

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – July/August 2014  
Date: September 5<sup>th</sup>, 2014

### **Administrative**

- Reassigned tasks to staff as two Adult Services Librarians left our ranks: Elizabeth Hughes and Miriam Varian.
- Interviewed 13 candidates for the 2 Librarian openings in this department. Candidates were selected to start working provisional. Stay tuned for announcement of the new staff members from Director Kenney in early September.
- Assisted staff with eVanced entries for different programs.
- Worked with Zork and ArtsWestchester to prepare for JazzSlam event at the Library on September 2<sup>nd</sup>.
- Compiled YA College section circulation statistics and YA AV statistics for the Edge Staff.
- Helped a Queens College Library School student who called in seeking circulation statistics for the Trove and the Edge for a project they are working on.

**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 Hughes worked with Libby Hollahan [Foundation], Director Kenney, and Rhoda Phillips, President of Friends on surprise plaque and dedication of Book Sale Room to be named in honor of Lee Palmer and her husband Ralph. The occasion is Lee's 90<sup>th</sup> birthday.
- Digital Media Specialist Olney visited Eastview School to learn about their TV Studio and Tricaster. He also taught Eastview teachers how to use Sketchup and use a Makerbot Replicator 2 3D Printer.
- Librarian Rothman is the new treasurer for the Westchester Library Association.
- Librarian Varian moved all of the Local History materials into its temporary location in the Periodicals workroom.
- Librarian Duffy attended a webinar "Top Ten Skills for Teaching Tech to Patrons".

### **Customer Service:**

- SCORE counselors had appointments with patrons at the Library.
- Librarian Varian answered 27 Local History queries before her retirement on August 15<sup>th</sup>.

### **Community Outreach:**

- Librarian Rothman taught a group of Young Entrepreneurs from the Youth Bureau about finding content for their business plans. Group also toured the Edge and signed up for Edge cards.

### **Programs:**

- Librarian Hughes led Page Turners book group. They discussed "Ibarra" by Doerr.
- Digital Media Specialist Olney taught a 3D Printing Basics class for Adults.
- Please see the Edge Report for all of the Teen programs that went on over the summer.
- Business programs: Manage Your Credit Score; Financing Your Business [Small Business Administration presentation].
- Librarian Varian hosted 2 Poetry Slams over the summer.