

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for September 2013  
Date: September 30, 2013

#### OUTREACH AND COLLABORATION

- Conducted an orientation for Alternative Instruction teachers on September 9. Twelve teachers attended.
- Met with Fozia Khan, representative of The American Muslim Women's Association on September 16 to finalize programming for the Community Bookshelf grant from the American Library Association. A panel on Muslim Women's issues is scheduled for January 15, 2014.
- Together with Tata Canuelas, represented the Library at the White Plains Hispanic Festival on September 21. More than 300 people visited our table.

#### RENOVATION

Received notification September 25 that the construction grant proposal submitted to Westchester Library System for Phase II of the renovation of the first floor was approved for funding in the amount of \$65,281. This is only the first step in the application process before the application is officially approved by the State in late October/early November.

#### PROGRAMMING

- Arranged with the Westchester Department of Health to have Health Navigators here from 5pm-8pm on alternate Thursdays, November through January. This drop in service will provide guidance for citizens looking to enter the Affordable Care Act Marketplace.
- Discussed start of a knitting club for adults at the Library with Dorothy Freeman of the Second Saturday Knitters. New members will be welcome. The tentative start date is December 14.
- Arranged a book display of the materials received from the Bridging Cultures Community Bookshelf Grant. The books will remain on display through September before being added to the collection.

#### POLICIES AND TRAINING

- Drafted a Volunteer Policy for Board and staff review.
- Drafted a revised Technology and Computer policy -- Public Use for Board and staff review.
- Attended a Veterans History Project program at the New York Public Library Bronx Library Center on September 28. Exhibits presented by veteran service organizations followed the formal program.

#### STAFF

Completed work on hiring of a new Library Clerk. Ms. Suzette Patterson was selected and began work on September 30.