

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for October 2017  
Date: November 1, 2017

## OUTREACH AND COLLABORATION

- Worked with the Marketing director of Burke Rehabilitation Hospital to install an exhibit, Faces of Burke, in the Gallery on October 31. The exhibit, that profiles patients' success stories, will remain on view through December.
- Participated in the Edge Retreat on October 16.
- Together with the Food Bank for Westchester, planned a media event for the food distribution on November 1. The Mayor and County Executive are expected to be on hand to make remarks and distribute turkeys.
- Provided proctoring services for six White Plains patrons. Request for this service continues to increase.
- Coordinated holiday painting of the library windows with Recreation and Parks. The windows will be decorated by local scout troops.

## PROGRAMMING

- Met with volunteers from AARP Tax Aide on October 17 to plan for the tax assistance program beginning in February, 2018. Scheduled training for their volunteers county-wide to be conducted in the Library in January, 2018.
- Scheduled a concert, The Story of the Piano as a Musical Partner, to be presented by the Music Conservatory of Westchester in March of 2018.
- Scheduled a presentation, Know the 10 Warning Signs: Early Detection Matters, to be presented by the Alzheimer's Association in January, 2018.

## STAFF AND TRAINING

- Monitored a mandatory Disability Sensitivity Training for all staff on October 20.
- Convened and participated in a meeting regarding the Community Resource database on October 25.
- Drafted and distributed to department heads a Managing Emergency Situations procedure to replace a policy of the same name. Board approval pending.
- Completed vetting and deployed a new volunteer for the Edge.