

WLS Department Reports September 2018

CATALOGING SERVICES

Contact: Douglas Wray, Manager [231-3243]

Over the summer, WLS Cataloging Services continued to receive requests for bibliographic records representing non-traditional library materials. The member libraries are looking for new ways to serve their patrons and to raise their profiles in their communities, and the WLS catalogers are always ready to assist them. Below are three examples, along with the stories behind them.

Ardley Public Library requested a record representing cloth tote bags emblazoned with the library's name. Angela Z. Groth, Director, explained:

"My thinking was that when people are leaving the library with their arms full of books, they would appreciate a bag to carry them. While they are carrying them, it promotes the library."

Katonah Village Library requested records for a Yamaha CGS102A 1/2 size classical guitar, a Casio LK-230 lighted personal keyboard and a Yamaha Portatone PSR-225 digital keyboard. Michael Robin of the library explained:

"Katonah Village Library established a musical instrument lending library in response to patron interest. After evaluating demand through informal surveys of adult and teen patrons, we solicited patron donation of string and percussion instruments and offered them for loan. Robust positive feedback inspired us to expand the library to include electric keyboards and guitars. All of us at Katonah Village Library are pleased to satisfy our community's ongoing demand for musical instruments available for loan. Because of our program, patrons who are curious about an instrument, or who are considering an instrument purchase, can play free of charge before making their own investments."

Town of Pelham Public Library requested a record representing a Luxe Sport ping pong paddle set (including ping pong balls--but no table). Patricia Perito, Director, explained:

"Our ping pong and bocce sets are for the public courts in the Village park. [It was an] initiative by the library."

There has been no decrease in the member libraries' requests for book titles that cannot be found in OCLC's WorldCat database or which aren't supplied by vendors. Like the materials discussed above, these require original cataloging. Below are three interesting examples done recently by Manager of Cataloging Services Douglas Wray:

From Brooklyn to the Battle of the Bulge and on to Building an International Business: the Incredible Story of Bernard (Barney) Mayrsohn / Seth H. Bramson

This is the biography of an illustrious Purchase resident, written by another Purchase resident; cataloged for Purchase Free Library.

Finktown: a Mid-Twentieth Century Working Class Neighborhood is Remembered and Recreated Through the Paintings and Reflections of Robert Barthelmes, Along with Stories and Anecdotes by Finktown Friends / Robert Barthelmes and friends

Finktown was a neighborhood in Peekskill; cataloged for the Field Library (Peekskill).

Maryann's Apaloosa / by Karen L. Phelps

This is a young adult novel about a fifteen-year-old girl from Boston who is forced to live with her aunt on a Wyoming horse ranch, after her parents are killed in a plane crash. Her love for a particular horse helps her heal. Written by a Somers resident; cataloged for the Somers Library.

OUTREACH

Building Bridges Not Walls: The Library's Role in Supporting Multicultural Communities

REFORMA Conference ~ June 15, 2018

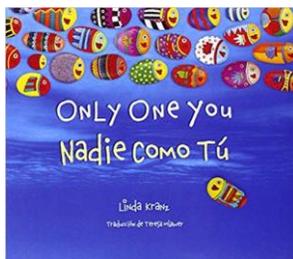
National Association to Promote Library and Information Services to Latinos and the Spanish Speaking

Coordinator, Multi-Language Collections and Services Nancy Coradin and Diana Lennon, Librarian II at the Greenburgh Public Library, were accepted to present, *Our Librarian in Havana* at the 2018 REFORMA Conference at the Bronx Library Center. Their presentation spoke on the barriers crossed in visiting Cuba. They related the importance of forming alliances with Cuban librarians and fostering relationships to promote library services across the two countries. A comforting discovery was that in spite of our libraries' advantageous access to material, sound facilities, and technology, Cuban libraries share our same goals. They are passionate about their work. They protect their cultural heritage. They embrace the importance of remaining relevant in changing times. Ms. Coradin and Ms. Lennon have presented their talk to member libraries and are open to share it with other library systems.

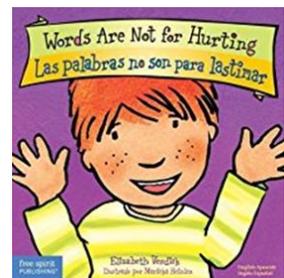
Bilingual Services

Ms. Coradin has been working with Francine Vernon, WLS's Parent and Youth Outreach Coordinator, to facilitate satellite early literacy collections in member libraries. Collaborating with the Head Start Program in Mount Kisco, Ms. Coradin has assisted in selecting early literacy books for the project. Ninety percent of the target families in the Head Start program are Latino. The majority of the books selected are bilingual to promote literacy in two languages.

Close to 200 titles were purchased. Each bibliographic record has been tagged "Preschool books" by Ms. Coradin to increase access for those searching the WLS catalog for early literacy titles.



Two examples of the books selected are *Only One You / Nadie como tú*, a story that celebrates a child's identity and finding their own path, and *Words Are Not for Hurting / Las palabras no son para lastimar*, a simple guide that promotes toddlers to use words that are helpful instead of hurtful.



DEVELOPMENT

Contact: Pat Brigham, Director [231-3241]

Pat Brigham met with a number of prospective corporate sponsors over the summer which resulted in an invitation to submit proposals. In addition, a proposal was prepared at the request of a national private family foundation (who wishes to remain anonymous); these proposals are all currently pending review by their respective committees. Ms. Brigham also met with Con Edison's new community relations manager to discuss continued support for WLS; an application for increased funding will be submitted this month.

A workshop entitled, *Strengthening Library Support through the Annual Appeal – Tips on Crafting the Letter, Getting it Read, and Tracking the Results*, was presented by Ms. Brigham in August. Twenty-one participants registered; participants included library directors and staff, trustees, and volunteers from Library Friends and Foundations. Topics covered included the basic components of a successful annual appeal and using

critiqued annual appeal letters. Joining Ms. Brigham were two professional colleagues Andrew Dieckman of Executive Printing, who spoke about non-profit bulk mail, and Cindy Gittleman of ELEO, who spoke about the importance of tracking your donors and donations. Survey responses unanimously reported that participants felt more knowledgeable, will use the resources shared and use what they learned. When queried on other fundraising workshops of interest, 66% responded special event fundraising and 33% responded marketing for fundraising.

Out in the field, Ms. Brigham met with the Board of the Somers Library Foundation for a general fundraising presentation and provided a one-on-one consultation with the Tuckahoe Public Library to assist in drafting their Library Friends Annual Appeal letter for end of year 2018.

Current projects include work on the final draft of a new website page, *How to Support WLS*, as well as a donor and a cultivation newsletter, support documents and sponsorship opportunities to complement WLS strategic priorities and leverage the WLS 60th Anniversary awareness campaign.

The *Celebrating Westchester Library Breakfast* has been booked again at Doral Arrowwood for **Friday, April 5, 2019**, to launch National Library Week; potential speakers have been contacted.

The Marketing Consultation Mini-Grants have been awarded to: Eastchester Public Library, White Plains Public Library, Bedford Free Library and Irvington Public Library. Molly Ahern of Full Deck Design, the marketing consultant, reports that the first round of consultations took place in September with high energy and huge potential.

A successful example of library collaboration and community engagement is the 5th Annual Battle of the Books taking place on Saturday, October 20th, at Hendrick Hudson High School. This event is co-sponsored by WLS and The Hope for Youth Foundation. Twenty libraries will be represented by seventeen teams of 4th - 6th graders and seventeen 6th - 10th Grade teams. The teams and their librarian coaches have been hard at work all summer reading and practicing for this exciting event.

INFORMATION TECHNOLOGY (IT)

Contact: Rob Caluori, Director [231-3207]

WLS is progressing through the steps to receive eRate funding. The Internet filter has been brought online in July and was a seamless process. The filings necessary to document the changes to policy, public notice and the implementation of the filter have been submitted. The next step will be to file for reimbursement when the filing window opens.

The Public Library Directors Association (PLDA) approved the implementation of Automatic Renewals along with parameters for use for libraries that opt-in to this service. When a library elects to use this service, eligible checkouts from that library will automatically renew three days prior to the due date. Most libraries have also opted-in to sending email notices about upcoming items due, which are also sent three days prior to the due date. In effect, patrons of participating libraries receive an email about their checkouts either informing them they have been renewed or that they are due in three days. Implementing this practice has generated important discussion regarding the use of this service across the county.

Scarsdale Public Library is now operating from their temporary space, The Library Loft at Supply Field in Scarsdale. The temporary site will be home to the library for the next two years while the main library undergoes a complete renovation and expansion. IT staff were on-hand throughout the process to provide support for everything from wiring consultation and networking to PC installation.

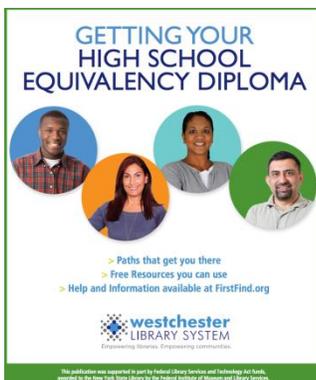
Rob Caluori and Melanie Carnes, Automation Services Librarian, have been working with the PLDA ILS (Integrated Library System) Committee as they finalize their recommendation. The Committee held demonstrations in August and will be presenting their report at the PLDA general membership meeting on September 20th. If any action is required by the WLS Board, the materials will be distributed following the meeting.

WLS currently has a well-established partnership with Ramapo-Catskill Library System (RCLS) that allows for RCLS member library staff members to attend training sessions held here at our Headquarters. In an effort to continue building partnerships and increasing WLS's visibility among other NYS library systems, Allison Midgley visited the Pioneer Library System (PLS) in August. PLS is a 42-library cooperative system in the Finger Lakes region made up of primarily rural libraries. In addition to sharing our LEADER Lab vinyl cutter experience and expertise, Ms. Midgley offered three distinctly different training sessions to system and library staff. Many participants had little or no experience with workshop topics, but all reported increased knowledge and confidence about the content. System staff from PLS were enthusiastic about working together and sharing information with WLS about their robust maker space kit library lending program, their ILS management experience, and their headquarters' shared coworking space.

PUBLIC INNOVATION AND ENGAGEMENT (PIE)

Contact: Elena Falcone, Director [231-3240]

CONTENT/PROGRAM DEVELOPMENT AND COLLABORATION



An updated guide—**Getting Your High School Equivalency (HSE) Diploma**—was written over the summer and will be available for print distribution by beginning of October. The timing coincides with the fall bus ad campaign directing consumers to FirstFind.org (see below). The HSE guide, originally produced in 2011, has been updated to include the new Regents pathway to a diploma, provide more information on the National External Diploma Program, and provide guidance specific to the new exam format (TASC). It is intended to support member libraries in responding to patron inquiries about the exam, as well as to their outreach efforts, especially among reentry populations. The guide points to FirstFind.org as a resource for current information, learning tools available on the web and from WLS, and as a means to ask questions via email.

During the summer, FirstFind.org was updated to fully match the content of the new HSE guide and to expand and refresh content related to job search and college readiness. Links to Learning Express resources such as ACCUPLACER (college placement tests) and Job & Career Accelerator (interactive job assistance programs) are now included. The screenshots below illustrate the types of questions FirstFind addresses related to these topics.



Firstfind.org » Look for a Job

Look for a Job

- [The Job Search Toolkit](#) – 12 Chapters to help you find your next (or first) job
- [Learn About Different Careers](#)
- [Training for Different Careers](#)
- [Need Experience? Volunteer!](#)
- [Where to Look in Westchester](#)
- [Applying for a Job](#) – Resumes, applications, letters, and other tools.
- [The Job Interview](#)
- [Opportunities for Young People \(under 21\)](#)
- [Unemployment](#)

Firstfind.org » Go to College

Go to College

- [Why College?](#)
- [Choosing a College](#)
- [Paying for College](#)
- [Prepare for College Admissions Tests](#)
- [What to Expect at College](#) (including College Placement Tests)
- [Do You Have a Diploma From Another Country?](#)



An outgrowth of our work to support adults working towards an HSE diploma was a deeper understanding of the need for more resources in Westchester County to support low-literate adults. Specifically, as in the model followed by HSE Connect!, there is a need for individualized tutoring that can fit the adult student's schedule and ability to travel. (The two programs currently in the County focus locally in Tarrytown and Yonkers.) In response, starting in September and working with Hadassah Westchester, a pilot program—**Read Better**—will provide literacy tutors to adult students throughout the County. More than a dozen volunteers have committed to this pilot. They will be trained and managed by Hadassah Westchester. WLS will provide technical support, training in the use of online resources, and student referrals. Read Better will also be promoted via FirstFind. Library staff who are interested in referring a student should email HSE@wlsmail.org.

Working with the Westchester Reentry Task Force, a version of the online **Westchester Connections** reentry resource and information service is being developed for printing and distribution in November. This print guide—**Westchester Reentry Essentials**—will support the efforts of the Reentry Task Force to connect with inmates and reentry coordinators in NY State correctional facilities, respond to direct inquiries from inmates (received by both the Task Force and WLS), and support those returning from the County jail. The labor to create this guide offers the added benefit of providing an update to the Westchester Connections online content.

Essential Online Health Information for Older Adults is a consumer educational program that will be launched at the October 16th Senior Law Day. The intent of the program is to support resource and digital literacy among older adults who are increasingly expected to independently research health information and connect with essential services online. The session will review core resources for research medical topics, information for comparison of services (doctors, hospitals and nursing homes), and tools for managing health insurance. The program focuses on authoritative, advertising-free services, including resources from WLS such as *X-Plain Patient Education*, *ConsumerLab*, and *SeniorLawDay.info*. The program will be offered twice during the October 16th event and will include time for hands-on Q&A. Libraries interested in hosting the 90-minute program can contact Elena Falcone at elena@wlsmail.org.

The **Resilience Coalition**, launched in February 2018 as a part of our Community Conversation program, has been successful in activating dialog among multiple audiences on the topic of adverse childhood events and resilience. By the end of September, more than 20 public and 35 private (small group, organizational) screenings will have taken place reaching close to 2,000 individuals. Five public screenings are scheduled for libraries through October. Content on the website has been expanded (see conversations.westchesterlibraries.org) as awareness building moves toward serving Spanish-speaking audiences.



Collaboration continues with **SUNY Purchase's Great Potential program** in offering youth development opportunities for vulnerable middle and high school youth in four Westchester cities (Mount Vernon, New Rochelle, Peekskill and White Plains). Earlier this year, Pamela Bodley, a professional career coach, began work with Francine Vernon to enhance our **multi-session workshop for teens seeking their first work experience**. The curriculum for the successful spring program provided at Summit Academy, Peekskill's alternative high school, is being expanded and will be offered to youth this school year in more of the *Great Potential* communities. The objective of the multi-session series is to help teens get a sense of their interests and strengths and to equip them with job seeking skills in order to be successful in their search for summer employment. Examples of themes to be addressed include: the realities of the job market, where and how to look for summer employment, developing a resume, completing a job application, presenting oneself in an interview and making a good impression.

WEBS

Contact: Elaine Sozzi, Director [231-3239]

The WEBS program offers a comprehensive selection of career counseling services to help adults manage their careers, and one of our most popular offerings is the nine-week “group” career development seminar. Group counseling is a powerful dynamic, but it is often misunderstood. The seminars involve a group process that allows adults to gain a clearer sense of self and an understanding of how they relate to others and the world of work. It encourages self-disclosure in a safe environment composed of peers with the same career concerns, and it facilitates the processing of vital occupational information relevant to a career choice. In group career counseling, part of the leader’s role is to help participants by providing information, but more importantly, by facilitating thought and introspection. Group counseling is an exciting and interactive process where people from different backgrounds and interests can come together. When it is skillfully facilitated, it can produce remarkable strides in client self-confidence and forward momentum.

Five career seminars will be conducted at the John C. Hart Memorial Library in Yorktown, the White Plains Public Library, the New Rochelle Public Library, the Yonkers Public Library and the Chappaqua Library. All programs are almost fully subscribed, and some have wait lists. The primary focus in this cycle of seminars will be to target older adults and long-term unemployed workers who need to upgrade their technical skills and consider retraining for a second career. This is an important initiative since these two groups represent a “lost population” that is getting left behind. As each year passes, their prospects for reemployment diminish dramatically, and the societal burden to support them in their later years increases.

WEBS Director Elaine Sozzi recently held a staff meeting and training session with the counselors to review the newly revised seminar curriculum and future initiatives. Handouts have been updated to reflect current workplace and economic trends, and to address the needs and suggestions of former participants who completed evaluations from the previous seminars. Bringing the counselors together offers an opportunity to network, exchange information, brainstorm, and discuss some of the challenges and successes of recent clients.

Our year-long career workshop series will continue with 10 programs scheduled for the fall. Workshops for September include: *Job Search Strategies for Success* at the Mount Vernon Public Library; *Create a Dynamic Marketing Brand* at the Dobbs Ferry Public Library; and *Create a LinkedIn Profile with Impact* at the Hastings-on-Hudson Public Library. Additional programs on salary negotiation, creative networking, latest resume trends, career change, using LinkedIn in a job search, and careers after 50 will be offered at the libraries in Katonah, White Plains, Port Chester-Rye Brook, Shrub Oak, Briarcliff Manor, Mount Pleasant and Pelham over the next few months.

The WEBS individual counseling program is continuing at the Grinton I. Will Branch of the Yonkers Public Library by appointment on an every-other-week basis.

WEBS Director Elaine Sozzi conducted a career seminar orientation and met with the program director of the Chappaqua Library. She also met with staff at the One Stop Employment Center in White Plains and attended a presentation of the Westchester Networking Organization.

**CONGRATULATIONS,
TEAM SPEED READERS!**
**For their participation in the Corporate Fun Run 5K
at Purchase College that helped support
Swim Across America!**
**Special thanks to Elena Falcone for coordinating
the event and to Allison Midgley for making the
cool shirts with the vinyl cutter!**

