

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – November 2021  
Date: December 1, 2021

### Administrative

- Attended Mayor's Youth Board meeting.
- Attended Employee's Assistance Program training for all city employee supervisors.
- Attended meeting on preparing for EDI training for all Library Staff.
- Worked with Director Kenney to review the Library's Code of Conduct.
- Worked with Director Kenney and Systems Staff to implement 4 additional computers in the Hub area for Adult Patrons and also how best to resume the use of Guest Passes for public computer use.

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

- Librarian De Stafeno created new library card design for Adult cards. She created new recycling signage for the building. She continued to work on edits from the Library Board to the Strategic Plan. De Stafeno continues to work on Project Ready, near completion of module 15. She was part of the staff EDI training meeting. She also worked with Director Kenney and Librarian Carroll on Green Business Certification press release.
- Librarian Bauman went to Igloo Vision headquarters in Manhattan for a presentation on what the room will be like once it is installed in the Library and to start thinking of how to use it for programs.
- Librarian Duffy attended the following webinars: "Virtual Is Here to Stay: Making Online Sessions Fun and Focused"; "Understanding Eviction and How Libraries Can Help".
- Librarian Rothman attended the following webinars: "Grand Central Publishing: Author Fall Forum"; "Simon & Schuster Spring 2022 Adult Librarian Preview"; "Penguin Random House: Morning Book Buzz";
- Librarian Rothman attended an ALA CODES meeting. She worked with presenters on an upcoming Investor Advocacy program, with Carol Fitzgerald on What to Read Next, and with SCORE for Black History and Women's History month.

### Customer Service:

- Librarian Carlson helped with five 3-D printing requests.

- Librarian De Stafeno created and published two virtual calendar of events.
- Blogs that were created include: Diwali exhibit; Holiday Kits; Native American Stories; Native American Heritage Month; December Art Exhibit; Forever YA Book Club; Science for Students; 3D Programming;
- Digital Media Specialist Olney assisted various patrons with individual technology problems.
- Librarian Duffy coordinated four 1-1 technology instruction sessions.
- One Homebound Delivery was made to a patron temporarily in a nursing home.
- Librarian Duffy answered ten Local History Requests via email and phone.

#### Community Outreach:

- Please see the Community Outreach report for more details.
- Facebook, Instagram, and Twitter followers have all increased.

#### Programs:

- Librarian De Stafeno worked with Zork on sharing Poem a Day videos. They also co-hosted the November Poetry Slam. She continues to upload Youth Services content to the Library's YouTube channel.
- Technology programs included: Virtual Tech Help, Digital Library Resources, Zoom Tips & Tricks
- Librarian Wenglin's Short Story Group met in November to discuss another edgy story dealing with the series theme of "couples." About 25 spirited participants explored the selection by Nathan Englander, "What We Talk About When We Talk About Anne Frank," in which two couples reunite after taking different life paths and play a scary parlor game--with echoes of the Holocaust.
- The Library Foundation hosted an Author Visit with Anita Hill where she discussed her new book "Believing: Our Thirty Year Journey to End Gender Violence".
- Book discussion groups included: Book'em Mystery Group, Future is Female, and Slow Reading. A new Book Group Forever YA featured an author visit by Emily X R Pan to discuss her book "The Astonishing Color of After".
- Spanish for Beginners continued the Fall Session.
- Wellness programs included Lunchtime Meditation.
- Quick N Easy Candle Shade program hosted by Librarians Carroll and Deschamps.
- Masterpieces of the Metropolitan Museum of Art virtual tour.
- Rescheduled Understanding the Process of Becoming a US Citizen presented by Community Relations Officer Burden.
- Julia Rust led a weekly writing workshop for National Novel Writing Month [NaNoWriMo].
- English Conversation Group met twice in November.
- WEDC program in Spanish on Employment Laws and how they apply to small businesses.