

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report - April 2012  
Date: May 3, 2012

### **Administrative**

- Attended a Harassment, Discrimination, Workplace Violence training at City Hall.
- Attended a planning meeting on implementing a customer service policy and the staff training that would entail.
- Attended meetings with the architects as the First Floor MasterPlan begins to take shape.
- Updated database listings: the library no longer has access to NovelList through WLS.
- Worked with a patron to finalize their getting materials for the blind from the New York State Library.
- Worked with Ryan to correct a problem with the Children's Calendar of Events from the new homepage.
- Gathered statistics for Director Kenney's presentation to Common Council.
- Completed Merit Evaluations of 5 Librarians.

### **Staff Activities** - *Thanks to librarians Karyn DeLuca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report.*

- Librarians Kunz, DeLuca, Hughes, Rothman, Wenglin attended a Literary programming meeting.
- Librarian Carlson continued his Spanish classes at WLS.
- Librarian Carlson attended a White Plains Cares board meeting.
- Librarian Carlson attended a "Take Back the Day" event at the County Center.
- Librarian Carlson attended the B&N "My Favorite Teacher" award ceremony. He was one of the judges for the contest.
- With the Director and Assistant Director, Librarian Carlson visited the Centereach and Selden libraries in Long Island to see their Teen Rooms.
- Librarian Carlson was actively involved in the two day meetings with the architects and helped designs for the Edge.
- Librarian Varian met with a conservator to go over the preservation of photos in our Local History collection.
- Librarian Varian attended a Board Meeting of the White Plains Historical Society.

### **Customer Service:**

- Librarian Varian answered 35 Local History queries via phone, email, mail, in person.
- 64 students attended the 9 English Conversation Groups in April.
- 3 Spanish computer classes were held. 15 attended.

### **Community Outreach:**

- Librarian Hughes led a Book Discussion at Gilda's Club. 10 women attended.
- 6 Homebound baskets were delivered.
- GED Prep at the library. 15 students participated.

### **Programs:**

- Clarice Wilson Memorial Concert. 50 attended.
- YA Programs included: Salsa Dancing, Fabulosity: Preparing for Prom, Teen Advisory Group, Teen Babysitting, and AllState Public Service Announcement program.
- Poetry Slam featuring Lauren Zuniga. 32 attended.