

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – December 2017

Date: January 3rd, 2018

Administrative

- Attended several construction meetings with Café staff, Architect, Contractor, and DPW Staff.
- Attended a Mayor's Youth Board meeting. New School Superintendent Dr. Ricca presented his views and goals for WP Schools.
- Attended Harassment and Work Place Violence training at City Hall.
- Created weeding lists in the 600s for Collection Management.
- With Director Kenney, developed curriculum for Welcome Desk Training that many staff will be taking.
- Worked on subscription for Ancestry Library edition as WLS has dropped this from its offerings.
- Boscobel House and Gardens has been added to the Library Museum Pass program. Wrote a blog post announcing this latest addition.

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

- Staff attended training on using the new microfilm machine. This reader is much easier to use and the features for saving and printing work very smoothly. Librarian Himmelfarb led the training.
- Librarian Himmelfarb was the lead on the Arts Alive Grant from Arts Westchester and it was confirmed that we were awarded \$1600 towards the Artists' Loft program.
- Librarian Himmelfarb trained new PT Librarian Simmons. He also did a Local History mentoring and Q&A session with two employees from the Crestwood Library.
- Napolitano Bottle Collection: Himmelfarb accepted a donation of glass bottles dug up from the old Gedney Hotel grounds by Steven Napolitano. Will be processing the collection soon and putting together a display or exhibit.
- Librarian Duffy planned the English Conversation Group Holiday party.
- Librarian Thornton-De Stafeno attended a WLS & Nonprofit Westchester Marketing Affinity Group. She attended a METRO Workshop The Universal Elements of Design. De Stafeno attended the monthly Foundation Board meeting. She also attended an Edge meeting on marketing content for the Ready 2 Code grant programs. She also completed Web Junction's social media webinar series.
- Librarian Rothman attended a Westchester Library Association Board meeting.

Customer Service:

- 3 3D Printing appointment and 2 Video Studio appointments.
- 24 Local history queries answered. The Local History opened in December and 16 patrons have made use of the new facility so far.
- Computer instruction included: Social Media 101, Virtual Reality for Adults, and 3D Printing. Five 1-1 computer trainings. Also, 3 drop in computer help sessions plus 3 in Spanish.

Community Outreach:

- Please see the Community Outreach report for more details.
- Kraft Mobile Food Pantry Distribution on the Library Plaza.

Programs:

- Barbara Wenglin's lively and dedicated short-story discussion group, 40+ strong, met in December to explore delightful and edgy works by P.G. Wodehouse and Dorothy Parker, taken from the series anthology, "Shaken and Stirred: Intoxicating Stories."
- Other bookgroups included Book'em Mystery Book Group and Slow Reading.
- Lunchtime Meditation had 4 sessions in December.
- Local History Room opening reception drew a nice crowd of almost 50 patrons.
- Poetry Slam and Open Mic with guest poet Adam Falkner.
- Spanish for Beginners completed their fall session the last week of December.