

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – December 2019
Date: January 3, 2020

Administrative

- Trained Librarian Rothman on updating eVanced entries in the online calendar.
- With Librarian Carroll, attended a webinar on Race Consciousness hosted by PLA.
- Attended Employee Assistance Program Training on Supervisory 101 held at City Hall.
- Hosted the SCORE Workshop on Using Social Media and prepared Galaxy Hall for Lunchtime Meditation.
- Attended Construction meeting for Gallery and TV Studio.

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

- Librarian Perez made arrangements for the Mexican Consulate to have a spring and fall visit to the Library [May & September]. Perez also attended the WLS Annual Meeting at WLS Headquarters.
- Librarian Rothman attended a Westchester Library Association Board meeting. She attended a WLS training on libraries preparing for the 2020 Census.
- Librarian De Stafeno worked with Systems Staff Jackson on creating a new "Book Discussion" page on the Library website. She coordinated the book giveaway that was in the e-newsletter. 90 patrons responded.

Customer Service:

- Media Specialist Olney hosted a SPARC visit and led a digital pixel art class. He also assisted with two 3-D printing projects and three advanced computer help for patrons.
- Launched a new service "Computer Help for Seniors". 1-1 help with tablets, phones, computer questions, etc.. Coordinated by Librarian Duffy.

Community Outreach:

- Please see the Community Outreach report for more details.

Programs:

- Spanish for Beginners led by Naicy Petril ended the fall session with 17 students completing the course.

- Spanish Conversation group led by Andrei Bezzubikoff met twice on Tuesday evenings.
- WEDC Entrepreneurial Training had three sessions in Spanish with very good attendance.
- Computer Classes included: “Block Based Coding”, “Digital Shopping and e-Commerce Resources”, “What is 5G?”.
- Poetry Slam & Open Mic with guest poet Jeff Kass, a White Plains native.
- Adult Sewing class led by Librarians De Stafeno and Carroll.
- Business Programs: SCORE “How to Write a Business Plan” and “Using Social Media”. SBA: How to Sell to the Government.
- Librarian Deschamps hosted the Wellness program “Stress Less”.
- Library hosted a WLS program on getting your high school equivalency.
- Nutrition Workshop provided by Feeding Westchester “MyPlate”.
- Book Discussions included Director Kenney’s Book’em Mystery Book Group; Librarian Wenglin’s Short Story Series based on the Motherhood collection; The Future is Female; Slow Reading.