

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for March 2018  
Date: April 2, 2018

## OUTREACH AND COLLABORATION

- Coordinating shoe donations for City Soles for Souls campaign. Collection continues through April 21.
- Met with members of the Reilly League on March 9 to discuss space requirements for hosting their group for adult art classes.

## PROGRAMMING AND EXHIBITS

- Participated in planning meetings for Eastview class visits on March 6. Visits will take place over five days in June.
- Scheduled a film screening of “And Then They Came for Us” in observance of Asian Pacific American Heritage Month, May 1. The documentary tells the stories of Japanese Americans confined to internment camps during World War II.
- Finalized arrangements and scheduled citizenship classes with BOCES through June. Twenty-eight students participated in the winter sessions. A new GED class is scheduled for fall.
- Scheduled a beaded earring workshop for adults for June 21. Participants make two pairs – one for themselves and the second for donation to women’s shelters.

## STAFF AND INTERNAL

- Prepared holiday memo for 2018/19.
- Assisted Friends of the Library with set up for their staff luncheon on April 12. Food ordered on their behalf for this event.
- Four volunteers were vetted this month. Two are helping with digitization, one for computer drop in and one for Edge programming. The next Volunteer Orientation is May 22.