

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – November 2013  
Date: December 4th, 2013

### **Administrative**

- Attended monthly Youth Board meeting.
- Instructed Librarian Hughes on entering twice weekly Conversation Groups into the eVanced calendar.
- Created a circulation list of Art Books for Librarian Hughes.
- Interviewed two candidates for the Library Assistant position in the Edge with Director Kenney and Librarian Carlson.
- Hiring of Sunday Librarian for the Edge Alan Ramsay was approved by City Hall.
- Attended weekly construction meetings with Director Kenney.
- Gathered database use statistics for Director Kenney and gave an opinion on which WLS databases should be renewed. Director Kenney used this material at the WLS Director's meeting.

**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.*

- Librarians Hughes, De Luca, Rothman, and Wenglin met to discuss literary programs for the spring.
- Librarian Hughes attended a Friends' of the Library Board meeting. The Board took a tour of the Edge.
- Librarians Carlson and Digital Specialist Olney attended a Shinnyo-en retreat with members of the School District to work on Library/School collaborations.
- Librarians Hughes and Digital Specialist Olney attend the Fall Gala for the Edge.
- Digital Specialist Olney attended the Playstation 4 midnight launch at a Gamestop in Yonkers to purchase a copy for the Edge.
- Librarian Carlson attended a White Plains Cares Coalition meeting.
- Librarian Carlson attended a workshop on 3D printing at WLS.
- Librarian Carlson attended a meeting of Teen Librarians who are trying to form a library Battle of the Books program.
- Librarian Duffy attended a Word For Resumes: Tips and Tricks class at the Yonkers Library.
- Librarian Duffy and Digital Specialist Olney redid all the signage for the book areas after items were shifted to their new locations. This helps the patrons and staff greatly!
- Librarian Rothman attended a Westchester Library Association Board meeting.

### **Customer Service:**

- Staff led 6 English Conversation groups.
- Staff provided 5 e-reader trainings to patrons.
- 8 Computer classes were offered, including 3 Drop-in Computer help sessions.
- The Museum Pass program was used 37 times this month. The most used were the Intrepid Museum, Frick Collection, and Stepping Stones Museum.
- Librarian Varian answered 28 Local History queries.
- Librarian Rothman hosted 3 Job Club sessions.

**Community Outreach:**

- Librarian Hughes led a book discussion at Gilda's Club of Westchester. They discussed Primary Lessons.
- Librarian Carlson met with the Teen Advisory Group.
- Librarian Carlson did lunch outreach at Highlands Middle School and the Community School. He also attended "The Event" hosted by the Global Ambassadors at WP High School.
- Librarian Varian posted flyers at Starbucks, Hastings Tea, What-a-Bagel Café, Famiglia Pizza, and the SUNY Purchase campus advertising the monthly Poetry Slam. This was a successful outreach venture as 68 people attended the November Poetry Slam & Open Mic.

**Programs:**

- Sleep Deprivation program given in conjunction with White Plains Hospital.
- Page Turners book discussion group discussed In the Garden of Beasts.
- Author event with Sarah B. White. This Saturday afternoon program was very well attended.
- Digital Specialist Olney taught Alice 3D Programming teaching Trove children about computer programming and coding.
- Teen programs included: Safe Driving Website Workshop, Car Care Basics, trip to City Center for screening of Catching Fire, Minecraft Monthly, Teen Book Club, Nutrition for Teens with the dietician from Shoprite.
- Poetry Slam & Open Mic with guest poet Imani Cezanne.
- Job Searching Through the Holidays.