

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – July/August 2013
Date: September 5th, 2013

Administrative

- Worked on Code of Conduct revision with Librarian Kunz, Assistant Director Degyansky, Trove Staff Grant, and IT Specialist Jackson.
- Attended weekly Construction meetings as the first floor renovation moves forward.
- Created weeding list for Librarians Deschamps and Perez to work on Spanish collection.
- Added Museum passes to: Hammond Museum & Japanese Stroll Garden, Hudson River Museum, Danbury Railway Museum, and Museum of the City of New York.
- Worked with Librarian Duffy on creating signage for the temporary relocation of materials during the renovation.
- Attended Combined Service Desk redesign meeting with Director Kenney, Assistant Director Degyansky, and Head of Circulation Black.
- Did Department training in all aspects of Museum Pass program.
- Helped staff with entering events into the eVanced calendar.

Staff Activities - *Thanks to librarians 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.*

- Librarian Carlson attended a White Plains Cares Coalition meeting.
- Librarian Carlson attended a School Library Journal webinar “Summer Teen”.
- Librarians Hughes, Rothman, Kunz, Wenglin, and De Luca along with Director Kenney had a Literary Programming Committee meeting. Their last event was the Stephanie Evanovich program.
- All staff were invited to attend an Active Shooter training led by Captain Burpee of Public Safety.
- Media Specialist Olney attended the Summer Teachers Institute at the Jacob Burns Film Center in Pleasantville.
- Librarian Varian gave a tour of the Local History Room to Anne McPherson, White Plains City Clerk.
- Librarian Varian and Director Kenney hosted a meeting with archivists, librarians, and historical society officers as the Library prepares a mission statement for the Local History Collection.
- Librarian Varian attended a rehearsal session as the White Plains Library Slam Team prepares for the National Poetry Slam in August.
- Librarian Rothman served as a judge for the Youth Bureau’s Young Entrepreneurs program.
- Librarian Rothman attended a Train the Trainer workshop offered by Women’s Enterprise Development Center.
- Librarian Rothman created a list of top White Plains businesses for potential Foundation outreach.
- Librarian Carlson attended a Youth Bureau Wellness Week planning session.

Customer Service:

- Librarian Carlson hosted a class visit from White Plains High School.
- 17 English Conversation Groups. Discussion about having volunteers run the groups and also having smaller group sizes.
- Games On! Continued every Friday in July.

- Librarian Rothman provided one-on-one training on using the Foundation Directory Online.
- Every Tuesday night was drop-in Computer help with Media Specialist Olney.
- 11 1-1 trainings in July, 10 of which were for e-books and another 9 ebook trainings in August.
- Librarian Varian answered 24 Local History queries.
- The Local History Room was moved to temporary locations and staff were advised on how to access these materials for patron use during the renovation by Librarian Varian.
- 15 computer classes were offered by staff.
- Librarians Kunz and Carlson worked on designing a Teen Library card.

Community Outreach:

- Librarian Hughes led two book discussions over the summer at Gilda's of Westchester.
- Librarian Perez hosted a Library table at the Hispanic Heritage Festival at the Kensico Dam.
- Librarian Perez spoke at a GED Challenge meeting run by the Dept. of Probation.
- Librarian Perez provided Library information at White Plains Hospital.
- Librarian Rothman provided instruction on creating a business plan to the Young Entrepreneurs group from the Youth Bureau.

Programs:

- Teen programs included Latin Dance, Lightbulb Terrarium, Pizza and a Movie, Car Care Basics, Skin Care, Meditation, Cartooning, and a Short Story discussion. Librarian Carlson hosted the End of Summer Reading party and prizes were awarded to the teens who earned the most points over the summer.
- Viva Peru! Celebration of Peruvian Heritage.
- What's Your BMI in collaboration with White Plains Hospital.
- Author program with Stephanie Evanovich.
- Media Specialist Olney taught a weekly Scratch program in the Children's Room and a Hacker Academy program for teens.
- International Film Festival every Monday afternoon and evening in the summer.
- July Poetry Slam with Guest Poet Laura E. J. Moran.
- Our literary programmers have been busy over the summer planning for the fall. Adult service librarians Elizabeth Hughes and Barbara Wenglin will both be leading book discussion series: Barbara will explore new short stories from the anthology used last spring, "Wonderful Town, New York Stories from the New Yorker," while Elizabeth will launch a new series, "Page Turners," discussing a different book at each session.
- Patrons are invited to sign up for one or both series and need not attend every session. An email blast was sent to our Book Group Support list with registration responses coming in.