

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – February 2016
Date: March 1st, 2016

Administrative

- Attended meeting with Architects to go over plans for the small renovation and the major Phase II/Phase III renovation.
- Gave 3 Hub Plan of Service presentations: Library Board [with Media Specialist Olney], Dept. Heads [with Librarian Himmelfarb], and Foundation Board [with Trove Librarian Rabideau].
- Created weeding lists for Collection Management, Librarian De Luca, and Trove Librarian Nadas.
- Created and posted Job Openings for a PT Library Assistant in the Edge and a PT Adult Services Librarian to replace Librarian Coto-Chang who resigned in February. The first interviews will be in the first week of March.
- Delivered CD-ROM of Library events to Recreation & Parks to be included in their City Guide.

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.*

- Adult Services and Edge Staff were given a tour of the new White Plains Education and Training Center on Quarropas.
- Librarian Carroll attended a Friends of the Library Board meeting; she attended a YALSA webinar: Community Collaborations School and Public Library Partnerships.
- Librarian Rothman attended a Westchester Library Association Board meeting.
- Media Specialist Olney attended a NYLA Conference Programming meeting. He is responsible for the FILM RoundTable programs at the next Conference; he assisted the Trove with 3D Printing, Minecraft, and Scratch programs.
- Librarian Himmelfarb and Media Specialist Olney working with Director Kenney on an application for the Knight Foundation News Challenge.
- Librarian Himmelfarb attended a JazzFest planning meeting.

Customer Service:

- Media Specialist Olney had three 3D Printing requests submitted and printed.
- Media Specialist Olney started a new service where adults can book appointments to use the Audio Studio in the Media Lab. He had 2 appointments this month.
- Librarian Rothman provided 1-1 assistance to two SCORE referrals.

- Answered 14 Local History queries, 11 via email and 2 by telephone.
- Staff conducted 9 tours of the Library for WCC ESL students.

Community Outreach:

- Media Specialist Olney taught a Manhattanville art class how to create a 3D model of a vase and print it.
- Librarian Carroll is assisting with the Global Ambassadors project to make pinwheels that will help raise money for Syrian refugees.
- Librarian Rothman attended a White Plains Engagement Meeting concerning the TransCenter Study.
- Librarian Himmelfarb recorded one Oral History and trained one new interviewer for the People & Stories project. Pomona College contacted him to use one of the libraries Oral Histories in a podcast that they created.
- Librarian Hughes led a book discussion at Gilda's of Westchester.
- The Kraft Food Pantry held on the Library Plaza served 96 families.
- Please see the Community Outreach report for more details.

Programs:

- Business programming included: Professional HeadShot; Social Media Marketing [WEDC].
- Poetry Slam & Open Mic with Guest Poet Saroya Marsh.
- ESL Book Discussion group read "Because of Winn Dixie" and "The Little Prince".
- Page Turners book discussion group read "Go Set a Watchman".
- Please see the Edge Report for Teen Programming.