

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for February 2015
Date: March 2, 2015

OUTREACH AND COLLABORATION

- Represented the Library at meetings on February 19 and February 26 in preparation for the Harlem Fine Arts show scheduled for March 3. Created room set up information for use at the event.
- Arranged for the Homebound Instruction program move to the Edge effective February 23. The Homebound coordinator provided the library with a complete set of 7-12 textbooks to be housed in the Edge for use by their students. These books will be held as Reference materials in the Edge for use by any patron.

PROGRAMMING AND CUSTOMER SERVICE

- Met with Edge and Foundation staff on February 18 to discuss logistics for Eastview 6th grade class visits in the spring.
- Organized and conducted two Volunteer Orientation sessions on February 19. Twelve people attended.
- Proctored a real estate exam for a White Plains resident on February 23.
- Met with three artists for potential Museum Gallery exhibits. Continue to plan for collaborative projects with Arts Westchester.
- Scheduled a program, “Demystifying Medicare and Healthcare Coverage for Seniors” to be held on May 4. This program is offered by Westchester Seniors Out Speaking, a project of the Westchester Library System.

STAFF

- Participated in a Collection Management meeting on February 24. Working with staff in the department to advise on programming and other collection issues.
- Sponsored a Library staff team for the Foundation Spelling Bee on February 27. Assisted with the set up and trivia contest at the event. The Library Bibliobees took the prize for second runner up.