

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – March 2015  
Date: April 1, 2015

#### Administrative

- Completed 5 Merit Evaluations of staff and met with each staff member individually to go over their performance and to set an Action Plan for the coming year.
- Completed 2 Probationary evaluations of staff. Librarians Carroll and Himmelfarb will become permanent employees on May 1<sup>st</sup>.
- Met with Librarian Deschamps to discuss the best way to use turnover reports when make collection management decisions.
- Added ESL Book group entries to the Library calendar.
- Attended meeting to discuss draft of new Library website.
- Met with Director Kenney and Librarian Deschamps to discuss bound periodicals holdings and how our periodicals list should be arranged.

*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.*

- Media Specialist Olney submitted program idea “125 Great Film Resources and Ideas” for the fall NYLA Conference.
- Librarians Kunz & Perez attended the ReferenceUSA Networking breakfast.
- Librarian Himmelfarb has been working with Ryan Jackson of Systems on revamping the Local History portion of the website and to have Oral Histories ready for listening via the site by the end of April.
- Librarian Himmelfarb attended two lectures at the Center for Book Arts in NYC on “activating archives”: introducing users to the materials you have and making it accessible to them.
- Librarian Carlson met with the Middle School ELA Department; the Global Ambassadors; and the Explorers Club.
- Media Specialist Olney attended a webinar on using Blender.

- Librarian Carroll attended an SLJ webinar on upcoming Teen Fiction; YALSA webinar on homework help programs; White Plains Coalition for Living Wellness meeting; WLS Battle of the Books meeting [she will lead a team for this year's competition].
- Librarian Duffy attended an ALA webinar "The Future of Libraries", and a Legal Services of the Hudson Valley webinar "Access to Justice".

#### Customer Service:

- Librarian Himmelfarb answered 18 Local History questions this month.
- Staff did 13 1-1 trainings in March.
- 7 Computer classes were offered as well as weekly Drop-in computer help.
- Library tours for the WCC ESL students continued.
- Beginning Conversational Spanish classes continued.
- 9 English Conversation groups were led by staff.

#### Community Outreach:

- Media Specialist Olney gave a tour of the Edge Media Lab to Media Specialist from White Plains High School.
- Elizabeth Hughes led a book discussion of Ian McEwan's "The Children Act" at Gilda's of Westchester.
- Librarian Himmelfarb met with Richard Dillon, the Social Studies Coordinator for the school district. Dillon is interested in having students take part in the People & Stories oral history program as a way for students to "apprentice" in the community.
- Please see the "Community Outreach" report for more Outreach efforts by Librarian Perez.

#### Programs:

- Librarian Kunz has started planning for a summer International Film Festival.
- ESL Book Group read "Tuck Everlasting" and the Page Turners read Barbara Pym's "Excellent Women".
- Poetry Slam & Open Mic featured Alex Dang and Clementine von Radics.
- Librarian Himmelfarb worked with Media Specialist Olney on a Music in the Edge program where teens get to experiment with recording and producing music.
- Please see the Edge Report for a listing of all March Teen programming.
- ESL Programs included: WEDC Marketing program; Preparing for the Citizenship Interview; WEDC Business program Atencion al Cliente.

- Our spring Short-Story Series began on a high note, despite rescheduling for snow, with spirited discussions led by Barbara Wenglin of poignant stories by Pulitzer-Prize winning authors, Alice Walker and Edward P. Jones. The second session included compelling works by Jhumpa Lahiri and Richard Bausch. With more than 70 registered, we welcomed over 60 participants at the two March sessions.