

By: Timothy Baird  
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Subject: Monthly Report – September 2012  
Date: October 3, 2012

### **Administrative**

- Completed the renewal for our microfilm and periodicals subscriptions.
- Made changes so that the Periodicals Desk is covered every Saturday during opening hours.
- Helped colleagues with eVanced entries.
- Helped colleagues with TitleSource issues.
- With input from Librarian Carlson, added 6 Teen Magazine titles to our Standing Orders list.

**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.*

- All staff attended a Foundation Center training on using their online resources.

### **Customer Service:**

- 48 students participated in our English Conversation Groups.
- ESL tours for new students showing them library resources.
- We offered 6 computer classes and two of them were new classes: Word 2007 Part 2 and E-Resumes.
- Librarian Varian researched 33 Local History queries.
- Provided 4 e-reader trainings and one email training, all one-on-one sessions.

### **Community Outreach:**

- Two new Digital Ads will be coming, one for Jonathan Tropper the other for the Westchester Multicultural Children's Book Festival
- Red Door Readers – Librarian Hughes led book discussion at Gilda's of Westchester.

### **Programs:**

- Masterwork Conversations presents Vienna Classical Music Concert.
- Salsa classes taught by Addie Diaz were offered to Adults.
- Program in Spanish concerning managing one's finances.
- Learn Spanish Classes began this month.
- GED Classes now offered Monday evening and Saturday morning.
- Poetry Slam with guest poet Omar Holman.