

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for January 2018
Date: January 25, 2018

OUTREACH AND COLLABORATION

- Met with representatives of Five Steps to Five; a program sponsored by the Youth Bureau as part of their My Brother's Keeper initiative. The Library will host Five Steps to Five on Saturday mornings beginning February 3. The program presenters model parenting skills for low-income families that will help prepare children for success in school.
- Met with the volunteers of the AARP Foundation Tax Aide program on January 16 to discuss final preparations and logistics for the Tax preparation assistance program which begins February 6.
- Met with Elena Falcone of WLS on January 22 to discuss plans to continue to host the TASC Connect program. WLS will lose funding for this program effective July 1, 2018 and are working to support individual libraries in hosting it. White Plains has offered to vet future volunteer tutors, and provide space. Ms. Falcone will continue to train volunteers.

PROGRAMMING AND GRANTS

- Scheduled the International Film Festival for summer of 2018 and arranged for selection of the films. This program will be held on Tuesday afternoons at 2pm beginning July 10 through August 14.
- Provided updated information requested for the State and Municipal Facilities (SAM) grants administered by the Dormitory Authority of New York State. Disbursement agreements prepared and sent January 8.
- Prepared and submitted a letter of support to be the primary partner in a Big Read Grant being submitted by Arts Westchester.

POLICY

- Worked with staff to revise the Fire Evacuation Policy and Procedures. The revised policy will be submitted for Board approval at their March meeting.

STAFF AND TRAINING

- Attended Welcome Desk training on January 3.
- Vetted and deployed three new volunteers; one each for the digitization project, Edge and Collection Management.