

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, June 11, 2014

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of May 14, 2014**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 6/4/14
- 3 Bills: 2013 -2014 Budget: Claim #19, #20**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Annual & Regular Meeting Minutes – 5/4/14, 5/8/14
 - c) Foundation – Executive Directors Report – 6/4/14
 - d) Other
- 6 Ongoing Business**
 - a) White Plains Community Media Action Plan
 - b) Action on Digital Video Surveillance Policy
- 7 New Business**
 - a) Evaluation of Library Director
 - b) Amnesty for Teen Card Holders
- 8 Presentation**
 - a) John Lolis: State of Library Technology

White Plains Public Library Board of Trustees

Minutes of Regular Meeting

May 14, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Paul Schwarz. In attendance were Trustees D'Ambrosio, Haynes, James, Scherer and Schwarz. Absent with notice were Trustees Barrera, Connors, Furth and Matthews-Serra. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan and Library Director's Secretary, Sandra McDaniel.

Minutes of Regular Meeting of April 9, 2014

The minutes of the regular meeting of April 9, 2014 were approved as submitted on a MOTION by Trustee Scherer, seconded by Trustee James.

Budget:

City Revenue & Expenditure Budget by Department for May 7, 2014 were reviewed.

Bills: 2013/14 Budget: #17, #18

Trustee Furth reviewed the bills prior to the meeting. Trustee Haynes, seconded by Trustee James approved payment of bill vouchers #17, #18, on a MOTION.

Report of Library Administration

Library Director Kenney advised the Board that last month Terry Rabideau organized the YSS (Youth Services Section) of the NYLA conference held at the Crowne Plaza in White Plains and he wished to thank her for her efforts.

Mr. Kenney discussed the upcoming 6th grade visits to the library that would begin on Friday, May 16th. Library Director Kenney stated that circulation had declined with physical books but ebooks circulation was up. Mr. Kenney has been reviewing the materials budget and was exploring making changes in the collection for the next fiscal year, including offering video streaming.

Minutes of the May 14, 2014 meeting of the Library Board of Trustees, page 2

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan remarked that the Donor Appreciation Night went very well with adults interacting with teens in The Edge. Ms. Hollahan stated that the Gala will be held on November 8 and has confirmed two honorees. Libby Hollahan noted that she was in the process of doing a mailing, in Trustee Furth's name, to generate donations for Phase 2 of the John & Hope Furth Learning Commons.

Other –

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Old Business:

The Board discussed the City of White Plains, New York Budget & Management Advisory Committee recommendations pertaining to moving the Cable TV operations to the White Plains Public Library. Trustee D'Ambrosio suggested that the topic be added to next month's agenda so that an action plan could be developed.

New Business:

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, the 2014/2015 Library Hours & Holiday Schedule was approved. It was noted that the hours remained unchanged.

Mr. Kenney stated that John Lolis's presentation on the State of Library Technology would be postponed to the next meeting in order to have a greater audience.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:40 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees

MEMO

To: White Plains Library Board of Trustees

From: Bill Deierlein, Business Manager

Subject: Monthly Budget Report

Date: June 4, 2014

The Budget Report as of May 31, 2014. All monthly revenues and expenditures are normal.

FOR 2014 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	-24,508.00	.00	.00	9,323.00	161.4%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-24,508.00	.00	.00	9,323.00	161.4%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-1,794.64	.00	.00	294.64	119.6%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,654.19	-108.19	.00	-345.81	88.5%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-4,448.83	-108.19	.00	-51.17	98.9%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-71,562.83	-4,675.10	.00	-28,437.17	71.6%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,177.00	.00	.00	-3,823.00	36.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-15,767.15	-2,045.19	.00	767.15	105.1%
06698 REFUND PR YR EXPENDITURES	0	0	-407.64	.00	.00	407.64	100.0%
06699 OTHER	-4,500	-4,500	-2,490.04	-178.00	.00	-2,009.96	55.3%
TOTAL MISCELLANEOUS	-125,500	-125,500	-92,404.66	-6,898.29	.00	-33,095.34	73.6%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-5,321,763.64	-400,000.00	.00	-657,433.36	89.0%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-5,321,763.64	-400,000.00	.00	-657,433.36	89.0%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%
TOTAL APPROP FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%

FOR 2014 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-5,443,125.13	-407,006.48	.00	-728,256.87	88.2%
TOTAL REVENUES	-6,171,382	-6,171,382	-5,443,125.13	-407,006.48	.00	-728,256.87	
GRAND TOTAL	-6,171,382	-6,171,382	-5,443,125.13	-407,006.48	.00	-728,256.87	88.2%

** END OF REPORT - Generated by Bill Deierlein **

FOR 2014 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	146,696	146,696	132,082.57	11,241.07	.00	14,613.43	90.0%
1.150 MANAGERIAL SALARIES	201,871	201,871	181,783.83	15,469.32	.00	20,087.17	90.0%
1.153 M/C ATTENDANCE BONUS	500	500	500.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,237,129	2,205,515	1,998,751.48	166,637.08	.00	206,763.52	90.6%
1.201 CSEA OVERTIME	41,000	41,000	38,893.25	3,592.91	.00	2,106.75	94.9%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,000.00	.00	.00	2,000.00	80.0%
1.800 PART-TIME/HOURLY WAGES	235,000	235,000	188,898.90	18,028.50	.00	46,101.10	80.4%
TOTAL SALARIES & WAGES	2,872,196	2,840,582	2,548,910.03	214,968.88	.00	291,671.97	89.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	218,377	215,959	192,827.96	16,236.33	.00	23,131.04	89.3%
2.020 MTA PAYROLL TAX	9,802	9,694	8,656.11	721.64	.00	1,037.89	89.3%
2.101 NYS EMPLOYEE PENSION	575,866	563,233	497,558.00	40,331.01	.00	65,675.00	88.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	482,179	484,983	448,016.48	39,792.64	.00	36,966.52	92.4%
2.202 RETIREES HEALTH INSURANCE	186,075	186,075	161,261.14	.00	.00	24,813.86	86.7%
2.203 RETIREES HEALTH BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRG	1,390	1,390	727.22	.00	.00	662.78	52.3%
2.205 RETIREES MEDICARE PAYMENT	52,210	52,210	30,925.00	.00	.00	21,285.00	59.2%
2.206 ACTIVE HEALTH INS BUYOUT	31,994	23,899	22,249.00	.00	.00	1,650.00	93.1%
2.301 DENTAL INSURANCE PLAN	41,276	40,770	37,292.20	3,339.60	.00	3,477.80	91.5%
2.407 OPTICAL INSURANCE	11,628	11,486	10,502.27	940.50	.00	983.73	91.4%
2.501 GROUP LIFE INS-MANAGEMENT	2,975	2,975	2,758.80	250.80	.00	216.20	92.7%
2.601 MEMBERSHIPS-FEES-DUES	40	40	1,135.00	.00	.00	-1,095.00	2837.5%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	864.72	.00	.00	285.28	75.2%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	268.09	.00	.00	731.91	26.8%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,238	1,238	1,257.50	.00	.00	-19.50	101.6%
TOTAL EMPLOYEE BENEFITS	1,620,700	1,599,602	1,419,449.49	101,612.52	.00	180,152.51	88.7%

3. MATERIALS & SUPPLIES

FOR 2014 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	7,643.87	129.85	.00	356.13	95.5%
3.003 PRINTING	4,000	4,000	2,459.19	.00	.00	1,540.81	61.5%
3.004 POSTAGE	1,000	1,000	23.68	.00	.00	976.32	2.4%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	147,317.27	15,841.54	.00	56,682.73	72.2%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	13,393.77	519.00	.00	844.23	94.1%
3.010 NON-BOOK MATERIALS	100,000	100,000	118,325.22	2,781.71	.00	-18,325.22	118.3%
3.011 PROGRAM SUPPLIES	2,500	2,500	3,279.09	9.00	.00	-779.09	131.2%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	800.00	.00	.00	200.00	80.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	10,046.10	120.61	.00	-46.10	100.5%
3.016 REPLACEMENT MATERIALS	3,000	110	.00	.00	.00	110.00	.0%
3.022 PC SOFTWARE	900	900	3,218.93	.00	.00	-2,318.93	357.7%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	12,564.34	.00	.00	-564.34	104.7%
3.302 BUIDL./FAC. EMERGCY REPRS	3,325	3,325	4,795.00	.00	.00	-1,470.00	144.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	24,104.64	129.45	.00	-9,904.64	166.0%
3.601 ELECTRICITY	372,721	372,721	336,786.60	38,490.50	.00	35,934.40	90.4%
3.602 TELEPHONE	4,500	4,500	3,012.57	354.74	.00	1,487.43	67.6%
3.603 GAS	65,500	65,500	66,067.79	10,576.81	.00	-567.79	100.9%
3.604 WATER	4,000	4,000	2,705.36	.00	.00	1,294.64	67.6%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,455.90	23.38	.00	169.10	89.6%
3.704 COPIER RENTAL	6,701	6,701	6,141.41	558.31	.00	559.59	91.6%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	47,723.10	.00	.00	1,030.90	97.9%
TOTAL MATERIALS & SUPPLIES	882,764	879,874	811,863.83	69,534.90	800.00	67,210.17	92.4%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	675	775.00	.00	.00	-100.00	114.8%
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	131,599	114,121.28	4,948.72	.00	-357.70	100.3%
4.016 SECURITY GUARDS	111,552	111,552	90,056.89	6,577.12	.00	21,495.11	80.7%
4.023 PROGRAM SERVICES	56,500	56,500	38,183.50	2,400.50	.00	18,316.50	67.6%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	16,235	8,897.02	.00	.00	7,337.98	54.8%
4.602 SIF CONTRIBUTION	41,112	41,112	41,112.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	11,600.00	150.00	.00	-6,600.00	232.0%
TOTAL DIRECT COSTS	371,635	366,691	308,763.69	14,076.34	17,835.42	40,091.89	89.1%
5. EQUIPMENT							
5.201 FURNITURE AND FIXTURES	0	2,054	.00	.00	2,054.00	.00	100.0%

FOR 2014 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.207 COMPUTER PERIPHERAL EQUIP	0	5,780	5,778.96	.00	.00	1.04	100.0%
TOTAL EQUIPMENT	0	7,834	5,778.96	.00	2,054.00	1.04	100.0%

9. OTHER FINANCIAL USES

9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	356,763.64	.00	.00	67,323.36	84.1%
9.990 RESERVE FOR FINANCING	0	52,712	.00	.00	.00	52,712.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	476,799	356,763.64	.00	.00	120,035.36	74.8%
TOTAL LIBRARY FUND	6,171,382	6,171,382	5,451,529.64	400,192.64	20,689.42	699,162.94	88.7%

GRAND TOTAL

6,171,382 6,171,382 5,451,529.64 400,192.64 20,689.42 699,162.94 88.7%

** END OF REPORT - Generated by Bill Deierlein **

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 19

Page 1

Claims Paid On: May 30, 2014

Due in Finance : May 16, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PC-214	CDW Government	\$ 67.60
	March '14	Crystal Rock Bottled Water	59.76
	April '14	Crystal Rock Bottled Water	62.25
	claim 4/15	Staples	120.90
3.005 Books	145	Baker & Taylor, Inc.	14,282.05
	143	Barnes & Noble	76.80
	142	Bilingual Publications	1,406.25
	144	Ingram Library Services	62.94
3.006 Periodicals	145a	Magnotta's Supermarket	68.00
	146	Royal Scarlet Deli	451.00
3.010 Non Book	PC-211	AVCafe	169.92
	PC-212	Midwest Tape	678.77
	PC-213	OverDrive	1,933.02
3.011 Program Supplies	PC-215	La Bella Restaurant	9.00
	March '14	Purchase - Supply Room	610.38
3.014 Library Supplies	PC-216	Brodart Company	120.61
3.306 Maintenance Supplies	PC-217	Benfield Electric	109.29
	PC-218	Burke & McCowen	20.16
3.601 Electricity	3/14 - 4/14	PASNY	38,490.50
3.602 Telephone	147	Nextel Communications	52.37
3.603 Gas	148	Con Edison	10,576.81

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

BUDGET YEAR 2013 - 2014

CLAIM LIST # 19
Page 2

Claims Paid On: May 30, 2014
Due in Finance : May 16, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.703 Equipment Rental	May '14	USA Mobility Wireless	\$ 23.38
3.704 Copier Rental	PC-223	Canon Financial Services	558.31
4.015 Service Contracts	PC-220	American Independent Paper	54.00
	PC-210	Canon Solutions America	456.12
	PC-221	Sound Water Treatment Center	335.00
4.016 Security	150	Security Services of Connecticut	8,530.72
4.023 Program Services	PC-222	Baker & Taylor, Inc.	2,376.50
4.709 Library Programs	149	April Ranger	150.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 20
Page 1

Claims Paid On: May 30, 2014
Due in Finance : May 16, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	145	Mariel Perez - reimburse	\$ 25.00
2.603 Travel	145	Mariel Perez - reimburse	28.50
3.003 Printing	PC-224	Graphic Design Associates	700.00
3.005 Books	claim 5/15	Amazon	13.50
	152	Baker & Taylor, Inc.	5,230.49
	153	Bilingual Publications	354.22
	154	Ingram Library Services	16.17
	155	National Learning Corp.	43.45
3.006 Periodicals	156	Magnotta's Supermarket	68.00
	157	Royal Scarlet Deli	463.50
3.010 Non Books	PC-225	Thomas S. Klise Company	296.89
	PC-226	Midwest Tape	1,763.60
	PC-227	OverDrive	520.69
3.011 Program Supplies	PC-228	Bonnie Grant - reimburse	33.20
3.306 Maintenance Supplies	PC-235	Benfield Electric	121.50
	PC-236	Burke & McCowen	10.21
	PC-229	Wallauer's	39.99
3.602 Telephone	158	Nextel Commuications	52.37
3.603 Gas	151	Con Edison	4,011.08

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 20
Page 2

Claims Paid On: May 30, 2014
Due in Finance : May 16, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
4.015 Service Contracts	PC-230	American Independent Paper	\$ 54.00
	PC-231	Sound Water Treatment Center	335.00
4.016 Security	159	Security Services of Connecticut	6,727.71
4.023 Program Services	PC-232	Baker & Taylor, Inc.	1,738.50
	PC-233	Foundation Center	995.00
	PC-234	Priority Research	15.90
4.709 Library Programs	152	Stephanie Edwards	150.00
5.201 Furniture	PO31990	Creative Library Concepts	2,054.00

Approved:

Yuki Haynes, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – May 2014
Date: June 7th, 2014

Administrative

- Attended the Mayor's Youth Board meeting.
- Attended the Westchester Library Association Annual Conference in Tarrytown.
- Attended the Long Island Library Association Annual Conference in Melville NY. Met with the OverDrive vendors to ask about making corrections to a flaw that was discovered with our OverDrive kiosks that are out for the public.
- Met with Librarian Deschamps to discuss how to go about tackling the weeding of the Spanish book section.
- A new part-time Librarian, Oswaldo Coto-Chang, was trained and started his regular shifts in May.
- Hired a new part-time staff member to work in Periodicals, Maria Rosas, who currently works in the Trove. Gio Cancino worked his final shift in Periodicals.
- Carroll County Library in Kentucky called to speak with me about our Museum pass program. They are trying to set something similar up with museums in Cincinnati and Louisville.
- Greenville Library system in South Carolina called to speak with me about the 1-1 trainings that we offer to the public. They are thinking of switching to more 1-1 trainings within their libraries.
- Attended a meeting run by Librarian Duffy where staff discussed doing more lunch time demos in the Auditorium on various computer-related topics. It was agreed that they would try some early evening demos as well.
- Final planning meeting for the Eastview 6th grade visits. I assisted with the visits as well, especially on May 22nd.

Staff Activities - *Thanks to librarians Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Varian attended the annual meeting and dinner of the White Plains Historical Society and a Board of Trustees meeting.
- Librarian Varian attended a meeting at ArtWetchester about their annual Jazz Fest and arranged for the Library's September Poetry Slam & Open Mic to be included in the Jazz Fest events.
- Librarian's Varian and Rothman attended the Westchester Library Association annual conference. The theme of the conference was providing inclusive library services.
- Librarian Rothman attended the Hudson Valley Special Librarian Association monthly meeting.
- Librarian Rothman attended Book Expo America and the Association of American Publishers Annual Librarians Dinner.
- Librarian Hughes attended Library Journal's Day of Dialog at McGraw Hill.
- Librarian Duffy viewed a webinar on Library Security.
- Librarian Duffy attended a NYLA Digital Literacy Train the Trainer workshop at the Yonkers Riverfront Library.

Customer Service:

- Librarian Varian answered 21 Local History queries [19 email, 2 telephone].

- Score counselors assisted a patron with their small business questions.
- Adult Staff led 8 English Conversation Groups.
- Homebound delivery to shut-in patrons.
- Page Turners book discussion group “Ordinary Grace” led by Librarian Hughes.
- 3 computer classes and 12 1-1 trainings done by Adult Staff.
- Staff conducted Library tours for the new WCC ESL classes.

Community Outreach:

- Librarian Varian distributed flyers to many local restaurants to advertise the Poetry Slam.
- All staff helped with the Eastview 6th grade visits to the Library. Please read more about this in the Edge Report.
- Librarian Rothman coordinated a Journal News article on the Job Club she hosted.
- Librarian Hughes led a book discussion at Gilda’s of Westchester “Into the Beautiful North”.

Programs:

- The last May short-story discussions ended on a high note with more than 80 spirited participants exploring works by New Yorker writers. At our final session, librarian facilitator Barbara Wenglin screened a video of the song "New York, New York is a Wonderful Town" from the 1949 MGM film, "On the Town," performed by Frank Sinatra and Gene Kelly as sailors on leave in NYC. Since it was Fleet Week, the images resonated even more! Patron evaluations were uniformly positive and enthusiastic.
- Librarian Varian hosted the May Poetry Slam and Open Mic. No featured poet this month as it was supposed to be the Slam finals.
- Please read about all the May Teen programs in the Edge report.
- Librarian Rothman hosted 3 Sessions of Job Club.
- Small Business Administration ran two programs hosted by Librarian Rothman: How to Start Your Own Business & Entrepreneurs @ 50+; Women-Owned Business Program on Selling to the Federal Government.
- Librarian Rothman hosted a SCORE program: Your Social, Now What? Social Media and Small Businesses.
- Librarian Hughes hosted the Friends Annual Meeting. The speaker was author Marta McDowell, “Beatrix Potter’s Gardening Life”.
- Please see Community Outreach report for programs offered by Librarian Perez.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for May 2014
Date: June 2, 2014

OUTREACH AND COLLABORATION

- Met with David Sachs and John Migliacchio from Pace University on May 5 to discuss ways the Library might participate in a pilot program of the Telehealth Intervention Programs for Seniors (TIPS) program. The TIPS program uses electronic information and communications technologies to provide and support remote health care and monitoring of vital signs for older adults with chronic health conditions. Partnership roles were discussed. Pace would like to involve the Library this summer.
- Attended the Salute to Seniors day on May 8 at the Westchester County Center.
- Represented the Library on a re-entry panel for inmates at the Westchester County Jail on May 28. Six inmates attended.

PROGRAMMING AND COMMUNITY RELATIONS

- In observance of May as mental health awareness month, partnered with the Westchester Center for the Study of Psychoanalysis and Psychotherapy to offer four programs.
- In the absence of the community relation's librarian, prepared the May press calendar and print adult calendar of events.
- Coordinated the Makers' Morning event on May 3.
- Worked with the Holocaust and Human Rights Education Center to offer two programs on May 8 (Monuments and Memorials in Germany: Creation and Controversy) and May 18 (Debunking the Myth of Jewish Passivity During the Holocaust). Sixty-four people attended these events.
- Worked with the White Plains City Schools Fine Arts Department to bring the their annual art show to the Library. The opening reception on May 29 attracted over 400 people.

VOLUNTEERS

- Arranged for Berkeley College faculty volunteers to assist with the Eastview School Class visits on May 16. Four instructors assisted in the day's activities.
- Background checks completed and intake interviews conducted for the first two volunteers. They will begin their assignments next month.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - May 2014
Date: June 4, 2014

Outreach, Projects & Visits

- ◆ Head Start continued to display the children's art work in The Trove and then they brought classes for a storytime before they viewed their work. Parents came in with their children, too.
- ◆ The art show from the White Plains Schools opened on a Thursday night, and many families came in to the Trove. Hopefully we will sponsor the exhibit next year, and we will schedule more staff.
- ◆ Terry Rabideau and Bonnie Grant continued with visits to preschools.
- ◆ Debra Gaffey, Rosemary Rasmussen, Terry and Bonnie helped with the Eastview visits which were a great success.
- ◆ All of us are hard at work planning and preparing for the summer reading activities.

Programs

- ◆ Tata Canuelas hosted the Cinco de Mayo dance program and art exhibit, with funding from the Westchester Arts Council and the Friends of the Library. The costumes were spectacular!
- ◆ The Westchester Child Care Council presented a Born Learning program for a nice group of parents and babies.
- ◆ Susan Stassa finished up a popular round of Reading Coach. We will resume in August before school starts, and hopefully this valuable program will be funded again.

Staff

- ◆ Man-ching Tom from Manhattanville College came for an evaluation of the tutors placed here during the spring semester. These tutors are very helpful in the Teacher In The Library program.
- ◆ Bonnie and Deb attended the SLJ Day of Dialog, with panels and presentations by children's authors.
- ◆ Deb attended the Battle of the Books meeting. We plan to participate in this countywide reading challenge.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (May)
Date: June 4, 2013

Customer Service

Karyn De Luca and I worked at the Reference Desk, filling in as needed.

We processed 14 Request a Purchase forms.

Collection Management

De Luca selected materials for adult Collection; saw 4 webcasts on graphic novels, a business database, mysteries and one on library staff going “mobile;” and weeded.

Responding to a request from the Volunteers of America, I began program of selecting about 100 paperbacks a month (from the Friends’ storeroom) for the Valhalla Shelter.

I began weeding early 600s (health and medicine) with Mary Black’s help; she is pulling books that are in poor condition and/or over 5 years old.

Book displays this month included: “We Left Our Hearts in San Francisco” (Brian Kenney); “Are You Hungary?” and “Czech Please” by Austin Duffy.

Technical Services

With help from Collection Management staff and Jerrick Harris, I completed processing guidelines for J books.

Susan Siegel, Theresa Jattan and Mary placed and received orders, cataloged and processed materials; deleted items; searched for bibliographic records, queried WLS for ones needed. Susan helped with refreshing new books area.

Jerrick continues to assist Department by cataloging, classifying and processing materials.

Other

I participated in Makers’ Morning (demonstrating needle felting); led one English conversation group; attended Library Journal’s “Day of Dialog” and a WLS Cataloging Committee meeting.

De Luca attended 3 days of Book Expo in New York City.

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: **May 2014**

Outreach Collaboration:

- 2 ESL Tours 23 students
- Attended Little Red dress Event given by Capital District 100 Hispanic Women
- Met with Ma Rebecca L. Radachy, Nutrition Program Educator At Cornell University to talk about offering an “Eat Smart” program in the Summer
- Visited Grace Church Community Center spoke to 30 women about our program and services
- Attended Latino U’s Graduation Ceremony
- Emailed ESL teachers to schedule tours

Programming:

- Offered Sleep on it White Plains Hospital lecture. 12 ppl.
- Offered Financial Fitness program 7 ppl
- Facilitated a Hispanic Coalition financial program 13 ppl
- Offered 3 ESL book discussions 18 ppl
- Assisted with 6th grade class visit

Weeded

Spanish books

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - May 2014

- The main router/firewall server for our network experienced a hard drive failure on Wednesday, May 7. At the time, the server was still running and routing network traffic, but services that relied on disk access (eg., logging and caching) were unable to run. An emergency installation of a replacement server was conducted after 9pm the following night. During that time—approximately an hour and a half—our website, calendar and mail servers were unavailable to the public. The hardware used as the replacement server is a PC-class system that was originally intended to act as a media server in The Edge. The original router/firewall was running Novell Netware and BorderManager; however, I opted to install a free open source router/firewall solution because Netware will be at end of life in 2015 and because the City plans on migrating away from Novell as its network platform. The configuration process was much more tedious and complicated (as is often the case with open source software), and as a result, the Library's network experienced intermittent performance problems for a couple of weeks until the new server was fully configured satisfactorily. Fortunately, the Library has multiple gateway connections to the internet, and I was able to re-route outbound access as needed while changes were being made.
- Web filtering for the CyberPool and The Edge was unavailable following the crash of our router, as the web filter server would no longer route outbound traffic following the replacement of the router. To restore filtering, the latest version of the web filter operating system software was installed on a temporary replacement computer.
- We have received nine new PCs from WLS. They complete the total number of 28 WLS-maintained PCs for which we have contracted. They will replace PCs primarily in use by Collection Management staff.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: June 11, 2014

Worked with Latino U, White Plains High School and Westchester Community College to host an Honors Book Camp for 40 students in the month of July. The objective of the Boot Camp is to help students who are low-income, first generation students develop the skills they need to succeed in an Honors class this coming September.

Continued work on the Westchester Library System (WLS)/Public Library Directors Association (PLDA)'s Integrated Library System (ILS) Committee. The finalists are returning to present in June.

Hosted open house in the Edge for Westchester public library directors.

As part of the PLDA finance committee, finalized new funding model for the finance model which will be voted on by PLDA June 19th then sent to the Board for approval.

Welcomed 150 students sixth-grade students from the Eastview school. Helped introduce students to the Trove and led the scavenger hunts.

Attended Book Expo America at the Javits Center May 29-30, including panels on publishing industry, author events.

Begun planning for the Westchester Indie Writers Conference in partnership with Publishers Weekly to be held in October.

Developed budget for Trove's renewal next FY. Reviewed physical space, furniture and equipment, A/V, and technology. Begun work with Trove staff to develop a technology plan for children's services.

With Libby, developed budget for the Foundation, FY 2014/15.

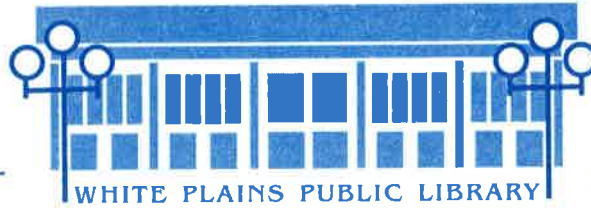
May 2014 EDGE Report

This month Librarian Carlson and Digital Media Specialist (DMS) Olney helped plan and host the 6th Grade visits from Eastview. Librarian Carlson 3D printed objects to give away to the students and prepared a Library Scavenger Hunt to introduce the students to the 1st floor of the library, help them learn how to use the collection, show them where to go to ask for help and teach them a little bit of American history. DMS Olney prepared and taught a 3D design and printing workshop with a representative from Htink. It should be noted that these were the two most popular activities the students reported on their evaluation forms.

DMS Olney and Librarian Carlson also held a number of programs throughout the month. DMS Olney created and taught a Music Studio Production, Video Game Design Workshop (4 sessions), Drop-in Computer Help (3 sessions), Rip Open a Computer, Minecraft Monday, hosted Smart Money for Teens with Annett Barret, and FIFA Friday. Librarian Carlson taught a macrame jewelry workshop, Intro to 3D design and printing, and held the Harry Potter Alliance/Book Review Club meeting. Both Librarian Carlson and DMS Olney helped organize "Maker Morning," where we taught 3D design and printing, and Arduino electronics. Librarian Carlson attended the White Plains Cares Coalition meeting, gave a tour of the Edge to library Directors from around Westchester during their PLDA meeting, attended a book release and signing for "Guardian," and attended Book Expo America. Digital Media Specialist Olney met with Stanley Plaza and Mother from Eastview to discuss Coding club, gave tour of Edge to teachers from Eastview

Digital Media Specialist Olney designed and printed Teen June Calendar, Purchased guitar & bass strings as well as 1/4 inch cords for media lab studio, Created Video Game Workshop Game, Created Guitar pick design for EDGE music studio. DMS Olney also created our circulating video game collection housed in the Edge. Librarian Carlson ordered furniture for the Media Lab and equipment for the recording studio.

F R I E N D S



MINUTES OF ANNUAL MEETING 5/4/14

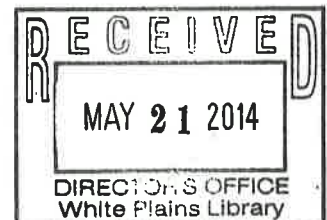
On this lovely Spring day, Brian welcomed an audience of 40 and proceeded to extoll the virtues of the Friends...the things we do, what we sponsor ,how we assist the Library and staff etc. We thank him for his kind words.

Rhoda then introduced our guest, author Marta McDowell. Her book "Beatrix Potter's Gardening Life" is charming and filled with wonderful photos and illustrations which projected beautifully on the large screen. Marta blends her own love of gardening and writing to take us on Beatrix Potter's own journey from early childhood to her later years. Her description of Potter's interest in gardens and the eventual introduction of Peter Rabbit make a vivid picture of life in the Lake district of England in the 1800s. We learned a great deal about Beatrix Potter's personal life, her enduring love of things that grow and certainly much about Flopsy, Mopsy, Cottontail and naughty Benjamin Bunny. It was a charming entry into her world and everyone was delighted with Marta's presentation. Her book sold nicely and she graciously signed them.

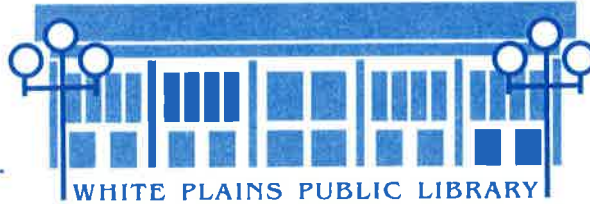
Thanks to Betty, refreshments were plentiful and artfully arranged...as is Betty's style.

Although we always hope for a large audience, we are pleased that this program was so positively received.


Leatrice Palmer
Secretary



F R I E N D S



MINUTES OF MEETING ^{5/8/14} ~~04/10/2014~~

ATTENDING: Betty Barone, Libby Hollahan, Elizabeth Hughes, Brian Kenney, Mary Leslie, Lee Palmer, Rhoda Phillips, Faith Robinson, Clare Stuart.

The meeting started promptly at 10 AM and we all signed a condolence card to Charlotte Ayers on the death of her husband, Dick. Charlotte is a past Board member and Dick was a comics illustrator who was a guest at our annual meeting several years ago.

We welcome Clare - it was good to see her back with us. Rhoda reported a bank balance of \$38,481.90 and reminded us that the second \$10,000 that we pledged for the renovation of the first floor is due in June.

Brian spoke about an exciting activity to occur during May. All the 6th graders in White Plains now attend one school... Eastview. They will be divided into 4 groups and each group will spend a day at the Library. They will be introduced to the Edge and learn what it has to offer. Up to now their Library visits have been limited to the Trove - now they will be able to experience all sections of the Library and for the day may roam the building to see what's available to them. There will be time for them to have lunch and have some fun experiences too and we hope they feel comfortable here and will become valued patrons as they mature.

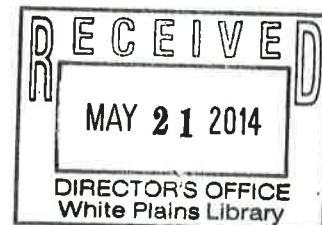
Brian also mentioned that many of the staff will be attending Book Expo in May.

Libby gave a further explanation of the Donor software program. Because the Friends use of that list is so much less than the Foundation, our share of the cost is less. However, instead of paying a set amount each year, Clare suggested we pay a percentage since the price may vary from year to year. Libby then went on to amaze and delight us with the news that the Foundation is going to honor the Friends at the gala in November. What a surprise and how exciting is that! We would like to offer our thanks for this honor - we are truly thrilled. The Trove will also be recognized, as this is their 10th anniversary.

Plans are being finalized for the Bob Mills concert on September 21st... mark your calendars and plan to attend.

Have a lovely summer - we'll be in touch before the September meeting.


Leatrice Palmer
Secretary



Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: June 4, 2014
Re: White Plains Library Foundation Report

Capital Campaign/Renovation Project:

With The Edge now complete, our campaign focus will be on Phase II. Our revitalized adult services will be named the "Hope & John Furth Learning Commons," in recognition of Hope and John's dedication to the Library and the Foundation for many years. We have begun Phase II fundraising, sending proposals to a group of Hope's contacts, and a number of contributions have been made.

Board Development/Nominating:

Our Nominating Committee has successfully filled several vacancies recently, including our new Treasurer, Dick Hecht and new board members, Joan Kass and Marjolein Mooney. All vacancies are now filled. At our May meeting, the board indicated a desire to increase the board size from 18 to 21 members and to target our recruiting to the business community, younger parents, and other underrepresented categories. The board will vote on a bylaws amendment at the June meeting to authorize the increased board membership.

Grants:

--Shinnyo-en Foundation: Our new "collaborative grant" supported the four Eastview team visits to the Library in May. About 540 sixth graders walked from Eastview to the Library for full-day visits, which included four activities (a tour of The Edge and treasure hunt; graphic novelist workshop; 3-D printing demonstration; and community service art project), plus a pizza lunch.

The students were engaged, excited, and well behaved; we collected surveys from all the students, and the feedback was quite enthusiastic! Library staff has observed that some of the students and their parents have visited The Edge since their school visits. Both the Library staff and school staff worked hard to make the visiting days run smoothly, and we also had great volunteer assistance from Paul Schwarz, Diane Tabakman, and a group of adult students from Berkeley College. The visits will be featured in the School District newsletter, the Shinnyo-en Foundation website, as well as the Library website.

--Allstate: Through the grant, we sponsored safe driving advocate Jacy Good at an assembly of high school seniors at White Plains High School, and gave the students string bags with the "Friends Don't Let Friends TXT & Drive" message. The next outreach event will be at the National Night Out organized by Public Safety this summer. As part of the economic empowerment focus area, the grant is supporting the popular Job Club and career programs coordinated by Sharon Rothman. We have reapplied for Allstate funding for 2015.

Events: The new Special Events Planning Committee met recently to plan out our event schedule for the next couple of years, in view of the fact that 2015 will be the Foundation's 20th anniversary, as well as The Trove's 10th birthday. The Trove needs funds to replace technology and to support various programs. Upcoming events include:

- Date TBD: **"Library Dough Raiser":** A night out at participating White Plains restaurants that agree to donate 20% of receipts from diners with special vouchers. This idea was initiated by board member Greg Keenan.

- Sat., Nov. 8: **Ninth Annual Fall Gala: Stories to Inspire Us**
 Honorees are Philip Kent, White Plains native, foundation donor in honor of his parents, and former head of Turner Broadcasting; and the Friends of the White Plains Public Library. Possibly one other honoree.
 Will kick off the Trove's 10th Birthday Year. Fred Singleton will again co-chair.
- Fall 2014 Kickoff of Foundation 20th Anniversary and Trove 10th Birthday in Foundation communications; committee suggested building banners to create awareness. Communications plan to be developed.
- Jan./Feb. 2015 (First Annual?) **Spelling Bee**. Beth Roach has agreed to co-chair. Modeled after Scarsdale Library's event. Fundraising focus -- The Trove's birthday.
- March/April 2015 **Trumble in The Trove**. Opportunity to recruit new parent volunteers.
- Spring 2015 TBD Donor Appreciation Evening
- Nov. 2015 **"Twentieth Anniversary Gala"**

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
April 30, 2014**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:09 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Yuki Haynes, Richard Hecht, Susan Hecht, Joan Kass, Beth Kava, Brian Kenney, Barbara Loucks, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Jim Benerofe, Denise D'Ambrosio, Richard Kaye, Gregory Keenan, G. Frederick Perkins, Jr., J. Frederick Singleton and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan and Secretary to the Library Director, Sandra McDaniel.

The election of Marjolein Mooney to fill the Board Vacancy in the Class of 2013-2016 was approved on a MOTION by Diane Tabakman, seconded by Gail Schwartz. Ms. Mooney then joined the meeting as a new Director, with a warm welcome from the Board. She introduced herself to the other members and remarked she was very happy to be on the Board.

Minutes of Regular Meeting of March 26, 2014

The minutes of the regular meeting of March 26, 2014 were approved on a MOTION by Paul Schwarz, seconded by Richard Hecht with the following amendment to the Financial Report. To read as follows: "Richard Hecht stated that he met with the bookkeeper last week. The Finance Committee reviewed the portfolio with Paul Bronzo of Wells Fargo Advisors and made a minor reallocation to provide additional assets if needed for the remaining \$75,000 payment due to the City of White Plains by 6/30/14 for The Edge, or for operating needs."

President's Report

President Wolff noted that the Board was filled to capacity now and discussed the possibility of expansion to include three additional board members, with a goal of having the board better reflect our diverse community; adding younger parents; and drawing from the business community. Ms. Kass suggested adding a college student to the Board. Ms. Tabakman remarked that increasing participation on committees would be a good way to involve current and prospective board members. Mr. Wolff stated that the board would have to amend the by-laws if we were to increase the members of the Board and he would like to have a vote on this topic at the next board meeting. Ms. Hollahan said she would draft a by-laws amendment for discussion at the May board meeting.

Library Director's Report

Library Director Kenney recently attended the National Service Learning Conference in Washington, D.C. with Ms. Hollahan, and library staff member, Austin Olney. Mr. Kenney stated that the conference which was sponsored by Shinnyo-en gave him ideas for Library programming.

Library Director Kenney described his very successful partnership with Latino U, which provides mentorship to high school students who are trying to enter college, and how they utilized the Media Lab at The Edge for financial aid and essay writing workshops. Ms. Loucks remarked that it would be helpful to bring back the Foundation newspaper so that we can communicate success stories such as this. Ms. Kava stated that stories have the potential for getting support more so than statistics.

Campaign Committee Report

Ms. Tabakman remarked that her Campaign Co-Chair, Judy Nevins, is finding it more difficult to remain involved since moving to New York City last year, and has discussed resigning; the Foundation would have to recruit a new Co-Chair.

Ms. Tabakman said the Campaign's focus is now on Phase 2, renovations to the adult services area, which has been renamed the John & Hope Furth Learning Commons. Hope Furth has offered to help with Campaign solicitation by sharing a list of her contacts, mostly outside of the White Plains community, who are interested in lifelong learning and adult education. Ms. Tabakman reported that she and Ms. Hollahan have met with Ms. Furth to review the package of materials that will be sent to Ms. Furth's prospect list. Library Director Kenney remarked that Phase 2 construction was dependent on Common Council authorization of the project; and his understanding is that the next opportunity for this to happen would be in July 2015.

Ms. Tabakman thanked Ms. Hollahan, Mr. Kenney and the staff for the Donor Appreciation Night. She stated that there was a great turnout and it was good to see the money raised from the community being put to use.

Ms. Haynes suggested that Donor Appreciation become a committee that could provide email blasts with great news.

Executive Director's Report

Ms. Hollahan reviewed her written report. She thanked the Board members that were able to attend last night's Donor Appreciation event and commented that she felt like it was a good opportunity for donors to meet and connect to The Edge. She also spoke about several events and stated that committees would need to start soon for upcoming events.

Ms. Hollahan thanked Ms. Kava for attending the Clarice Wilson Concert on April 13th and remarked that Jack Wilson was very pleased.

Financial Report

Mr. Hecht reviewed the activity on unrestricted and restricted funds as well as an analysis of program services. Mr. Hecht remarked that it was unclear how the Foundation could use the Reader's Digest funds and he would follow up with Ms. D'Ambrosio who is reviewing the fund documentation.

Ms. Tabakman mentioned that the pledges for the capital contribution were due by June 30 and Ms. Hollahan would be preparing the invoices.

On a MOTION by Beth Kava, seconded by Susan Hecht, the meeting was adjourned at 10:08 a.m.

/s/ Richard L. Hecht, Treasurer
Nicholas Wolff, President/Secretary

DRAFT

Digital Video Surveillance Policy

Purpose

The Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the White Plains Public Library.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of customers and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Access to Digital Images

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by the White Plains Public Library's Confidentiality Policy.

Typically, images will not be routinely monitored in real time unless specifically authorized by the Library Director.

Only the Director or Assistant Director are authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given authorization to access this equipment on a limited basis.

Occasional spot checks of the recorded data will be made by the Library's Information Technology Manager to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Use/Disclosure of Video Records

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Law Enforcement Requesting Access to Security Camera Footage

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, the Assistant Director. We do not make security camera footage or still photographs available to any agency, of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records that contain patron information.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. [If a member of the general public wishes to obtain a copy of video footage they should make the request to the Library Director, or, in his or her absence, the Assistant Director.](#)

[If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint.](#)

Retention of Digital Images

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.

Recorded digital video images are stored on hardware in a locked area in the Library. Recordings are retained for no longer than 72 hours in accordance with the library's records retention schedule, unless required as part of an ongoing investigation or litigation.