

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – September 2014
Date: October 1st, 2014

Administrative

- Welcomed new Teen Librarian Kathlyn Carroll who started on Sept. 15th. Kathlyn had been working PT in the Edge since it opened last December.
- Attended Part 1 of the Dept Heads Useful, Usable, Desirable retreat to discuss ways to improve customer service at the Library.
- Attended a meeting on weeding the collection that will involve shelveers, circulation staff, collection management, and adult services.
- Attended a meeting to create a new 3D Printing service for our public.
- Created multiple weeding lists for YA and Collection Management.

Staff Activities - *Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson, Kathlyn Carroll and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Rothman attended a Westchester Library Association Board meeting.

Customer Service:

- 15 1-1 trainings, mostly for e-readers, given by staff.
- Patrons can now submit items to be printed using our 3D Printer. Digital Media Specialist Olney is overseeing this new service.
- Job Club hosted by Librarian Rothman began its fall session.
- Drop-in Computer help continues to be very popular, held every Wednesday morning.

Community Outreach:

- Librarian Duffy has taken over the Homebound service and made his first delivery in September.
- Librarian Baird deliver Poetry Slam flyers to Starbucks, What A Bagel Cage, White Plains High School, and mailed flyers to all the WLS libraries promoting this month's slam.

Programs:

- Librarian Kunz hosted the annual Mills Memorial Concert. Masterwork Conversations performed.
- Staff gave 2 computer demos: Online Apartment Hunting; Cloud Computing.
- Poetry Slam hosted by Librarian Baird, co-sponsored by ArtsWestchester as part of JazzFest, drew a huge crowd. Tony Brown was the guest poet.
- Business programs hosted by Librarian Rothman included: Job Search Success; Marketing Strategies; Kickstart Your Job Search.
- Please see Edge report for a summary of Teen Programs offered this month.