

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – January 2017

Date: January 25th, 2017

### Administrative

- Two construction meetings for the Library renovation.
- Attended Mayor's Youth Board meeting and introduced Manager of Youth Services Carlson.
- Trained Trove Staff on duties of being Librarian-in-Charge.
- Trained Manger of Youth Services Carlson on using Director's Station for statistics and reports.
- Ran statistics reports for Librarian De Luca on overall FY Library usage; another report for Trove Staff on laptop usage in the Edge.
- In the process of reviewing applications for open Librarian I position.

**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.*

- Librarians Rothman and Himmelfarb attend the Westchester Library Association mid-winter Conference: "Connections Not Collections" at the Ossining Library.
- All Staff attended an Emergency Preparedness Workshop presented by Public Safety.
- Librarian Himmelfarb working with system staff to test a microfilm scanner that the library may purchase to digitize our microfilm holdings.
- Librarian Himmelfarb attended ALA Mid-winter in Atlanta.
- Librarian Himmelfarb working with Director Kenney on an IMLS Sparks Grant for creating a library presence at the transit center.

### Customer Service:

- Library Staff led 6 computer classes and 5 1-1 sessions during January.
- Homebound Program: Librarian Duffy mailed a letter explaining the program along with flyers to the White Plains Guest Home and the Schnurmacher Center for Rehabilitation & Nursing. He spoke to the director of the Edna L. Roker Social Adult Day Center about Homebound and he mailed a flyer about the program to a former Library Volunteer who is on a leadership committee at the Aspen nursing home.
- 16 Local History queries answered.

### Community Outreach:

- Librarian Hughes led a book discussion at Gilda's of Westchester. They read Jodi Picoult's "Small Great Things".
- Librarian Himmelfarb did a fake news workshop at Kol Ami Congregation.
- Librarian Himmelfarb working with YWCA Alliance for Change.
- Please see the Community Outreach report for more details on Outreach.

### Programs:

- Director Kenney led his Book'em Mystery Book Group.
- Our fall short-story discussion series ended on a high note in the new year with nearly 50 participants discussing two compelling stories by Roald Dahl and Ali Smith. Group will take hiatus in February and start again from March through June, led by librarian Barbara Wenglin, using the same anthology, *Love Stories* (Everyman's Pocket Classics, c2009). Group has enjoyed the lively interaction and cozy setting of Galaxy Hall during library construction. Thanks to The Trove for their hospitality and to the Friends of the Library for their ongoing support of this popular program.
- Business Programs included Path to Entrepreneurship presented by WEDC and an SBA Workshop: Program and Services provided by the SBA.
- Poetry Slam & Open Mic at Barnes and Noble. Excellent attendance. A very good partnership. Featured Guest Poet was Jon Sands.