

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for October 2016  
Date: November 2, 2016

## OUTREACH AND COLLABORATION

- Worked with the recreation director at a local assisted living facility to provide large print copies of titles for their in house book club. The club will be conducted by the residents.
- Began discussion with a local digital artist to arrange for an exhibit to be displayed on a monitor in the Lobby
- Final budget and supporting documentation prepared and submitted in support of a New York State Library Construction grant administered by the Westchester Library System.
- Coordinated removal of Westchester Community College equipment from the classrooms during the renovation.

## PROGRAMMING

- Monitored the White Plains Hospital's Robotic Surgery program on October 11. Four people attended. .
- Coordinated the Westchester Food Bank Distribution on October 26. More than 300 people were served.
- Conducted a volunteer orientation session on October 18. Seven people attended. Two volunteers were vetted and will begin volunteering in November.

## STAFF AND TRAINING

- Arranged with the Fire Prevention Bureau for staff training on fire safety and prevention. The training will take place on January 23, 2017.
- Participated in interviews for a part time librarian for the Trove. A candidate was selected but another part timer accepted more hours. The hiring process was suspended.
- Met with the SSC security company field supervisor on October 4 to discuss updated service needs during the renovation.