

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – June 2019

Date: July 2, 2019

Administrative

- I attended two Evergreen reports training sessions at WLS to learn how to retrieve data from the new system for monthly statistics, weeding reports, and general usage analysis like turnover ratios.
- Due to the heavy usage of the WiFi Mobile HotSpots, a procedure change was instituted at the start of June where patrons can only have one HotSpot reservation at a time i.e. if they have a HotSpot currently checked out they cannot book another one until that HotSpot is returned. This prevents patrons from making back to back reservations and should allow more patrons to have access to this service.
- Renovation meeting with Director Kenney re plans for completing the front entrance.
- Assisted YS Manager Carlson with editing events in the eVanced online calendar.
- Trained Head of Collection Management Deschamps on using reports feature of Evergreen.
- Attended planning meeting for One Book, One White Plains. Library Staff and Foundation Board members brainstormed ideas for business and non-profit partners in the WP area.

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

- Many staff completed the online Harassment in the Workplace webinar. This was a requirement that all City of White Plains staff complete this webinar and pass a short quiz.
- Librarian Rothman attended a year-end Westchester Library Association Board luncheon. She also attended a Funding Information Network quarterly webinar, a requirement for the Library to have access to the Foundation Center online products.
- Librarians Duffy, De Stafeno, and Perez attended the WLS workshop "Empathy-Driven Approach to Solving Problems, Preventing Conflicts and Serving Everyone." This workshop consisted of a webinar produced by the Homeless Training Institute, plus a presentation by a Westchester homeless advocate.
- Librarian De Stafeno attended a meeting with BOCES art program. They will be doing a project of creating designs for a new sign for the entrance of the Trove. She also attended the One Book, One White Plains meeting led by Director Kenney.

Customer Service:

- SCORE [Senior Corps of Retired Executives] held two counseling sessions with patrons.
- Staff offered four 3D Printing Appointments, five iPad Help sessions, and two advanced computer help sessions.

Community Outreach:

- Please see the Community Outreach report for more details.

Programs:

- Barbara Wenglin's spring discussion series featuring "Stories of Art and Artists" ended on a high note in June with more than 40 participants exploring two intriguing selections dealing with the nature of color by contemporary American author Aimee Bender and Nobel laureate Orhan Pamuk. This series concluded with a screening and lively discussion of the biopic "Georgia O'Keeffe" (Sony Pictures, 2009) starring Joan Allen and Jeremy Irons with a full house of over 80 in attendance.
- The successful Book'em Mystery Book Group led by Director Kenney had its last session and will take a break over the summer.
- Community Volunteer Fair organized by the Mayor's Office and hosted by the Library attracted over 25 volunteer groups who met with patrons interested in volunteering.
- Four Lunchtime Meditation Sessions
- Artist's Loft Jazz Jam Program hosted by local artist Art Bennett.
- Small Business Administration Workshop: Blog For Your Business.
- Computer classes included the popular Tech Wednesdays for Adults: "Brave New World: Streaming & Downloading TV Shows" and "3D Printing".
- Poetry Slam and Open Mic with Guest Poet Robyn Kaur Sidhu.