

## **WLS Department Reports October 2017**

### ***CATALOGING SERVICES***

*Contact: Douglas Wray, Manager [231-3243]*

Below are three examples of original cataloging done recently by Manager of Cataloging Services Douglas Wray when member libraries submit requests for titles which cannot be found in OCLC's WorldCat database or supplied by vendors.

*Conquered a Bully: Bronze Award Project /by Girl Scout Troop #2483*

This is a work of fiction which tells the story of a child successfully dealing with a bullying problem. As made obvious by the title, it was created by a local Girl School Troop; cataloged for the Warner Library in Tarrytown.

*Piano : "Poetry in a New Outfit" : Acrotion / Hugh Thorne*

As described by the author, a Hartsdale resident, "Acrotion, a new form of poetry, is a mixture of acronym, poetry, and vision that deviates from the more traditional and abstract forms of poetry." Cataloged for the Greenburgh Public Library.

*They Lived in Croton : an Archive of Croton Visual Artists / by Cornelia Cotton*

This is a fully illustrated biographical dictionary, which updates an earlier edition; cataloged for the Croton Free Library.

### **Outreach**

In late August, Children's Librarian at the Tuckahoe Public Library Elaine Provenzano asked Coordinator, Multi-Language Collections & Services Nancy Coradin to help create a bilingual story time. Ms. Coradin met with Ms. Provenzano and a Spanish speaking clerk to discuss the selection process of both books and songs, and how to write short puppet skits to engage the children. Puppet skits encourage word play and promote social and emotional development in children. The first session on October 12<sup>th</sup> had 79 attendees who included Latino families, non-Hispanic dads with their children as well as Latino nannies with their charges.

### **International Grant**

During the summer, Ms. Coradin and Librarian II at the Greenburgh Public Library Diana Lennon applied for a grant through the U.S. Department of State in Havana, Cuba. The grant would have funded a visit to Havana--a cultural exchange to strengthen the relationship between the two countries. The U.S. embassy in Cuba sent an email stating that they had received many dozens of applications, and that in spite of the application meeting the priority program areas with an outlined plan of execution, they could only fund a small number of proposals and Ms. Coradin and Ms. Lennon's was not chosen. The process of applying for the grant was an excellent learning experience for Ms. Coradin, teaching her skills which will be useful for future funding opportunities.

## Interviewing Panel

Director of the New Rochelle Public Library Tom Geoffino asked Ms. Coradin to serve on an interviewing panel to fill a Bilingual Library Assistant position. Mr. Geoffino, New Rochelle Head of Children's Services Kathy Cronin, and Ms. Coradin selected nine candidates from 23 people who applied for the post. The first round of interviews, which included the translation of a document from English into Spanish, winnowed the pool to 4 candidates. The second round of interviews will include the reading of a book in both languages at story time sessions in October and November.

## Language Book Fair at Southern Westchester BOCES

Library Media Specialist at Southern Westchester BOCES Melissa Iamónico asked Ms. Coradin to assist her with the planning of a multi-language book fair in Harrison, NY. Ms. Iamónico related that she reached out to Ms. Coradin because of the success of the WLS multi-language book fair. The two met years ago at the Richard J. Bailey Elementary School in White Plains, where Ms. Coradin helped build and weed her Spanish language collection.

## **DEVELOPMENT**

*Contact: Pat Brigham, Director [231-3241]*

The Development Department is preparing for #GivingTuesday on November 28<sup>th</sup> – this includes assisting libraries in their efforts and promoting WLS support during this national end of the year fundraising campaign. WLS's #GivingTuesday campaign will focus on support for the growing demand for digital content.

#GivingTuesday is a global holiday that celebrates generosity and kindness by giving to nonprofit organizations all around the world. It kicks off the giving season highlighting the true meaning of what this time of year is all about. It also taps into the success of peer-to-peer giving through social media – hence the hashtag (#). Research shows that many donors give to charities on #GivingTuesday and share their favorite causes on Facebook, Twitter, Pinterest, LinkedIn and other sites encouraging their friends to give too. Let's not leave out libraries! A #GivingTuesday workshop will be presented by Director of Development Pat Brigham on October 18<sup>th</sup> at 3 pm at the WLS Headquarters for any library, friends group or foundation who is interested in participating. Ms. Brigham is also available to assist with a library's annual campaign planning. For more information, contact Ms. Brigham directly at 231-3241.

*Save the Date: April 6, 2018 – Celebrating Westchester Libraries Breakfast at Doral Arrowwood*

## **INFORMATION TECHNOLOGY (IT)**

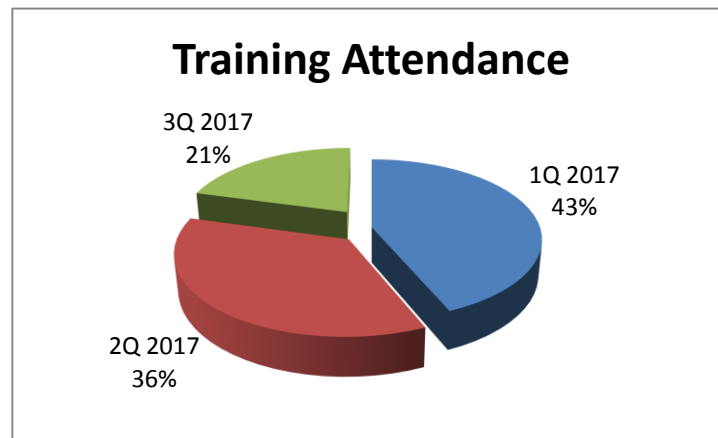
*Contact: Rob Caluori, Director [231-3207]*

Keeping library staff up to date with the ever-changing technology landscape continues to be a challenge, but one WLS faces head-on. SirsiDynix/Technology Trainer Allison Midgely provides sessions on a variety of subjects to further the collective goals of the System and the member libraries. In the first three quarters of 2017, a total of 74 training sessions were provided to 430 library and System staff members. An average audience of less than six results in better retention and a more tailored approach. The subjects covered included:

- BLUECloud Analytics
- How To: Makerspace Programming
- SirsiDynix Workflows – Circulation, Searching, and Technical Services
- Electronic Content (database) Training
- Web-based and Desktop Productivity Software (Google Docs, Excel)

Due to staffing and travel constraints, it is not always feasible for library staff to get away from their libraries and come to WLS for training. To meet that need, 31% of programming was provided at libraries on-site.

WLS training not only focuses on basic computer skills but on how to use computer tools to make informed decisions about library operations. Training in BLUECloud Analytics, SirsiDynix's statistical reporting platform, comprises 40% of the attendance to date. This software helps library staff track patron use of the library, such as usage during peak hours, usage of the collection and more.



As of September, WLS has partnered with the Ramapo-Catskill Library System (RCLS) to welcome the staff of their member libraries into our strong, diverse training sessions. WLS and RCLS have many commonalities that fosters such a partnership including similar e-content subscriptions, the same ILS and online catalog and organizational structure.

## ***PUBLIC INNOVATION AND ENGAGEMENT***

*Contact: Elena Falcone, Director [231-3240]*

### **ADULT SERVICES OUTREACH**

#### **Westchester Seniors Out Speaking (WSOS)**

Target audience – seniors, low-income seniors

**Volunteer Education:** The October monthly education meetings of our volunteer team took place at the WLS Headquarters. The education topic for October addressed steps for an appeal when receiving care in a hospital or non-hospital setting and learning that care is going to end (Medicare consumers have the right to a fast appeal to request continued care). Additionally, we received a service update on the Medicare program from Lt. Commander Tunesia Mitchell from the Centers for Medicare and Medicaid Services.

#### **Outreach:**

- **Senior Law Day (SLD):** Program Coordinators and volunteers worked to support the 18<sup>th</sup> annual SLD event at the County Center in White Plains. WLS and WSOS tables were in the lobby near the registration area, assuring opportunities for contact with a majority of attendees. In addition to promoting library services for seniors, WSOS volunteers offered ad hoc Medicare consultations. Program Coordinators Beth Casso and Mary Ann Larkin delivered an afternoon workshop, "Medicare: Plan, Enroll, and Manage your Changing Needs."
- **NYSOFA:** In October, NYSOFA (NY State Office of the Aging) hosted a meeting on Elder Justice. Elena Falcone co-presented with several County on Westchester's effective strategies for collaboration to support awareness and use of elder justice services. The presentation is available at <http://www.seniorlawday.info/nysofafall2017/>

**HSE Connect!** (also known as TASC Connect!) / Target audience – low-literate adults

- **Training:** Coordinator Phyllis Fowlkes attended the COABE conference to learn more about upcoming changes in the HSE exams and evaluate additional program resources.
- **Service:** In the 3<sup>rd</sup> Quarter, HSE Connect! offered eight information sessions (the program had a reduced schedule in August), which were attended by 27 people. A total of 33 adult students participated in 144 one-to-one tutoring sessions at libraries county-wide. An additional 14 individuals were served at the Yonkers Resource Center during 25 one-to-one tutoring sessions.

**CORRECTIONAL FACILITY (CF) SUPPORT/RE-ENTRY SERVICES** / Target audience – current and formerly incarcerated adults, as well as those navigating parole or probation

- **Re-Entry Workshops:** In collaboration with Yonkers Public Library-Riverfront Library and re-entry service groups, a series of five workshops on removing barriers to employment has been scheduled starting October 18<sup>th</sup> and running through mid-November. The first program is a RAP Sheet Workshop offered by the Legal Action Center. Subsequent events include a re-entry focus on the Job Search Tool Kit, obtaining certificates of relief and good conduct, and speaking to children about incarceration.
- **Community Conversations: Criminal Justice – Yesterday and Today:** Four of six community events have taken place (Ossining, New Rochelle, Yonkers). Attendance has been good (roughly 40 per session) and there has been good participation and feedback. Thus far, the events have afforded an excellent opportunity to showcase re-entry services.

**YOUTH SERVICES (YS) SUPPORT** / Target audience – youth county-wide

- Summer Reading data has been collected and submitted to NYS. In aggregate, registration and reading metrics (books, minutes) were all at higher levels than 2016. Attendance had a slight decline. A summary and four-year trend report has been posted to the [Youth Services wiki](#).
- Youth Outreach Coordinator Francine Vernon assisted the Ossining Public Library in developing a proposal relevant to increasing engagement for the community's middle school youth. Through collaboration with the Village of Ossining, the library is seeking a grant from the Westchester County Youth Bureau to pilot a library based after school and summer program for tweens to be known as BEAMS (Be Excellent At Middle School). If funded, the BEAMS program will begin in January 2018 and will serve 32 students in 7<sup>th</sup> & 8<sup>th</sup> grade.

**EARLY LITERACY PROGRAM** / Target audience – families with pre-school children attending Early Childhood/Head Start centers (primarily low-income and non-library user families)

Francine Vernon focused this period on renewing and strengthening last school year's collaborations, exploring the establishment of relationships with new Early Childhood/Head Start centers and member libraries, and planning for fall presentations and/or guided library visits. A few highlights are noted below.

Renewing Relationships

Head Start Centers: Mount Kisco, Yorktown Heights, and Yonkers Children's Place; Community Libraries: Mount Kisco Public Library, John C. Hart Memorial Library (Yorktown), & Yonkers Public Library-Riverfront Library

Meetings were held with both the centers and the libraries. Mrs. Vernon is pleased to note sites were interested in expanding partnerships planned this fiscal year to increase the positive experiences at libraries for the families. The planned library visits for classes and parents will be increased from one to two visits. Each library will offer an evening visit with programming for the children and a tour and presentation for parents who are unable to attend the daytime class visits.

The John C. Hart Memorial Library will be addressing the challenge Yorktown Heights Center's parents and children face in getting to its Shrub Oak location. Once a month, Hart will make books available and provide a staff person to support a lending library for the children at the Center. The first lending library day was successfully held in September. All of the children (51) participated and borrowed books to take home and return by the next "lending library" day. Further, Hart will be providing a presentation about their library (normally delivered at the library) at the Center's November parents' meeting.

Scheduled for later this month, Mrs. Vernon will be presenting to parents at the Mt. Kisco Head Start Center. There will also be 2 library visits for classes and parents from the Yonkers Children's Place Center.

### Seeking New Relationships

Port Chester, Peekskill, and potentially other Westchester Communities

In September, two presentations were made to parents participating in classes at the Port Chester Five Steps to 5 Center. Both presentations focused on ways parents can reinforce and support the development of their young children's early literacy skills. Practices such as talking, singing and having conversations with children during their everyday routines (meal, bath, nap and bed times or going for a walk) were discussed and selectively illustrated. Reading regularly to their children and making story times fun and special were also emphasized. In addition, the sessions included an introduction to the value of having a library card and demonstrations on how to select and share books with their young children. A combined total of 20 parents, along with their one- to two-year-old children, participated and 13 of the parents were assisted in completing library card applications.

This fall, Mrs. Vernon will be making additional presentations for other parent/child classes at the Port Chester Five Steps to 5 Center and also presentations for parents affiliated with the Port Chester Children's Place and the Peekskill Head Start Centers.

In October, introductory remarks about the PIE Department's outreach effort around early literacy were addressed to 26 Head Start parent representatives at the Policy Council's monthly meeting and to 26 Early Childhood Parent Outreach staff at their professional development session. Attendees at both venues were asked to share the information with their respective Centers and invite Centers interested in participating to contact Mrs. Vernon.

## **WEBS**

**Contact: Elaine Sozzi, Director [231-3239]**

After a month-long registration process which included orientation sessions and online assessment for over 70 people, five WEBS seminars are in full swing. *Managing Your Career in Changing Times* is taking place at the libraries in Greenburgh, New Rochelle and Yorktown; and *Take Charge! Career/Life Planning After 50* is being conducted at the Chappaqua Library and Yonkers Public Library-Grinton I. Will Branch. The seminars are fully subscribed and will continue for eight weeks.

The revised curriculum of both seminars has been met with a very positive response by clients and counselors. It includes more emphasis on technology and changing workplace trends, and addresses the challenges and barriers that job seekers currently face. WEBS Director Elaine Sozzi held two training sessions on the program updates for the counselors. These sessions are also a great opportunity for the counselors to network, exchange information and discuss some client "success stories." One counselor recently heard from a client who had gone through a lengthy period of unemployment and finally found a great job with a major non-profit organization.

The WEBS program is fortunate to have always had a talented and dedicated group of career counselors who carry out a wide range of assistance to WEBS clients. It is vital that these services be guided by the professional standards and best practices set by the National Career Development Association (NCDA) Code of Ethics. The NCDA statement on Professional Values and Principles states that in order to work as a professional engaged in career counseling, the individual must demonstrate minimum competencies in 11

designated areas. These include: career development theory, individual and group counseling skills, assessment, technology, information/resources, program management, supervision, research/evaluation and ethical/legal issues. All WEBS counselors have master's degrees in counseling or related fields and meet these standards. They also have knowledge of local resources and the local job market and economy—vital factors that impact client experiences in their career development and job search. Counselors who observe individuals with clinical issues will encourage them to seek therapy.

The October calendar offered a busy schedule of eight career workshops conducted at seven different libraries. The Greenburgh Public Library, which holds many programs for job seekers and business people, hosted a well-attended WEBS program on *Networking Works*. Other workshops covered LinkedIn, job search strategies, resume trends, interviewing and career options for mature adults.

This month Elaine Sozzi conducted four sessions of a career development seminar at the Chappaqua Library and visited the One Stop Employment Center in White Plains. She plans to attend a forum on the "Status of Women in Westchester: What Candidates Need to Know" at Pace University Law School and a career workshop at the Briarcliff Manor Public Library.