

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for December 2016
Date: January 3, 2017

COLLABORATION

- Worked with WLS and the Director of the Ossining Library to curtail requests for White Plains new books. Ossining staff were using accounts to place holds on our materials to create displays in their Library. This practice was reported by Adult Services staff in White Plains. Thanks to their detective work this practice has been stopped.

PROGRAMMING

- Met with representatives from AARP Foundation Tax Aide on December 8 and December 30 to finalize arrangements for tax prep being offered in the Library February through mid-April as a free service
- Coordinated volunteers for the Food Bank Distribution on December 21.
- Arranged for a nominal stipend for a fine arts presenter for the Trove
- Set up a blanket hold on a title for the Bristol Assisted Living Facility book club. A book club facilitator has been named from among the resident participants. The library will continue to support this group by ordering sufficient copies of their choice each month.

RENOVATION

- Assisted WLS TASC coordinator with space needs for tutoring during the renovation.
- Provided additional supporting documentation required of New York State following their review of our Library Construction grant. Westchester Library System has increased our award by an additional \$1,160. The final recommended award amount is now \$153,807.

STAFF

- Worked with SSC Security to implement a wage hike for guards permanently assigned to take effect January 7.
- Arranged for a safety training session for staff to be presented by the City's office of Fire prevention. The training is scheduled for February 2017.