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 Dept.: Assistant Director  
 Subject: Monthly Report for November 2013  
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#### OUTREACH AND COLLABORATION

- Attended the November 1-2 retreat with Shinnyo-en Foundation, White Plains Schools and Library Foundation representatives to plan future projects.
- Arranged an exhibit of Astrological photos for the spring of 2014 with Scott Nanmacher, local resident and photographer.

#### PROGRAMMING

Program evaluation data has been collected since March of 2013. Program participants are urged, though not required, to complete an evaluation. About 5% do so. Forms are made available in English and Spanish at all programs. In general, respondents are extremely satisfied with our programming efforts as evidenced in the following charts

Group	Was as advertised	Met my learning obj	Presenter well-prepared	Right length	Held My Attention	Age Approp
Adults	95%	94%	97%	93%	98%	97%
Teens	83%	91%	94%	79% *	87%	92%

\* Remaining 21% respondents reported that programs were too short rather than too long.

Group	I liked the program	I learned something	The presenter was good	Right Length	Was interesting
Children	99%	91%	99%	88% *	98%

\* Remaining 18% respondents reported that programs were too short rather than too long.

Space is provided for participants to add comments. The highest praise is given to Mr. Austin Olney, Digital Media Specialist and the Trove Librarians. These talented staff presenters are praised for their “patience”, “knowledge”, and programs “so awesome, fun and cool!” BOCES citizenship teachers report that 7 students have been naturalized since classes began last year. Data is also collected on our promotional efforts. Here are the aggregated results from the question, “How did you learn about this program.”

Newspaper	Library website	Flyer	Friend	Other*
4%	17%	47%	18%	14%

\* “Other” includes such sources as the One Stop, parents, teachers, and our staff.

#### POLICIES AND PROFESSIONAL ACTIVITIES

- Drafted a Circulation policy for Board and staff review.
- Appointed to a 3-year term of the American Library Association’s Poster Session Committee.