

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for April 2018
Date: May 1, 2018

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 the Berkley College Librarian on April 24 to discuss collaborative activities. Library staff will table at a students' wellness fair and will conduct a library card drive at the school in May. Career Services staff will recruit volunteers for the June Eastview class visits.

PROGRAMMING AND EXHIBITS

- Scheduled several programs for the Community Room including an author talk in October, a weekly Cardiac Psycho-Education Group which begins May 7, and a Diabetes education workshop for June 23.
- Worked with Good Temps (a division of Goodwill Industries) to arrange space in one of the Conference Rooms once a month for intake appointments. Good Temps enables a flexible workforce by matching employers with qualified, motivated job seekers in the five boroughs of New York City, Northern New Jersey, Westchester, Nassau and Suffolk Counties.
- Coordinated the AARP Tax Aide program which assisted over 1,000 individuals over the course of three months, February through April.
- Received notification from the Westchester Library System that they are ending their TASC tutoring program at the library, effective July 1. Working with BOCES to schedule a class in fall to replace it.

INTERNAL

- Worked on merit evaluations.
- Presented an updated managing emergency situations procedure to the Board on April 11.
- Arranged a meeting with SSC Security to discuss training and other issues relative to Library security as a result of the café opening. 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.
- Deployed three new volunteers: one for English Conversation group, one for Edge Which Craft and one for the digitization project