

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for January 2017  
Date: January 23, 2017

#### OUTREACH AND COLLABORATION

- Represented the Library at the Public Library Director's Association meeting on January 19. The meeting was held at the new WLS headquarters in Tarrytown.
- Arranged for additional distributions in summer 2017 by the Kraft Mobile Food Pantry of the Food Bank for Westchester. July 5 and August 2 are the added dates.
- Met with the volunteers of the AARP Foundation Tax Aide program on January 23 to discuss final preparations and logistics for the Tax preparation assistance program which begins February 1.

#### PROGRAMMING AND GRANTS

- Scheduled the International Film Festival for summer of 2017 and arranged for selection of the films. This program will be held on Tuesday afternoons at 2pm beginning July 11 through August 15.
- Provided updated information requested for the Library Construction Grant and the State and Municipal (SAM) facilities grant. Both grants are administered by the Dormitory Authority of New York State. The Construction grant award was increased slightly and is now \$153k

#### POLICY

- Worked with staff to revise the Circulation Policy and Borrowers' Guidelines. The revised policy will be submitted for Board approval at their March meeting.

#### STAFF AND TRAINING

- Assisted with posting of the Librarian I vacancy to professional and library school sites locally and regionally.
- Interviewed an SSC guard candidate on January 17. The new guard began training that week and was permanently assigned on January 23.
- Hosted a mandatory Safety and Emergency preparedness training for staff on January 26. The training was provided by the City of White Plains Department of Public Safety.
- Ordered the food and coordinated other arrangements with the Friends of the White Plains Library in preparation for the Friends staff luncheon on February 9.