



**HARRISON  
PUBLIC LIBRARY**

# Memo

E - 6

**To:** Mayor Richard Dionisio and Members of the Town Board  
**From:** Galina Chernykh  
**CC:** Jacqueline Greer, Maureen MacKenzie, Debra Scocchera  
**Date:** 11/15/2023  
**Re:** Request to hold Library Staff Development Day on December 19th

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Mayor Richard Dionisio and the Members of the Town Board:

I respectfully request permission to hold a Staff Development Day for the staff of our town's two library buildings on December 19th, from 12 PM to 5 PM at Harrison Meadows Club (Both buildings will be open in the morning).

The purpose of this Staff Development Day is to provide our library staff with the necessary tools and knowledge to enhance their professional skills. This, in turn, will enable them to continue offering exceptional service to our community, fostering positive experiences for our patrons.

The total expenses will not exceed \$900, and the necessary funds, specifically allocated for staff training and development purposes, are available in the Library's operating budget.

Thank you for your consideration.

Galina Chernykh, Library Director