

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – October 2020

Date: November 10, 2020

### Administrative

- Met with Head of Collection Management Deschamps to discuss the process of removing Missing items from the catalog.
- Met with Librarian Bauman and Director Kenney to discuss a better system for scheduling zoom hosts. Adult Staff will now be responsible for hosting any programs they are responsible for.
- Completed a request from a Library School student about how staff handle a specific reference query.
- Met with Dept Heads to discuss how to improve curbside service if we need to return to that model of service.

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

- Librarian Rothman attended: How to Become a Best Selling Author and ReferenceUSA Discover Employment Opportunities hosted by NYPL; Penguin Random House Morning Buzz; Candid Conference and Monthly Network meeting; Harper Collins Book Buzz; Westchester Library System Adult Services Meeting; Bite Size Books: new titles from many publishers; Library Reads Fall Book Club Picks; Booklist Must Read Mysteries; Monthly CODES[ALA] Cookbook meeting
- Media Specialist Olney trained staff on Zoom hosting.
- Librarian Duffy attended the following webinars: “Building Community Broadband Networks”; “Starting Your Own Digital Inclusion Coalition”.
- Librarian De Stafeno completed the November virtual calendar. She worked with staff on blogs: “She Writes Science”; “Cookbooks”; “Horror Stories”; “Staff Cookies Recipes”. She helped Youth Services staff upload Day of the Dead virtual exhibit. She redesigned the e-newsletter layout. She sent a press release for the Kendi event and helped with the digital signage design for the event that appeared around the City. She created a PDF on career panels for schools. She attended the following Webinars: “Promoting Your Collections: Messaging, Merchandising, and More”; “Library Leadership Your Way”.

### Customer Service:

- Digital Media Specialist Olney provided another three Virtual Tech Help sessions.
- Librarian Rothman created a cookbook blog.
- Librarian Duffy answered eight local history queries, six of them via email.
- Librarian De Stafeno worked with Zork on creating Poem a Day videos.
- Assisted patron in multiple searches for part numbers for 1991 Mercury Capri parts online.
- Assisted patron in research on NYS poverty data.
- Assisted patron in using closed captions on Kanopy.
- Assisted patron in researching how to remove mold from mattresses.

### Community Outreach:

- Please see the Community Outreach report.
- Red Door Readers book discussion in partnership with Gilda's Club of Westchester.

### Programs:

- Zoom basics, Android basics and Library ebook services hosted by Digital Media Specialist Olney.
- Librarian Duffy hosted the English Conversation Groups.
- Barbara Wenglin's short-story book group met twice in October via Zoom with more than 40 attending each session. Lively discussions of classic works by John Cheever and Ring Lardner were enhanced by musical selections and screen sharing. On a dark and stormy afternoon, patrons appreciated the option of joining from home, near and far--including from California, Florida and Minnesota! As we have all discovered, there are some advantages of virtual programs.

Barbara is planning her winter/spring series using the same anthology, *100 Years of the Best American Short Stories*, edited by Lorrie Moore (Houghton Mifflin Harcourt, 2015).

- Book Discussions included "Future is Female", "Book'em Mystery Book Group", "Reading to End Racism", "Slow Reading".
- Spanish for Beginners started its fall session with a full slate of students.
- Pause and Reflect online creative writing workshop started in October.
- Wellness programs included "Lunchtime Meditation", "Meditative Drawing", "Fad Diet or Bad Diet? A Guide to Eating Well".
- One Book, One White Plains discussions of Dr. Kendi's book "How to be an Anti-Racist". The month ended with A conversation with Dr. Kendi event.
- How to Avoid the Paycheck to Paycheck Culture program with Kristen Jacks, a financial educator and author.