

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for October 2018  
Date: November 5, 2018

## OUTREACH AND COLLABORATION

- Met with the Food Bank for Westchester staff for their annual site visit on October 2. Discussed the new backpack program and improvements that might encourage more participation.
- Worked with NYS Senator Shelley Mayer's staff in planning and hosting a Youth Advisory Board meeting on October 16.
- Worked with Aging in Place of White Plains to schedule two speaker events for their group.
- 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 5 to plan for the tax assistance program beginning in February, 2019. The program will be conducted in Room B which will remain set up for volunteers through April 15.
- Met with local author Nancy DeRosa on October 9 to discuss potential programming for the Library. She is specifically interested in programming via Community Cable; presenting cooking demonstrations.
- Scheduled an end of summer reading event with Writopia Lab of Bedford Hills for June 18, 2019. Writopia Lab is a not for profit organization offering creative writing programs for children and teens. An additional program specifically for teens is being planned by Edge staff.
- Prepared a funding request for the Friends consideration to contract with a presenter for a defensive driving class and curator/installer for the Library's Attic exhibit.

## STAFF AND TRAINING

- Participated in a meeting with the marketing consultant on October 4.
- Attended the New York City Tri-library Accessibility Summit on October 29.
- Revised the Borrowing Guidelines to reflect changes in the fines (or lack thereof) on children and teen materials. A Spanish translation is in process.
- Revised the Fire Evacuation policy to include the back door, café and elevator procedures. Board approval pending.
- Completed vetting and deployed a new volunteer for Collection Management.