

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – December 2020  
Date: January 6, 2021

### Administrative

- Attended the Mayor's Youth Board monthly meeting.
- Attended Adult Services Programming monthly meeting coordinated by Librarian Bauman.
- Showed Business Manager Deierlein the steps for retrieving the daily holds picklist.
- Attended the Library's Strategic Planning Committee kickoff meeting led by Director Kenney. I was assigned the task of creating a survey to be sent out to our patrons and community partners.
- Meeting with Business Manager Deierlein and Fire Chief Lyman to assess the viability of using the vestibule for our Grab & Go service.
- Meeting with Director Kenney and Business Manager Deierlein to change how the Library's Grab & Go service will function. Items will now be delivered to the front of the Library by staff for patron pickup.
- Created Top 10 Lists based on Circulation numbers for these parts of our collection: Fiction, NonFiction, Audiobooks, DVDs, TV Series. A blog post will be created with this info and highlighted in an upcoming newsletter.

**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 the following Webinars: "Applying Online and Succeeding in an Interview" & "Job Search Q&A" offered by Tutor.com; "Understanding Blind Patrons", "Burnout and Stress", "Adult Services Programming" offered by WLS; NYPL "Jumpstart New Year New You"; "Fall 2020 Librarian Open Book Event"; Monthly ALA CODES Cookbook Meeting; Candid Quarterly FIN meeting [Foundation Information Network]. Rothman submitted an article to Library Journal for the Reader's Shelf column to appear in the February issue.
- Many staff contributed to the White Plains Library Staff top picks blog.
- Librarian De Stafeno worked with Zork on sharing Poem a Day videos. She created the January virtual calendar. She also created/edited many blog posts including 2020 Top Checkouts; COVID-19 Testing Sites; Vaccine Scams. De Stafeno is part of the Library's Strategic Planning Committee.
- Librarian Bauman has instituted a monthly Adult Programming Meeting to help coordinate what is offered by our staff in a more structured way. She attend a JazzFest 2021 meeting with ArtsWestchester. She

also attended a meeting with Laurie Sandler on Spreading Joy Through Letters. Bauman attended a WLS webinar on serving patrons with Vision Loss.

- Librarian Duffy attended the Westchester Library Association webinar “Working or Studying at Home? Tips for Staying Fit”.
- Digital Media Specialist Olney conducted staff specified Zoom training sessions.

#### Customer Service:

- Librarian Rothman worked with the Parking Enforcement Department to answer a patron’s request.
- Librarian De Stafeno helped a patron with searching Rite Aid’s website for item stock information. Also helped a patron experiencing an Overdrive error.
- Librarian Bauman reported: A patron called looking for a civil service exam book that we didn’t have. Only a few libraries in the system had it but I think they were already checked out. Her exam announcement came at least a month earlier than she’d expected so she needed to start studying immediately, so even ILL wouldn’t have helped anyways. I took down her email address and sent her resources. I was happy to find that the state actually posts some guides for free here: <https://www.cs.ny.gov/testing/testguides.cfm> She was very thankful and since I didn’t receive any further questions from her, I hope that means it worked out!
- Telephone 1-1 help: Overdrive books on Kindle; Kanopy questions.
- Eight local history requests, 6 via email, 2 via Text a Librarian.

#### Community Outreach:

- Please see the Community Outreach report.
- Librarian Bauman was in contact with different people and organizations in preparation for possible programs at the Library. This included the Historical Society for Black History Month Programs; Dr Dale Okorodudu for showing of film “Black Men in White Coats”; Professors Nancy Roberts and Tim Palmer for a Fake News presentation.
- Gilda’s Club Westchester book discussion group called Red Door Readers.

#### Programs:

- Librarian Bauman led several book discussions with High School students using the book “Stamped”. She also hosted the Reading to End Racism program with the YWCA. This month they read “Unapologetic” by Charlene A. Carruthers.
- Librarian Duffy hosted an English Conversation Group Holiday party via Zoom.
- Digital Media Specialist Olney provided help for patrons with technology issues with his Virtual Tech Help. Other technology programs were “Digital Library Resources” & “Zoom Basics”.
- Curt’s ESL Pharmacy for English Language Students.

- Pause and Reflect writing workshop.
- Wellness programs included: Lunchtime Meditation, Relax With Reiki,
- Book discussion groups included: The Future is Female, Book'em Mystery Book Group, and Slow Reading.
- Spanish for Beginners continued with a dozen regular students.
- Tarde de N is a Spanish Conversation group for new Spanish speakers to practice with others.
- Barbara Wenglin's discussion group met twice in December with about 40 spirited participants at each session. It's a great group of insightful readers who enjoyed exploring complex and nuanced short stories by Nobel Laureate Alice Munro and acclaimed Indian author Jhumpa Lahiri.