

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – April 2020

Date: May 6, 2020

### Administrative

- Attended daily Department Heads meetings.
- Monitored email and text to Librarian to provide the best possible patron help that we could. Coordinated ebook help, help with patron accounts, and follow up with patrons to meet their online needs.
- Checked in with Adult Service Staff daily for health updates and to provide Library updates.
- Daily helped Adult Services staff with reference questions and program questions.

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

- Librarians Duffy, Rothman, Bauman, and Perez worked regular shifts covering Text a Librarian and RingCentral phone reference.
- Librarian Perez contacted the various White Plains food banks to confirm their schedules and the results led to a blog post containing this essential information.
- Librarian Bauman is the lead on our Document COVID-19: White Plains Experiences program. She was also very busy as one of our Zoom Hosts at many Library virtual programs. Bauman also attended a JazzFest Committee meeting.
- Librarian De Stafeno published many blog posts, the weekly Library e-newsletter and Youth Services e-newsletter, posted regularly to the City and Library social media accounts. She is also part of the team working on the Documenting COVID-19 project.
- All Adult Services Staff contributed to a blog post on content available in Hoopla.
- Librarian Duffy contacted local supermarkets and other senior outreach organizations to create a blog post on Resources for Seniors. He also created a post on the new Absentee Ballot information in NY State.
- Librarian Rothman prepared a Census update blog post. She attended two WLA Board meetings as the associations Treasurer. Rothman had a Conference Call with Assistant Director Degyanky as they prepare for Job Resources for patrons when we reopen.

## Programs

- Spanish for Beginners was offered by instructor Naicy Petril.
- Spanish Conversation Group continued with weekly meetings led by Andrei Bezzubikoff.
- Online book groups were very popular with Book'em, Slow Reading, The Future is Female, and the Short Story Discussion series all continuing online.
- eCommerce and Online Shopping Tips.
- Wellness Programs included: weekly Lunchtime Meditation, Relax With Virtual Reiki,

**Professional Development:** Staff have been encourage to attend webinars, courses, trainings during this stay at home time. Here are some of things staff have been doing:

- Librarian Perez attended a "Getting Started with Libby" webinar and PLA Webinar Public Libraries Respond to COVID-19: Managing Anxiety and Stress.
- Librarian Bauman is taking an edX course on Grant Writing and Crowdfunding for Public Libraries.
- Librarian Duffy attended a PLA Webinar Public Libraries Respond to COVID 19: Strategies for Advancing Digital Equity Now.
- Librarian Rothman attended SCORE Workshops on Disaster Relief Loans for Small Businesses; Leveraging Social Media During Troubled Times; Google Tools: Business Listing, Analytics & Webmaster; Start Your e-Store and Selling Online; Work Readiness Training to Help People Who Have Lost Their Jobs Due to COVID 19, PLA Providing Digital Skill Resources for Patrons, NYPL Interview Tips and Techniques, Penguin/Random House webinars, NYPL Are You Fluent in Linked In, Leveraging CANDID For Your Community, NYPL Conveying Your Value, NYPL Resume Basics, WLS Census Chat & Connect, NYPL Career Questions Stuck at Home, Now What?, NYPL Your Job Search During Challenging Times, NYPL Career Coaches Take on a Virtual Job Search Campaign, PLA Successful Ways to Work Remotely.