

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – December 2015
Date: January 6th, 2016

Administrative

- Attended Mayor's Youth Board meeting.
- Along with Director Kenney and Business Manager Deierlein met with the architects and DPW to being discussion of the two upcoming renovation projects.
- Completed the draft of the Adult Plan of Service created by the Hub Working Group. Met with Director Kenney to share the group's initial ideas.

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 Carroll was part of the interview team for the Trove Librarian I position. She also attended a Friend's of the Library Board meeting and collected memories from Teens for the 2nd Anniversary of the Edge.
- Librarian Rothman travelled to the Huntington Public Library with Trove Librarian Rabideau to get ideas for the Adult Services Plan of Service. She also attended a Westchester Library Association board meeting.
- Librarian Kunz met with Director Kenney to discuss ideas for revamping the Library's Social Media presence. Also discussed the Library's presence in the next City Guide.
- Librarian Olney attended a Global Ambassadors meeting, trained the Trove Staff on using Google Aps, created online video tutorials.
- Librarian Duffy completed an intermediate level Excel class at Westchester Community College. He also updated the instructions for downloading ebooks from OverDrive to a Kindle, Nook Color, or tablet.
- Librarian Himmelfarb attended a ceremony at City Hall commemorating the 100th anniversary of White Plains being incorporated as a city.

Customer Service:

- The Fall Spanish Conversation classes concluded this month and a graduation ceremony was held.
- 2 1-1 Spanish computer trainings, 9 in English.
- English Conversation Group leaders hosted a Holiday party for all their students.

- Drop-in Computer Help was offered 4 times. 7 computer classes were offered including 2 new classes: 3D Printing en Espanol AND Photo Editing 101.
- Homebound delivery and pickup. We were informed that one of our long time Homebound patrons at the Esplanade passed away. Her family said they were grateful for this service as she had been confined to a wheelchair for the last 15 years.
- 6 Local History queries were answered.

Community Outreach:

- Elizabeth Hughes led a book discussion at Gilda's Club of Westchester.
- Librarian Carlson met with a Book Club at White Plains High School.
- Please see Librarian Perez's Community Outreach report for more details.
- Librarian Himmelfarb trained a group of youth from the YWCA to be interviewers for the People & stories program. He continues to post new recordings to the website every two weeks.

Programs:

- Short Story Series led by Barbara Wenglin discussed short stories by Silko and Yarbrough.
- Page Turners book group led by Elizabeth Hughes.
- Book'em Mystery Book Group led by Director Kenney.
- Business programs hosted by Librarian Rothman: Job Club, Computer Demo: Make Money Working From Home, How to Network Through the Holidays, SBA Workshop: How to get Certified to Sell to the Government, SCORE Workshop: Year End Tax Planning.
- Librarian Perez hosted: the WEDC Entrepreneurial Training program in Spanish; Diabetes Self-Management Workshop; What Can I Do With My Degree From Outside of the US?
- Librarian Olney offered Photo Editing 101.
- Poetry Slam with Guest Poet Desiree Dallagiaco. Very good attendance as well as 13 slam poets and 8 open Mic performers.