

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for December 2013  
Date: December 28, 2013

## OUTREACH AND COLLABORATION

- Participated in internal planning and met with teachers and high school students to finalize project ideas for the Shinnyo-en Foundation Grant on December 16. Collated and presented the brainstorming ideas from the November retreat.
- Arranged an exhibit of Astrological photos for the summer of 2014 with Scott Nanmacher, local resident and photographer.
- Participated in the White Plains re-entry panel at the Westchester County Jail on December 11. Eight inmates participated. Two from this group subsequently came to the Library for new cards.
- Met with other WLS Assistant Library Directors at Greenburgh Library on December 11. The discussion centered around programming.

## PROGRAMMING AND CUSTOMER SERVICE

- Arranged for a meditation workshop in partnership with the Art of Living Foundation. The first session will be conducted on February 4, 2014.
- Proctored 4 students for their final exams for a total of 13 hours. Requests for this service have been increasing slowly but steadily.
- Prepared and submitted an application to WLS for the next round of Creative Aging program grants. The four libraries to receive support will be notified by January 10, 2014.
- In the absence of the community relations librarian, prepared the January adult calendar of events.

## STAFF

- Interviewed candidates supplied by our contractor for a weekend security position. Three candidates were interviewed. Mr. Ivan Crespo began work on December 28.
- Coordinated the Administration Breakfast for staff on December 23.