

Elma Lugo

Daytime: 631.924.6400 x 248 Mobile: 631.355.6703

Email: el@longwoodlibrary.org

Professional Profile

- Provide Reader’s Advisory through a non-judgmental assessment of patron’s personal preference during the reference interview in both English and Spanish.
 - Provide reference and instruction services, including research utilizing the Internet and various databases in both English and Spanish.
 - Provide assistance with patron devices whenever possible.
 - Work with minimal supervision and meet deadlines.
 - Developed and implemented the library’s active ESOL instruction program and literacy initiatives at the Longwood Public Library.
 - Trained literacy instructor.
 - Best Plus Test Administrator.
 - Teach the ESOL Beginner English Conversation class, with an emphasis on reading, writing and speaking.
 - Created, developed, expanded and maintain library collections to include Adult Learner and Foreign Language. Provide collection development and weeding of various other collections.
 - Created and maintain the “Español” page on the Longwood Library’s website, including websites for ESOL students to study from.
 - Translate library informational materials into Spanish, including flyers, newsletter copy and perform other language interpretation/translation duties as needed.
 - Arranged and scheduled the library’s first Intermediate Conversation Group.
 - Plan, schedule, coordinate and present music programming for Sunday Concert Series.
 - Perform outreach services to the Spanish-speaking community.
 - Article published in Spanish and English in Longwood’s newsletter entitled “Noticias con Elma Lugo”.
 - Managed a portion of the PALS holds list.
 - Provided “Roving Librarian” assistance and proactive reference help to patrons.
 - Plan, design and prepare book displays, flyers and bookmarks, including special interest exhibits such as Hispanic Heritage Month, Black History Month, etc.
 - Worked as liaison between librarians and program instructors.
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Professional Experience

ESOL Coordinator and Latino Services Librarian

Longwood Public Library, Middle Island, NY

2009-Present

Adult Reference Librarian

Mastics Moriches Shirley Community Library, Shirley, NY

2008-2013

2014-Present

Clerk

Mastics Moriches Shirley Community Library, Shirley, NY

2001-2008

Education

Long Island University/C.W. Post Campus, Brookville, NY
Masters/Library and Information Science, May 2009

GPA 4.0, Deans Award for Service and Leadership

Bernard M. Baruch College, New York, NY
Bachelor of Business Administration, June 1983

Associations

American Library Association (ALA)
Suffolk County Library Association (SCLA)

Committees

Chair of the Multicultural Outreach Services and Information
Committee (MOSAIC)

2011-2015

Member of SCLS Outreach Services