

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – January 2013
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Administrative

- With Director Kenney, Assistant Director Degyansky, Librarian Carlson, and IT Staff Jackson started the process of finding a candidate for the Digital Media Library Assistant. Over 35 applications were received.
- With Director Kenney and Assistant Director Degyansky, worked on a new job description and title for Librarian Perez. Met with Perez to go over what is expected of her in her new position as Community Outreach Librarian.
- Attended a Mayor's Youth Board Meeting.
- Worked on gathering collection data in terms of count, circulation, and turnover rate for our entire collection by item type and by Dewey number for Director Kenney.
- All staff were trained on using the new photocopiers and I followed up with Periodicals Staff to train them on the new scanning functions that the public can make use of.

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.*

- Librarian Carlson attended a White Plains Cares Coalition meeting.
- Librarian Carlson met with the SADD Chapter at White Plains High School.
- Librarians Carlson and Kunz contributed to the City sponsored Blood Drive.
- Staff attended the Friends of the Library Luncheon.
- Librarians Hughes, De Luca, Rothman, Kunz, and Wenglin met with Director Kenney for a Literary Programming Committee meeting to plan spring and summer literary events.
- Librarian Hughes attended the Friends of the Library Board meeting.

Customer Service:

- Librarian Varian answered 11 Local History queries.
- Provided eight 1-1 e-reader trainings.

Community Outreach:

- Librarian Carlson held a Teen Advisory Group meeting.
- Librarian Hughes led a book discussion at Gilda's Club.

Programs:

- Hosted Poetry Slam with guest poet Ben Figueroa
- Teen Programs included: Video Game Design and Music Remix.
- New Year, New You series of programs on Wednesday evenings.
- Museum Gallery Opening of Abstract Art was well attended.
- Library hosted a Hadassah film on Ruth Gruber.
- Child Care Council of Westchester offered two workshops in Spanish.
- GED and Citizenship classes resumed in January following the holidays.