

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – November 2016

Date: December 6th, 2016

Administrative

- Interview and hired Don Simmons to work as a Library assistant in The Edge. Don is currently studying for his MS in Library and Information Science at Syracuse University's online iSchool.
- Toured Grainger House with Librarian Himmelfarb and Director Kenney. Discussed the possibility of having Grainger related programs at the Library.
- Worked on several weeding reports for The Trove staff as they are undertaken a major refreshing of their non-fiction and picture book collections.
- Created a door count report for Director Kenney at the request of one of the vendors doing the RFP for the café.
- Attended a Hub Construction meeting with DPW, the architect, and Foremost the contractor.
- Met with Youth Services Manager Carlson to discuss The Edge, Adult Services, and WLS in general.

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

- Librarian Carlson completed the course "Contemporary Legal Issues in Public Libraries" through LIU. Carlson also attended the New York Library Association annual conference in Saratoga Springs.
- Media Specialist Olney attended a WLS Youth Services Advisory Group meeting. He also completed a Java Programming Language course on Lynda.com. Olney attended the WLS Performers Showcase at Ossining Library.
- Librarian Carroll attended a Friends' of the Library meeting and a WLS Battle of the Books meeting. Carroll was elected VP of the Battle of the Books committee.
- Librarian Himmelfarb is part of the New York Library Association group: Everyday Advocacy Task Force.
- Librarian Duffy attended a webinar "A Plan For More Meaningful Work and Professional Fulfillment". He also attended the City Health Fair in the Common Council Chambers.

Customer Service:

- Citizenship class through partnership with BOCES has 20 students registered for the fall session.
- Audio Studio Appointment in The Edge Media Lab.

- 3 Drop-in Computer help sessions for patrons and 12 1-1 trainings, mostly for e-books as Overdrive has changed their interface, plus 1 training in Spanish.
- 14 Local History queries were answered.
- 8 English Conversation groups led by staff.

Community Outreach:

- Red Door Reader's book discussion at Gilda's Club of Westchester read "A Dictionary of Mutual Understanding".
- Media Specialist Olney and Librarian Carroll visited the WPHS Animation Club.
- Librarian Carlson along with Librarian Rabideau of The Trove attended Family Technology night at WPHS.
- Old Guard of White Plains donated historical reports and photographs to our White Plains Collection.
- Librarian Himmelfarb is maintaining two weekly blogs: Oral History and Local History.
- Please see the Community Outreach report for more details on Outreach.

Programs:

- Poetry Slam & Open Mic held offsite at Grace Community Church featuring Guest Poet Nina Belen Robins. This is the last month at Grace and January through March will be at Barnes and Noble.
- Another spirited discussion took place in November with nearly 50 participants exploring intriguing short stories by Dorothy Parker and Katherine Mansfield from the series anthology, *Love Stories*.
- Introduction to 3D Printing and Design for Adults.
- Small Business Administration Workshop: Starting a Business at 50+.
- Library continues to offer Spanish for Beginners and Spanish Literacy classes
- In conjunction with Latino U offered Steps to College program in Spanish.
- Please see The Edge Report for Teen Programming.