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Dept.: Assistant Director  
Subject: Monthly Report for October 2014  
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## OUTREACH AND COLLABORATION

- Worked with the County Department of Social Services to host the Heart Gallery reception and exhibit on October 8. This program promotes adoption and foster parenting opportunities.
- Represented the Library at a re-entry panel held at the Westchester County Jail on October 13. Six inmates attended.
- Attended a planning meeting of the Creative Aging grantees at the Bronxville Library on October 21 to coordinate scheduling and joint program marketing plans. The other WLS libraries that received funding are Montrose, Harrison, Bronxville and Dobbs Ferry.
- Attended the Westchester County Safer Communities Forum on October 21. Speakers discussed understanding and working with clients with mental illness.
- Met with White Plains City Schools Homebound coordinators Jennifer Gray and Sara Hall on October 30 to discuss changes to the program and deployment of new school-provided Chromebooks for students' use.

## PROGRAMMING AND EXHIBITS

- Arranged and hosted a Hearing Health Awareness workshop by Zounds of Westchester on October 2. Ten people attended.
- Arranged for a new exhibit by White Plains High School teacher and artist Peter Wood. The opening reception was held October 4. On October 15, the artist reported that two of his works were vandalized. They were removed from the exhibit. The artist believes they may be repaired and he will attempt to do so.
- Monitored the League of Women Voters Candidates Forum on October 22. Ninety-six people attended.

## POLICIES AND TRAINING

- Attended a Customer Service training at WLS on October 2. Four additional White Plains staff attended.
- Created a draft exit survey for use in gauging our patrons' experience. The survey will be administered in the lobby over the next two months.
- Conducted a volunteer orientation (2 sessions) on October 23. Twenty-one people attended.
- Attended a training session by Manhattanville College on October 24 to learn the process for submitting and approving electronic timesheets for Work Study students from the College working at the Library this semester.
- Attended a webinar hosted by the American Library Association on October 27 regarding new federal workforce development funding.