

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – June 2014  
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### **Administrative**

- Attended joint Youth Board/Rec and Parks Advisory Committee end of the year BBQ at Delfino Park.
- Received notice that Librarian Varian will be retiring. Her last day at the Library will be August 15<sup>th</sup>.
- Did much Data Collection in preparation for collection meeting with Director Kenney and Librarians Deschamps and De Luca.
- Research American Museum of Natural History passes for Director Kenney.
- Visited the IRS Tax Center to find out about getting tax forms for the Library for next tax season.
- Attended a meeting to go over the 6<sup>th</sup> grade visits from Eastview school. All agreed that it was a very successful event.
- Assisted various staff with Library online calendar entries using eVanced.

**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.*

- Librarian Rothman attended the year-end Westchester Library Association Board luncheon. She also attend a Foundation Center regional meeting and Today's Economic Climate – A Perspective on Westchester County.
- Librarian Hughes ended the Friends end of the year luncheon at Graziella's.
- Librarian Hughes booked Marilyn Johnson to do a book launch of her new book "Lives in Ruins" this November. She also booked Masterworks Conversations for the Friends of the Library Mills concert in September.
- Librarian Perez attended "This Land is Your Land Too" conference.
- Librarian Perez participated in a webinar on Citizenship.
- Librarian Varian attended a White Plains Historical Society board meeting.
- Librarian Varian met with Slammaster Zork to plan Library's participation in ArtsWestchester's JazzFest in September.
- Edge Staff received robotics training from Jon Santiago.
- Digital Media Specialist Olney attended a MATLAB webinar on Quadcopter Simulation.
- Digital Specialist Olney did 2 training sessions with Trove staff on using the computer program Scratch.

### **Customer Service:**

- SCORE representatives met one-on-one with patrons giving small business advice.
- 8 English Conversation Groups led by Library staff.
- 6 tours for the new ESL students.
- Librarian Varian helped a student from Melbourne use our Percy Grainger Collection for thesis research.

### **Community Outreach:**

- Librarian Hughes led a book discussion of "Live By Night" at Gilda's of Westchester.
- Homebound delivery service to White Plains residents.

- Please see Librarian Perez's Community Outreach report for more details.
- Librarian Varian delivered flyers to restaurants in the community promoting the July Poetry Slam.

**Programs:**

- Business Programs included: SCORE workshop on Quickbooks; Small Business Administration program on Business Plans; Networking Your Way to a Job.
- Librarian Hughes led the Page Turners book discussion group "The Whistling Season".
- Librarian Varian hosted the June Poetry Slam & Open Mic.
- Teen programs included: Video Game Night, 2K Tuesday, Music Studio Production, Video Game Streaming.