

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – December 2013
Date: January 2nd, 2014

Administrative

- Attended monthly Youth Board meeting.
- Compiled program statistics for Assistant Director Degyanksy.
- Assisted Librarian Perez with eVanced calendar entries.
- Met with Librarian Carlson, Digital Specialist Olney, and Director Kenney to go over procedures for once the Edge will open. This included trying different hours during the school holiday.
- Hired a Library Assistant, Kathlyn Carroll, to work in the Edge. Her first day was December 16th and she will be here Monday and Thursday evenings and Saturday afternoons.
- Attended grand opening of the Edge on snowy December 14th. It was a wonderful event.

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 and Digital Media Specialist met several times with the IT Dept, Libby from the Foundation, and Director Kenney to approve technology purchases for the Edge.
- Librarian Rothman attended a webinar: Providing Financial Education to Library Patrons.
- Librarian Rothman attended a workshop at NYPL: Libraries Respond to the 50+ Age Wave.
- Librarian Rothman attended a Westchester Library Association board meeting.

Customer Service:

- Staff led 6 computer classes, 2 in Spanish.
- Fall Learn to Speak Spanish classes ended.
- Librarian Varian answered 30 local history queries.
- Staff hosted a Holiday Party for patrons in the English Conversation Groups.
- Score had 4 counseling appointments [the first in several months!].
- 3 1-1 ebook trainings.

Community Outreach:

- Librarian Perez staffed a table at the YMCA providing visitors and residents with information about the Library.
- Librarian Perez helped spread the word about the Edge by distributing flyers in the community: St Matthew's Lutheran Church, Slater Center, Coachmen Center, and YMCA.
- Librarian Carlson contacted schools, youth groups, and community organizations to spread the word about the Edge opening.
- Librarian Varian distributed Poetry Slam flyers to local businesses for posting including Starbucks, Shop-Rite, Atlanta Bread Company.

Programs:

- Women's Enterprise Development Center program in Spanish.
- Teen programs in December: Teen Advisory Group, Teen Book Review Club, Grand Opening of the Edge that included a craft program with the Global Ambassadors from the

High School, there were 3 other craft programs in December, a Smart Money for Teens program, Introduction to Babysitting, Virtual Computing, AllState Safe Driving Website, How to Make Dubstep, Minecraft Monthly, and a Teen Holiday party with cookies and a movie screening.

- Librarian Varian hosted Poetry Slam with guest poet Jorge Brito.
- Librarian Rothman hosted several business programs: 2 sessions of Job Club, Managing Your Finance While (Un)Employed, Score Program: Tax Planning for your Small Business.
- Digital Specialist Olney taught Alice 3D to Trove children showing them the basics of computer programming and animation.
- The fall short-story series in December concluded with a lively discussion of two classic works from the acclaimed anthology "New York Stories from the New Yorker". More than 80 registered for the series. Librarian Wenglin continued to reach an enthusiastic audience of thoughtful readers. The popular series will continue in the spring.