

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for March 2014  
Date: March 31, 2014

## OUTREACH AND COLLABORATION

- Arranged an exhibit of portraits of foster children up for adoption with the Westchester Department of Social Services.
- Prepared and submitted the Library's application to host a table at the Sustain White Plains street fair scheduled for April 28.
- Attended the first Creative Aging webinar on March 5 in preparation for the grant project activities to begin in fall, 2014.
- Arranged for lobby tabling by staff from New York State Senator Andrea Stewart-Cousins to promote the STAR energy program.
- Met with other Assistant Library Director's at the quarterly PLADA meeting held at Yonker's Riverfront Library on March 19.

## PROGRAMMING AND CUSTOMER SERVICE

- In the absence of the community relations librarian, prepared the April press calendar and print adult calendar of events.
- Prepared a flyer and application seeking presenters for the Maker's Morning program scheduled for May 3. Made contacts to potential participants.
- Arranged and attended the opening reception of the current gallery exhibit, Unseen Rolling Stones, on March 9. Prepared and distributed the press release for this event.
- Prepared a proposal for the New York State Preservation Grant offered by the State Library. The grant requests funding for a duplicate copy of our local newspaper microfilm collection. The grant was submitted on March 28.
- Arranged for an additional session of the Health Care Navigator for March 30 due to popular demand. This program provided one to one counseling to persons interested in signing up for healthcare per the Affordable Care Act.

## STAFF

- Interviewed candidate Derek Taylor referred by SSC for consideration as a security guard. Mr. Taylor began work on March 7.
- Ms. Angela Montoya began work as a part time Spanish-speaking circulation clerk on March 10.
- Prepared a flyer advertising for Trove Shelves. Nine resumes were received.