

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for April 2017
Date: May 2, 2017

OUTREACH AND COLLABORATION

- Coordinated the Soles for Souls shoe drive sponsored by the City. Six bags of shoes were collected at the Library.
- Met with staff from the Department of Public Works to review plans for re-design of the Library plaza. Work will begin in fall of 2017 and will require approximately nine months to complete.
- Continued to work with The Bristol Assisted Living facility in support of their book group; suggesting titles, researching availability of large print and placing holds.

PROGRAMMING AND EXHIBITS

- Scheduled a multi-part program, “It’s Your Move to Better Health” targeting seniors and persons with disabilities. The program is designed to help individuals eat better, reduce stress and increase activity. The program will be presented by staff from Putnam Independent Living Services.
- Worked with Burke Rehabilitation Hospital to schedule a “Faces of Burke” display of patients’ artwork in the Museum Gallery for spring.
- Coordinated the AARP Tax Aide program which assisted 1,468 individuals over the course of three months, February through April. A planning meeting took place on April 21 to discuss improvements for 2018.
- Scheduled Food Bank for Westchester mobile food pantry distributions through December 2017.

INTERNAL

- Participated in interviews for the Library I Marketing position. Ongoing.
- Worked on merit evaluations.
- Presented an updated circulation policy to the Board on April 12.
- Participated in a Hub technology meeting on April 13. Offered suggestions for implementation of new assistive technologies for persons with disabilities.
- Arranged a meeting with SSC Security on April 7 to discuss training and other issues relative to Library security. Interviewed a candidate to replace a guard who was re-assigned.
- Worked with the Dormitory Authority of New York State to provide additional information and clarification needed to complete their review of our State and Municipal Facilities grant applications.