

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – November 2014
Date: December 5th, 2014

Administrative

- Worked with Librarian Carlson to create a job posting for a Library Assistant to work in the Edge. This job has been posted to library school listservs and different library job websites.
- Met with Director Kenney and Librarian Himmelfarb to discuss plans for the White Plains Collection [formerly the Local History Collection].
- Attended a meeting on a new online service the Library will be offering: “Hoopla”. Staff training and a public launch party were discussed. This service will be made available to the public on December 15th.
- Attended a Mayor’s Youth Board meeting at the Youth Bureau.

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

- Digital Specialist Olney presented at the Annual New York Library Association [NYLA] Annual Conference in Saratoga Springs NY. The program was “Libraries as Digital Media Creation Hub”.
- Olney also attended a webinar “MATLAB to C Made Easy” and all Edge Staff [Carlson, Olney, and Carroll] had CNC training with Jon Santiago from Htink.
- Librarian Rothman attended a Westchester Library Association Board meeting.
- Librarian Kunz presented to Dept Heads tips, tricks, and ideas she learned at a WLS “Meet the Media” workshop.
- Librarian Himmelfarb attended the NYLA Annual Conference in Saratoga Springs. He attended programs on Grant Writing, Local History, and Community Oral History projects that he hopes to replicate here.
- Librarian Himmelfarb attended a METRO workshop with Director Kenney on Digitization programs.

- Librarian Himmelfarb attended a project community meeting in Manhattan related to the Community Oral History project he learned about at NYLA.
- Librarian Duffy attended a two part ALA webinar: "How to Run Great Technology Training Workshops for Patrons".
- Librarian Carroll attended a White Plains Cares Coalition meeting.

Customer Service:

- SCORE held appointments at the Library to counsel individuals with small business questions.
- 6 Local History Queries were answered this month.
- 2 Homebound deliveries coordinated by Librarian Duffy.
- Staff led 7 English Conversation Groups.
- Staff did 8 1-1 computer trainings with patrons.

Community Outreach:

- Please see the Community Outreach and Edge report for more details.

Programs:

- Poetry Slam with Open Mic and Guest Poet Carrie Rudzinski.
- Business programs this month: Job Club; Road to Employment in partnership with Westchester Independent Living; Social Media Marketing in partnership with the Small Business Administration;
- Please see Edge Report for Teen Programming this month.
- Book Programs: Meet the Author Marilyn Johnson; Short Story Book Discussion Series; Page Turners book group.