

By: Timothy Baird  
Dept. Adult Services  
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### **Administrative**

- Attended a PC Use Card meeting to discuss how to more efficiently handle patrons who do not have valid library cards and wish to use the computers
- Created a list of Trove VHS Tapes so that they can be discarded from the catalog
- During renovation, arranged for part-time librarians to use workspace on the Third Floor.
- New periodicals staff member Diego Bohorquez began training.
- Completed weed of back issue magazines on the Third Tier.
- PC Basic Skills Committee completed its survey and submitted to Director Kenney for review
- Created weeding lists as staff continue to refine their collections before the renovation.
- Attended a Code of Conduct Policy meeting.
- Attended a meeting with Director Kenney, DPW, the architects for the renovation, and the General Contractor as a first step towards the start of the Edge.
- Worked with Librarians De Luca and Deschamps on using Sirsi's Director's Station for gathering statistics to aid in Collection Development strategies.

**Staff Activities** - *Thanks to librarians Karyn De Luca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- All staff attended training on Circulation functions that they will have to perform when the Reference Desk becomes a joint Reference/Circulation Desk.
- Librarians Perez and Carlson attended a Reaching the Spanish Community workshop.
- Librarian Carlson attended the ALA Annual Conference in Chicago.
- Librarian Hughes attended the Groundbreaking Ceremony for the Edge and Beyond.
- Digital Media Specialist Olney attended Windows 8 Basics training at the Yonkers Micro Center.
- Librarian Perez attended a WCC Supporting Skilled Immigrants workshop.
- Librarian Perez attended a Latino U program at the Library.
- Librarian Varian attended a White Plains Historical Society meeting.

### **Customer Service:**

- 8 English Conversation Groups were held.
- 2 tours of the Library were given to the WCC ESL classes.
- 4 Spanish Conversation Groups were held.
- Librarians Kunz and Duffy updated the Kindle Fire ebook tipsheet.
- Librarian Varian answered 26 Local History reference queries.
- Librarian Varian and Media Specialist Olney created new scripts/outlines for a Drop-in e-reader session and a Freegal class.

### **Community Outreach:**

- Librarian Hughes led a book discussion at Gilda's of Westchester.
- Librarians Rothman & Perez promoted the Library at WCC's Stand up Women Veterans program.
- The Mexican Consulate served over 580 citizens during their 5 days at the Library.

**Programs:**

- Librarian Carlson hosted a showing of the movie Bully for the Youth Bureau.
- YA Summer Reading kickoff party at the Galleria.
- A new program was developed by Librarians Hughes and Perez: Games On! A drop-in program for adults to play games like scrabble, chess, checkers.
- White Plains Healthy Habits program with White Plains Hospital.
- Poetry Slam with Guest Poet Ian Khadan.