

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for March 2015
Date: March 30, 2015

OUTREACH AND COLLABORATION

- Arranged an exhibit of portraits of foster children up for adoption with the Westchester Department of Social Services for April.
- Prepared and submitted the Library's application to host a table at the Sustain White Plains street fair scheduled for April 18. Arranged with Friends to sell books at the event.
- Arranged for lobby tabling by staff from the Veterans Outreach program of Family Services of Westchester.
- Attended the opening reception for Crossing Borders, an exhibit at Arts Westchester on March 14.
- Met with other Assistant Library Director's at the quarterly PLADA meeting held at Chappaqua Library on March 18.

PROGRAMMING AND EXHIBITS

- Arranged an author program with David Steinberg who will discuss the latest edition of his book, *Road to Ruins*, a guide book about hikes to ruins of old factories, and other buildings in New York State. The program will be presented on May 2.
- Arranged for a session of "De-mystifying Medicare" to be presented by Westchester Library System Seniors Out Speaking volunteers on May 4.
- Working with local high school art teachers on arrangements and logistics for a group show to be installed April 7. The show will run from April 8 through May 20. An opening reception will be held Thursday, April 9, 5-7pm.

STAFF AND INTERNAL

- Prepared and submitted a fire evacuation plan to the Fire Prevention Office of Public Safety. After reviewing, the Fire Prevention Office suggested changes which will necessitate a revision in the Library's Emergency Policy.
- Prepared a draft Disaster Plan for review by staff and the Board of Trustees.
- Continue to have status meetings with Collection Management Librarians (March 17) and the Outreach Librarian (March 11).
- Three volunteers were vetted this month. One began work in Collection Management on March 19. A second will support homebound deliveries beginning in April. The third will provide one-on-one resume writing support by appointment for the public, also starting in April.