

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – December 2014

Date: January 7th, 2015

Administrative

- Attended a Mayor's Youth Board meeting at the Youth Bureau.
- Compiled statistics for Collection Management on Music, DVD, Audiobooks, and 712s circulation.
- Did a YA circulation comparison for Director Kenney.
- Met with Librarian Deschamps on how to handle Circulation statistics for items purchased with funds from WLS that use Item Type NYSFUNDS.
- Submitted paperwork for hiring a new PT Library Assistant for the Edge.
- Attended a meeting with Director Kenney, Assistant Director Degyansky, and Edge Staff to discuss recent incidents in the Edge and security issues. A plan was developed and an Edge Code of Conduct created to improve the atmosphere in the Edge.

Staff Activities - Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson , Kathlyn Carroll, Ben Himmelfarb 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.
- All staff received training in using Hoopla, the Library's new streaming and downloading service for movies, music, and audiobooks. This training was done by Digital Media Specialist Olney.
- Various staff worked a table in the Lobby promoting the new Hoopla service the first week it was released. Children's and Circ Staff also helped with the tabling and promoting.
- Librarian Carroll attended a White Plains Coalition of Living Wellness meeting.

Customer Service:

- SCORE held appointments at the Library to counsel individuals with small business questions.
- Computer Demo was offered: Debt-Free Holiday.
- 12 Local History queries were answered the majority via phone/email.

- Staff provided 6 1-1 computer trainings.

Community Outreach:

- Librarian Himmelfarb started conducting interviews with long time White Plains residents for his People & Stories program that is intended to collect WP Oral Histories. He conducted 4 interviews this month.
- Librarian Himmelfarb attended an Old Guard meeting, a WP Historical Society meeting, and a Rotary lunch. He talked about the Library's WP Collection at each of these events and also about the People & Stories program.
- Please see the Community Outreach and Edge report for more details.
- Staff held a Holiday Party for English Conversation Group attendees.

Programs:

- Poetry Slam with Open Mic and Guest Poet Bill MacMillan.
- Business programs this month: Job Club; SCORE Workshop: Effective Selling Skills
- Please see Edge Report for Teen Programming this month.