

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – January 2018

Date: January 25th, 2018

### Administrative

- Along with Director Kenney, led Welcome Desk Training for all staff who will be covering this desk.
- Attended several Renovation meetings for the Hub/Café/Front Entrance.
- Created 782 weeding list for Collection Management staff.
- Training with Youth Services Manager on tips for best using Director's Station.
- Met with Foundation Director Rubini and Librarian Rothman to discuss possible Tax Act program in the spring.
- Participated in ArtsWestchester and Library Staff meeting as a first step towards a possible collaboration to create a Paraguayan Festival.

**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 Welcome Desk training and then spent an hour shadowing at the Welcome Desk. They will now be inserted into the Welcome Desk rotation so you may see some unfamiliar faces welcoming you with smiles the next time you visit.
- Thornton-De Stafeno joined the WLS Marketing Group. She also recorded our first Facebook Live event.

### Customer Service:

- 2 3D Printing appointment and also a 1-1 Social Networking appointment and WordPress Web Development appointment. 7 other 1-1 for e-readers and computer basics.
- Homebound: Three deliveries this month, and another delivery anticipated to a new homebound patron. We are lucky to now have Dorothy Schere as a library volunteer to deliver books to homebound patrons.
- Computer instruction included: Coding, Malware Computer Defense, 3D Printing, App Design.
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### Community Outreach:

- Please see the Community Outreach report for more details.
- Coding class for SPARC, adults with developmental disabilities, given by Media Specialist Olney.

- Olney did an ebook training at City Hall with Budget Director Eileen Bradley.
- Due to bad weather, the Westchester Food Bank Distribution was cancelled this month.

#### Programs:

- BW's fall short-story series using the anthology, *Shaken and Stirred: Intoxicating Stories*, ended on a high note with a stirring discussion of works by Edgar Allan Poe and Roald Dahl. The series concluded with a related film screening of "When a Man Loves a Woman," starring Meg Ryan and Andy Garcia in powerful roles as an attractive couple dealing with the devastating effects of alcoholism. More than 35 enthusiastic patrons attended each session. Plans are underway for a spring series, starting in March, using the same format and anthology.
- Slow Reading led by Ellen Lambert had two sessions this month. Director Kenney's Book'em Mystery Book Group has a regular monthly following.
- Lunchtime Meditation continues to have a strong gathering.
- Poetry Slam & Open Mic featuring Guest Poet Jared Singer. We are happy to be hosting this event in the auditorium once again.
- NYS Department of Health gave a program "Know the 10 Warning Signs of Alzheimer's Disease".
- Librarian Rothman hosted a WEDC [Women's Enterprise Development Center] program "Path to Entrepreneurship".
- Opening reception for Gallery Exhibit "No Rhyme or Reason".
- Ten week workshop "On the Homefront: Families of Veterans Writing Workshop" is being hosted by the Library.