPOC children, so this program was my small way of doing so. The process was simple. Children who were interested had to fill out an application. I randomly drew a name each week. The kid librarian for that week would come in for 1 hour that week to work side by side with me. During our time together we created a book display, we learned about Canva, using the catalog to find books, organizing books, computer help, and everything else in between. The children were so enthusiastic and excited to be librarians. Our caregivers were fully supportive and appreciative. It was fantastic 10/10. I would definitely do it again. I, along with Neera and Suy, attended Green Ossining's Earth Day Festival on Saturday, April 26. We represented OPL with a Puzzle Swap. Despite the weather it was a good turn out and we managed to almost give away all the puzzles we brought over 100+. I only had 2 puzzles left at the end of the day. It's always a great day being able to connect with the Ossining community as well as the greater Westchester community. (Goal 4.3)

The children services team and I are in the midst of planning Summer Reading. This year's theme: Color Your World/ Colorear Nuestro Mundo. We have our June school visits to Brookside and Claremont scheduled to promote summer reading and invite students to the summer kickoff on Saturday, June 21<sup>st</sup> 11-2pm. We also have multiple visits to the OUFSD Summer program scheduled to visit classes in K – 5<sup>th</sup> for a read aloud and activity. (Goal 4.1) We are moving along on expanding our children's Spanish collection. Thank you to Marie for providing us with a very long report of fiction books that have not circulated in the last 2 years. The team and I are going through the list, evaluating, weeding and discarding as needed. This will help us get more shelving space. We have created a new section in the Spanish collection, Spanish Young Readers. This will help caregivers find books for those children who are in-between Easy books and Middle grade fiction. I am excited at the direction and pace this project is moving at. More updates to come in the future. (Goal 2.2) Things I am looking forward in May:

- Neighbor's Link Adelante Juntos Workshop on Monday, May 19 at 1pm (Goal 4.1)
- Battle Books Information Session on Wednesday, May 21<sup>st</sup> at 6:30pm

### **Mallory Marinaro, Patron Services**

If you were told, with absolutely zero context, that a library employee bought a stuffed otter to take to museums as a way to promote the museum pass program and had the beginnings of a rhyming story for this stuffed otter's adventures, I think all of you would safely assume that this employee was me, and with that Captain Obvious moment out of the way, let me introduce you to the cutest triumph of the month: Willa Green, Museum Queen.

Our ever-generous Friends of the Library have afforded us the opportunity to have a thriving Museum Pass program and Marie Trapasso does excellent work cultivating and maintaining our collection. When I thought of how we could continue to get eyes on this collection—especially the eyes of our younger patrons—I naturally thought that we needed a stuffed otter and, obviously, that her name needed to be Willa Green.

Willa made her debut at the very end of April, with a poll at the Front Desk for patrons to suggest the first museum she should visit. Jenny Meudt created a beautiful sticker for our shelving, as well as a magnet highlighting the collection (Board of Trustees perk alert, you'll get one at your next monthly meeting). Willa is very cute and brings me joy whenever I walk by the museum passes and I am excited to visit some museums with her in tow this summer.

### **Magnets**

Jenny and I decided that spring was the perfect time to change up our OPL magnets, because what's better than a new season? The two of us have been enjoying balancing our OPL orange with rich blues and have incorporated this color scheme into the décor at the Front Desk (pro-tip: find a colleague who is as fond of ginger jars and block prints as you are). Along those lines, Jenny designed a beautiful blue magnet with our hours and mission statement that's incredibly eye-catching. We also designed a larger one with some more graphics that we'll be rotating the blue magnets with (perk alert: these are for you as well!). Patrons have always loved our magnets and now seemed as good a time as any to do something a little fresh.



## ***Messaging Training***

The biggest part of my month was preparing for the staff messaging training, helmed wonderfully by our consultant Ginnie Blake-West. A special thank you goes to our favorite foodie coworker Sarath Nair for planning the menus for the evening and morning sessions. Ginnie's presentation was wonderful and so well received by our staff, who had excellent questions and seem very excited about the building project.

As part of the training, to keep things light and engaging, I created a trivia challenge and had a lot of fun with it (it's attached for you here)—it was so interesting to see what areas of expertise our staff shines in, and I had a great time picking out prizes and making goody bags for the winners, including custom gift tags because I am who I am.

## ***Community Leaders Information Session***

Next up on the bustling Building agenda: our information session for community leaders, scheduled for May 28. We're deep in the trenches planning for this event. I've adapted our Building on the Best packet slightly to make it more appropriate for this event's invitees, and designed an agenda with a notes page on the back for guests (thank you Althema for the suggestion!). I've also worked on adding more content to our dedicated website ([www.ossininglibrary.org/building](http://www.ossininglibrary.org/building))—it's a work in progress so far, but with the layout created, it should be simple enough to add content as it comes.

There's a lot more to do for the session, but I'm confident that the team will get everything done with customary efficiency and excellent. I'm looking forward to the event itself as well as the run-through we have scheduled for May 14.

## ***Budget***

In any other year, the budget dominates my life at this point in time, but it seems less stressful this time around. A huge part of that is having Steve Hamilton and Guillermo Rodriguez be a part of the process; Steve is an excellent copy editor and Guillermo is always quick and thorough with translations. The three of us all worked in some capacity on budget documents and the postcard that's mailed to the community and it will be nice to not look at these long columns of numbers for a while!

## ***HVAC Woes***

Well, we made it to April before we needed to interrupt services to the building due to our HVAC system that is flummoxing at best, and expletive-worthy at worst. The library closed early one evening and closed the entire second floor and mezzanine for a couple of days and *of course* one of those days was when we had 10 study room reservations made! Let me tell you about the mad dash I did to accommodate all of our reservations—well, I guess that was me telling you about, it was mad and it was a dash, but I was able to move all of those reservations to alternate spaces including the activity room, tech tutoring space, and the first floor meeting room by 10am that morning. It's gratifying to be able to balance disruptions with good news for patrons, all of whom were very appreciative that the library was able to manage honoring their room bookings.

## **Allison Robbins, Technology and Training**

**Bibliotheca Pickup Lockers:** Everything is progressing. We have a tentative installation timeframe in June. (Goals 2.3, 5.1, 5.2)

**Mobile Workstation Kits:** Dramatic temperature spikes that began in April highlighted the necessity of having equipment on hand and ready to deploy if service desk staff have to set up their operations in alternative, cooler locations. I began assembling Mobile Workstation Kits that service desk staff can retrieve and use to set up a fully operation workstation anywhere in the building (so long as there is an outlet!). I've also worked with our copier and printer company to acquire some WiFi adapters for two surplus printers that we have in storage. These can be used with the kits, as well, to ensure that we continue to have patron printing/mobile printing, even in alternative and temporary set ups. These should be completed by mid-May, and I hope they prove useful for staff. (Goals 5.2)

**Phones and Speakers:** Staff in the building before we opened and after we closed on multiple occasions during April were, unfortunately, subject to the repeated broadcasts of "Testing, 1,2,3. This is just a test," and so on. I worked with E3 consulting over the course of a few weeks to get to the bottom of the phone and speaker "strangeness" that is now largely resolved. I am still tracking occasional quirky behavior on some of the phone handsets but, for the most part, things are working properly again. I'm thankful for the staff's patience and to Jenny for being my hands on site when I'm not there. (Goal 5.2)

**Jenny:** What follows is a well-deserved shout-out to Jenny, our Tech. Clerk at OPL. Not only does Jenny provide Tech. Tutoring each week, work with our hotspots and Chromebooks, catalog books, and work at the Front Desk, she is also our in-house Cricut, vinyl signage, and sticker master. Jenny has worked with Mallory, Marie, and other staff members to brainstorm and design numerous professional-looking labels and signage (i.e. on book carts, drawers and cabinets, the "Staff Picks" and "Coming Soon" vinyl signage behind the Front Desk, etc.), decorative elements (i.e. the wooden "OPL" wall hanging behind the Front Desk), stickers to support programming and seasonal celebrations, and other items. Jenny has also worked with me to make our hotspots, and other circulating electronics, look much sharper with her label designs (a big step up from my attempts with the standard label tape). Last, but not least, she has worked with Teen Services and Children's Services to impart some of her Cricut knowledge as well as assist with programming in which the Cricut machines were used. I believe I speak for everyone when I say, "thank you, Jenny!"

Concise progress updates on some other projects:

- Quipu PITS (incident reporting): Configuration phase
- Children's Room patron computer expansion: Tables on order, awaiting delivery
- New session management and patron print software: awaiting the conclusion of a new development with a potential vendor before making next moves
- SonicWall (firewall) upgrade: Installation set for May
- New Signage Software: Proposal approved, coming soon

## **Marie Trapasso, Circulation/Technical Services**

## **Tech Services Interest Meeting (not to be confused with the Technology Committee)**

On April 8, I attended the first half of the Tech Services Meeting through WLS. I had another meeting to go to at 10am, so I had to leave half way through but I was able to watch the recording of what I missed afterward. This meeting was recommended at a Circulation Committee meeting as sometimes there is overlap with Circulation staff but sometimes there isn't. This is helpful to get everyone on the same page. The majority of the meeting had to do with Lindsay Stratton explaining a functionality of Evergreen that we currently don't use and she wanted to see if we would be interested in using it. In speaking with staff who actually interface with materials and patrons, we decided not to turn this feature on as it wouldn't work the way we need it to. While we wait for PLDA to recognize this group as an actual committee we will continue to meet. The next meeting of this group will be June 10 at 9:30am.

## **Messaging Training**

I attended the Staff Messaging Training on Wednesday morning, April 23. Not to pat myself on the back, but I'm pretty much a Trivia Queen as I won the grand prize! In terms of the training, it was helpful to hear more concrete numbers, dates and tips from Ginnie Blake West. It will be interesting to see how patrons feel once the bond is more widely publicized because one thing I have come to know in my 25 years of working here is that the Ossining community is not shy about voicing their opinions. I do view this as an asset because sometimes, as a staff person, I become blind to some of the issues with the building because I am here 35 hours a week and what may seem like a good idea to me, may be a huge inconvenience to a library user. I look forward to the feedback, whatever it may be.

## **Umbrellas**

Awhile back, Karen had the idea of circulating the orange Ossining Library umbrellas we had in our swag inventory. Between, personnel issues that ate up entire days/weeks of my time, and countless other unforeseen issues, I only just got around to putting these into Evergreen so they can circulate. In my mind, it was perfect timing as we seem to be having a lot of rainy weather lately. In fact, 2 staff people mentioned to me that they were caught without an umbrella in the past weeks and used the ones we now have in circulation. The umbrellas go out for 1 week and are not able to be renewed or placed on hold. I am curious to see if they catch on with our patrons.

## **Front Desk Display**

I had the display by the Front Desk full of poetry books for National Poetry Month and overall 15 books were checked out from this display. One patron applauded the fact that I had put "some of the classic poets" on the display.

## **Promotional Materials**

I created 15 screen graphics for promotion of April programs and schedule changes for the flatscreens around the building and 8 placards for program promotion in Aspen.

## **Circ Statistics:**

**Patrons added: 108**

**Interlibrary Loans: (received at Ossining): 1,551  
(supplied to other libraries): 1,184**

**Total Circulation (including eBooks): 15,788**

There were 0 checkouts from the Mobile App as it's still not working.

**There were 5,361 total checkouts from Overdrive.**

**There were 693 checkouts on just Ossining Advantage titles.**

Our museum passes circulated 55 times and an explorer bag circulated once.

**Tech Statistics:**

**Items Added: 944**

**Items Deleted: 1,048**

**Suzy Zavarella, Teen Services**

The month began with the Project Lit Book Club's trip to the American Museum of Natural History. As always, school trips are full of excitement—until the unexpected happens. When taking the final count of students before leaving, I realized we were short one. After a bit stressful 45 minutes, the missing student rejoined the group, and thankfully, all ended well. The experience certainly added an unforgettable twist to an otherwise great day—and had Sudha and I refining our procedure for the next trip. To close out the month, Project Lit had a table at the Ossining UFSD Equity Committee's Equity Fair, where club members had the opportunity to share the mission of our book club with interested kids and parents.

We're relieved the YSS Conference is behind us—and even more pleased that the feedback was overwhelmingly positive. Maulik Pancholy, a middle grade author and star of *30 Rock*, was an outstanding keynote speaker—engaging, thoughtful, and incredibly easy to talk to and folks thought the presentations offered were relevant and timely. A favorite of many - Smells Like Teen Spirit: Promoting Adolescent Hygiene.

Tiffany led a fun and competitive "Cupcake Wars" activity earlier in the month, and later in the month, participants got creative making pizzas loaded with all the toppings. She also had a festive Easter egg coloring activity, where participants of all ages enjoyed getting creative with bright dyes and glitter. However, for the first time in a while, two of our craft programs had no attendance. We believe the beautiful weather on those days contributed to lower overall foot traffic at the library.

We were a bit surprised that the Poetry Workshop, planned in collaboration with Bethany Arts, didn't receive any registrations. However, we were able to pivot and offered the program at the Bethany Arts Open House on the following Saturday. During the event, the poets were stationed in the galleries, where they hosted Blackout Poetry exercises, shared unique writing prompts, and engaged with visitors interested in exploring their creative side.

Neera and I joined Ignayra at the Green Ossining Earth Day Event. Although the weather wasn't ideal for much of the day, we were able to give away all but two of the puzzles we had on hand. It's always a pleasure to connect with people outside of the library and share the exciting programs and resources we offer and hear how much they love and appreciate our library! Oh, and there were goats....

I expected attendance to increase for the Job Readiness workshop series once the word spread that summer job opportunities were available—but it far exceeded expectations. Participation more than tripled, and we had to relocate the program to the theater to accommodate everyone. With so many new participants, we had to extend the training into June and revise our presentations to cover the information they had missed.

The kids kept Julian, James and Tiffany and the rest of the staff on their toes this month. We had an uptick in incident reports including one where the police were called, and 12 AMD students were told not to come back for a month. We are grateful for our partnership with AMD administrators. All 12 students were identified and their parents called by the Dean of Students to inform them of the consequences of their inappropriate behavior.

On a bittersweet note, the month ended with a goodbye to our amazing substitute, Amanda. She was accepted into a PhD program, and we couldn't be more excited for her, though she will certainly be missed.

### **Looking Ahead to May:**

- Continuation of the Job Readiness program
- Cinco de Mayo celebration
- Battle of the Books info meeting
- SAT Prep
- ENU Builds Dialogue