

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – April 2013
Date: May 1st, 2013

Administrative

- Welcomed new full-time staff member to the Adult Services Department: Library Assistant – Digital Media Austin Olney. Worked with staff in all departments for his training.
- Created a job description for Austin Olney.
- Worked with John Lolis on possibility of having Guest Computer Passes and also a generic library email for patrons to email files to when no computers are available.
- Met with Assistant Director Degyansky, Head of Acquisitions Deschamps, and Circulation Clerks Black and Harris to discuss the use of the Adult Reference Desk for both Circulation and Reference purposes during the 1st stage of the First Floor renovation.
- Created weeding lists for librarians Duffy and Hughes as they continued work on their collection areas.
- Updated the Subscription Databases handout.
- Helped Librarians Varian and Wenglin as well as IT Staff Jackson with issues concerning the eVanced calendar.

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 Hughes attended the Friends of the Library board meeting.
- Librarian Hughes attended Volunteer Appreciation Dinner at Gilda's Club.
- Librarian Rothman attended a local Toastmasters meeting. They may do a program here in the future.
- Librarian Rothman attended a Second Act Careers Workshop at Manhattanville College.

Customer Service:

- 5 1-1 ereader trainings and a 1-1 email training.
- 9 Spanish Conversation classes were held.
- 4 Homebound basket deliveries.
- Hosted 9 English Conversation groups.
- Librarian Rothman hosted a weekly Job Club series. An average of 11 patrons attended per session.
- Librarian Rothman conducted a Business Plan class for the Women's Enterprise Development Center.
- Librarian Varian answered 23 Local History queries.

Community Outreach:

- Librarian Perez promoted library services at the County Courthouse to a probation group.
- Fliers for library programs were delivered to St Bernard Church and Centro Hispano.
- Librarian Perez hosted a Bristol Assisted Living facility creative writing program.
- Librarian Perez attended the Slater Center Health Fair.
- Librarian Hughes led Red Door Readers book discussion group at Gilda's Club.

Programs:

- Librarian Kunz hosted the Clarice Wilson Memorial Concert featuring Brian Lam.

- Librarian Wenglin conducted two short story book discussions from the anthology Wonderful Town.
- In Celebration of National Poetry month, Librarian Wenglin hosted a Professor Schlesinger of Purchase College talk on “The Power of Poetry and Literature in Troubled Times” and also a reading and discussion from Professor Ehrenkranz of Pace University’s recent anthology “Explaining Life: The Wisdom of Modern Jewish Poetry”.
- Spanish Child Care Council program.
- White Plains Hospital Stroke Prevention.
- Friends annual meeting with author Douglas Century on Pros and Cons of Celebrity Culture.
- Still Here Thinking of You. Panel discussion by 4 Westchester authors.
- Librarian Rothman hosted a collaborative program: How to Approach a Foundation From Initial Contact to Getting Funded. Partners were Citi Community Development, Nonprofit Coordinating Committee of New York and Foundation Center.
- Librarian Varian hosted a Poetry Slam featuring guest poet Marty McConnell.