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Dept.: Assistant Director  
Subject: Monthly Report for April 2021  
Date: May 6, 2021

## OUTREACH AND COLLABORATION

- Worked with local schools to get their materials back to them. We had quite a number of school items returned here by mistake.
- Had conversations with the League of Women Voters, Beautification Foundation Youth Bureau and several other community groups anxious to resume meetings at the library.

## PROGRAMMING AND EXHIBITS

- Participated in an ArtsWestchester information webinar on their annual Arts Alive grant program last month. We had planned to submit a proposal for dance performances later this summer on the Library plaza. After discussions with Rec and Parks, it was decided that following their distancing guidelines for outdoor programs (in an effort to be consistent city-wide) would render the programs impractical for the space. We will shelve this idea until summer 2022.
- Scheduled a gallery exhibit for the summer. “Regeneration” looks at a future focused on climate justice. The exhibition includes drawing, collage, mixed media, photography, painting and poetry. The exhibit will be on view June 1 through September 3.

## INTERNAL

- Worked on merit evaluations.
- Arranged for our security company to provide guards for the opening. The company was able to get two of our former guards back so very little training was required. This is especially interesting since they had both left the company for other jobs but agreed to come back to our company to work at the Library.
- Drafted a procedure for circulating laptops.
- Prepared the Library hours and holiday memo for 2021-22.
- Researched American Sign Language (ASL) interpreting services through the Department of Office for People with Disabilities.