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Dept. Adult Services
Subject: Monthly Report – February 2013
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Administrative

- With Director Kenney, Assistant Director Degyansky, IT Staff Jackson, Librarian Carlson, completed the 1st and 2nd round of interviews for the Digital Media Assistant position and selected a candidate for the position.
- With Director Kenney, Librarians De Luca and Deschamps studied the circulation data for the first 6 months of the fiscal year to help plan materials budget for next year.
- Completed Library Snapshot Survey for NYLA [New York Library Association] where libraries around the state were asked to gather data for one day illustrating how vibrant and busy NY State libraries are.
- Attended the monthly PLDA meeting as Brian's representative. Followed up with WLS staff on concerns surrounding Director's Station and the printing of notices by WLS.
- Attended the monthly Youth Board meeting. Mayor Roach was there to express his thanks for the work that the Youth Board and the Friends of the Youth Board do for the City of White Plains. He mentioned the coming of the Edge and how the City is very excited about having a new place for Teens to engage in healthy activities.

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, Rothman, De Luca, Hughes, Wenglin and Director Kenney held a Literary Programming Committee Meeting.
- Librarian Varian attended a White Plains Historical Society meeting.
- Librarian Perez attended an event at Bristol Assisted Living in White Plains. The Library will be partnering with the Bristol on programs for seniors.

Customer Service:

- 7 English Conversation Groups were held, led by Librarians.
- Librarian Perez led two Spanish Computer classes.
- Librarian Carlson held a Teen Advisory Group meeting.
- Librarian Varian answered 23 Local History queries.
- 4 Computer classes were held in February.
- Two new databases were added: Morningstar Investment Research Center and Oxford Islamic Studies Online.
- Provided 6 1-1 ebook trainings.
- A new computer class was offered: Google More.

Community Outreach:

- Librarian Hughes discussed Nancy Pickard's *Scent of Rain and Lightening* at Gilda's Club.
- Librarian Perez made community contacts with the Center Lane Jewish Community, Coachman Center, White Plains Hospital.
- Librarians Perez and Duffy led library tours for the ESL classes and another group from Westchester Community College. 115 students participated.
- Librarians Perez and Carlson delivered library promotional materials to community agencies and schools.

Programs:

- Brian Carter Quartet performed on a Sunday to 50 patrons.
- Teen Programs included: Video Game Design, Claymation, and Music Remix.
- 55 patrons attended the Poetry Slam and Open Mic. The Guest Poet was Joanna Hoffman.
- Job Club, counseling for patrons looking for employment or seeking a career change, was very successful with an average attendance of 16 participants each session.