

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – September 2017

Date: October 3rd, 2017

Administrative

- Attended several meetings related to the renovation of the Hub.
- Attended the first Mayor's Youth Board meeting. Manager of Youth Services Carlson and Library Board President Matthews-Serra were also in attendance.
- Created several weeding lists for Collection Management.
- Contacted several museums about being part of our Museum Pass program. We will be adding Storm King and Boscobel in the near future.
- Along with Edge Librarian Carroll, Assistant Director Degyansky, and Manager of Youth Services Carlson met with the Head of the School Homebound program Guy Vitello to go over details of the program. The first two students started the last week of September.
- Meeting to discuss scheduling of new full time staff working on Sundays.

Staff Activities - *Thanks to librarians Sharon Rothman, Mariel Perez, Ben Himmelfarb, Kristen Thornton-De Stafeno and Austin Duffy who contributed to this report.*

- Librarian Himmelfarb worked with Foundation Director Rubini and submitted a grant for an Artists Loft: jazz shows in the new café.
- Librarian Thornton-De Stafeno is participating in the #AskALibrarian hour Thursdays on Twitter. She reported that Facebook, Twitter, and Instagram followers all increased this month. De Stafeno attended the Library Board meeting to meet the Trustees and talk about her marketing plans for the Library. She also volunteered to go through the process of becoming a Notary Public and if successful, the process will be duplicated by other staff so that we can offer notary service at the Library in the near future.
- Librarian Rothman attended a WLS Adult Programming Committee meeting.

Customer Service:

- Librarian Himmelfarb answered 29 Local History requests.
- Staff and Volunteer led English Conversation Group continues twice a week.
- Very popular Drop-in Computer Help hosted by Digital Media Specialist Olney.
- Olney also had a 3D Printing Appointment and two Video Studio Appointments.
- SCORE continued meeting clients in the Library Conference Rooms.

Community Outreach:

- Please see the Community Outreach report for more details
- The Library has a major presence with JazzFest this year with an Outreach table on Sunday, the preparation of Oral Histories tied to Jazz, and a successful radio spot promoting Jazz Fest and the oral history work led by Librarian Himmelfarb.
- Kraft Mobile Food Pantry on Library Plaza served over 200 families.
- Marketing Librarian Thornton-De Stafeno now coordinates the Library blog and all social media accounts.
- Librarian Rothman presented: New FDO Training to the Grant Professionals of Lower Hudson. 20 attendees and 5 via Facebook Live Stream.

Programs:

- Lunchtime Meditation continued in its regular Wednesday afternoon slot.
- Director Kenney's Book'em Mystery Book Group started again this fall.
- Poetry Slam & Open Mic featured Guest Poet Charles Rafferty.
- Computer programs included Coding for Adults, Video Editing for Adults and 3D Printing for Adults.
- The very popular Citizenship Classes run by Southern Westchester BOCES began a new session on September 6th.
- Business programs included: WEDC Path to Entrepreneurship hosted by Librarian Rothman.
- Spanish for Beginners with instructor Naicy Petrill started its fall session on September 14th. These classes are very popular and fill up very quickly. Will run thru mid-December.