

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for December 2017  
Date: January 2, 2018

#### COLLABORATION

- Met with BOCES staff on December 6 to arrange for adult basic education in literacy. The class will begin in spring, 2018.
- Worked with members of incoming County Executive George Latimer's transition team to schedule three public forums; held December 13, 14 and 19.

#### EXHIBITS, PROGRAMMING AND ROOM RENTALS

- Arranged for an exhibit, "No Rhyme or Reason" of mixed media art by Rick Rogers. The exhibit runs January 14 through March 24. An opening reception will be held on Sunday, January 14, 2-4pm.
- Scheduled "An Afternoon of Orchestral Music" concert by the New Westchester Symphony Orchestra for November, 2018
- Obtained a grant from Poets and Writers to pay the presenter of "On the Home front", a writing workshop for veterans' families.
- Scheduled a public workshop for the Route 119 Complete Street Design Plan for January 13.
- Booked meeting room rentals for Community Voices Heard, Westchester Martin Luther King, Jr. Institute for Nonviolence, and SPARC Inc. Revenues to be realized from these rentals totals \$395.

#### RENOVATION

- Provided additional supporting documentation required by the Dormitory Authority of New York State following their review of our SAM grants. Disbursement of funds expected shortly.

#### STAFF AND TRAINING

- Prepared and posted a job announcement for the Adult Shelver vacancy.
- Attended Microfilm training on December 5. Attended harassment training required of all supervisors on December 6.