

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, September 10, 2014

7:00 p.m. Call to order

- 1 **Minutes of Regular Meeting of July 9, 2014**
- 2 **Budget**
 - a) City Revenue & Expenditures Budget by Department (will be distributed at meeting)
- 3 **Bills: 2013 – 2014 Budget: Claim # 22** (will be distributed at meeting)
Bills: 2014 – 2015 Budget: Claims #1, #2, #3 (will be distributed at meeting)
- 4 **Report of Library Administration**
- 5 **Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – Meeting on 9/11/14
 - c) Foundation – Executive Directors Report – 09/03/14
 - d) Other
- 6 **Ongoing Business**
 - a) ILS (Integrated Library Systems) Report
- 7 **New Business**
 - a) Personnel Changes

White Plains Public Library Board of Trustees

Minutes of Regular Meeting

July 9, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:02 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Furth, Haynes, Matthews-Serra and Schwarz. Absent with notice were Trustees James and Scherer. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan and Librarian Christiane Deschamps.

Minutes of Regular Meeting of June 11, 2014

The minutes of the regular meeting of June 11, 2014 were approved as submitted on a MOTION by Trustee Connors, seconded by Trustee Furth.

Budget:

City Revenue & Expenditure Budget by Department for June 30, 2014 were reviewed.

Bills: 2013/14 Budget: #21

President Furth reviewed the bills prior to the meeting. Trustee Furth, seconded by Trustee D'Ambrosio approved payment of bill voucher #21 on a MOTION.

Report of Library Administration

Library Director Kenney mentioned that the fine amnesty program for teens, discussed at the June board meeting, took place and a number of teens using The Edge took advantage of it. He noted that the Library has four summer employees through the Youth Bureau; two in The Edge and two in The Trove.

Mr. Kenney stated that he had received two notices of retirement in recent weeks, Librarians Miriam Varian and Elizabeth Hughes. He has begun the process of replacing them and said it would give the Library the opportunity to review staff assignments, but that it would be very important to make sure that Local History is covered. He would need to engage Ms. Varian as a consultant for a few days to train the incoming Librarian.

Mr. Kenney updated the Board about the idea of White Plains Community Media moving to the Library, which has been discussed over the past several years, and reminded the Board that the Common Council had authorized funding for a feasibility study. He noted that he had met with John Callahan, who requested that he move ahead with Jim Kenny to issue an RFP for the feasibility study to address whether the Library could house a studio, whether it should be on the first or third floor, and the financial impact of Community Media being located at the Library. The Trustees had many questions about the issue and Trustee D'Ambrosio recommended reactivating the Board's Ad Hoc Committee to study the integration of Community Media into the Library. President Schwarz agreed to initiate this.

Trustee Reports & Business

WLS – Trustee Furth said she is participating in a WLS initiative to review the cost/benefit of the various programs it funds. She also mentioned that the WLS board had been invited to sit in on presentations by two potential IT providers.

Minutes of the July 9, 2014 meeting of the Library Board of Trustees, page 2

Friends –(none)

Foundation –Ms. Hollahan reviewed her written report. She noted that the Capital Campaign was going well and had benefited from Trustee Furth's help in reaching out to her contacts to support the Learning Commons. She mentioned that the Summer TV Production Workshop in The Edge, funded by Shinnyo-en Foundation, was going well and featured news stories on the Tappan Zee Bridge and China Institute, among others.

Other –

Ongoing Business:

President Schwarz updated the Board on the process of evaluating the Library Director. He noted that a subcommittee, including Trustees Barrera, Furth and himself, had been formed; the subcommittee had circulated an evaluation form to the Board, asking them to complete and return it. There was Board discussion about whether and how to get staff input as part of the evaluation. President Schwarz stated that he hopes the process could be completed within the next couple of months.

New Business:

On a MOTION by Trustee Haynes, seconded by Trustee Haynes, the Board approved the Schedule of Personnel Additions and Deletions (Agenda Item 7a).

Librarian Christiane Deschamps then gave a presentation on Hoopla, a new streaming service the Library is now testing and expects to offer to the public in the fall. Beginning with an overview of the Library's materials purchasing strategy, she noted that the materials budget, \$304,000, had been steady for the past several years. However, there have been changes in how it is being spent; there has been a shift away from print to more media and e-books. The Library is also no longer buying print reference materials but is spending more on adult non-fiction. She noted that our Large Print collection continues to circulate well both in White Plains and throughout the County; and the Library's budget for Large Print is supplemented by purchases made through the Perkins and Readers Digest endowments.

Ms. Deschamps said that this fiscal year, a portion of the adult DVD budget of \$65,000 will be used to pay for a \$12,000 annual subscription to Hoopla, a streaming service owned by Midwest Tape, a well-established and reputable Library vendor. It launched Hoopla in 2012, tested it thoroughly, and it is now being used by 300 libraries and 60 library systems. Its content includes 7,000+ movies, 100,000+ music CD's including many full albums, as well as audio books and eventually e-books. Patrons register a Library Hoopla account and then may download content to PCs, phones, and tablets and can access the content from all their devices. Material is downloaded for specified borrowing periods: 3 days for movies, 7 days for music, and 21 days for audiobooks, after which the content disappears from their device. Unlike e-book licensing, there is no limit to how many patrons can have the same item out at the same time. The Library is billed per circulation which is charged against the prepaid annual subscription, and we will limit patron use of Hoopla to four or five downloads per month. Any unused portion of the annual subscription will roll over to the next year.

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Ms. Deschamps noted that the movie content doesn't include the latest blockbusters but there is a great range of older movies and more educational material. The music content is extensive but does not include the SONY catalog.

Library Director Kenney requested that the Board move into executive session to discuss a personnel matter. On a MOTION by Trustee D'Ambrosio seconded by Trustee Haynes, the Board moved into executive session at 8:00 p.m. and moved out of executive session at 8:06 p.m.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:07 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – July/August 2014
Date: September 5th, 2014

Administrative

- Reassigned tasks to staff as two Adult Services Librarians left our ranks: Elizabeth Hughes and Miriam Varian.
- Interviewed 13 candidates for the 2 Librarian openings in this department. Candidates were selected to start working provisional. Stay tuned for announcement of the new staff members from Director Kenney in early September.
- Assisted staff with eVanced entries for different programs.
- Worked with Zork and ArtsWestchester to prepare for JazzSlam event at the Library on September 2nd.
- Compiled YA College section circulation statistics and YA AV statistics for the Edge Staff.
- Helped a Queens College Library School student who called in seeking circulation statistics for the Trove and the Edge for a project they are working on.

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 Hughes worked with Libby Hollahan [Foundation], Director Kenney, and Rhoda Phillips, President of Friends on surprise plaque and dedication of Book Sale Room to be named in honor of Lee Palmer and her husband Ralph. The occasion is Lee's 90th birthday.
- Digital Media Specialist Olney visited Eastview School to learn about their TV Studio and Tricaster. He also taught Eastview teachers how to use Sketchup and use a Makerbot Replicator 2 3D Printer.
- Librarian Rothman is the new treasurer for the Westchester Library Association.
- Librarian Varian moved all of the Local History materials into its temporary location in the Periodicals workroom.
- Librarian Duffy attended a webinar "Top Ten Skills for Teaching Tech to Patrons".

Customer Service:

- SCORE counselors had appointments with patrons at the Library.
- Librarian Varian answered 27 Local History queries before her retirement on August 15th.

Community Outreach:

- Librarian Rothman taught a group of Young Entrepreneurs from the Youth Bureau about finding content for their business plans. Group also toured the Edge and signed up for Edge cards.

Programs:

- Librarian Hughes led Page Turners book group. They discussed "Ibarra" by Doerr.
- Digital Media Specialist Olney taught a 3D Printing Basics class for Adults.
- Please see the Edge Report for all of the Teen programs that went on over the summer.
- Business programs: Manage Your Credit Score; Financing Your Business [Small Business Administration presentation].
- Librarian Varian hosted 2 Poetry Slams over the summer.

By: Kathleen Degyansky
Dept.: Assistant Library Director
Subject: Monthly Report for July/August 2014
Date: August 28, 2014

OUTREACH AND COLLABORATION

- Worked with Barnes and Noble City Center and represented the Library at a Book fair to benefit the White Plains Library Foundation on August 3. The event coincided with an author talk and book signing by James Patterson. The Foundation received \$500 as a result of this collaboration.
- Met with the Directors of the Ossining and Warner (Tarrytown) libraries on August 5 to initiate a partnership for a New York State Higher Education Services Corporation (HESC) College Access Grant. Wrote the proposal requesting funds to contract with Latino College Access Inc. for information sessions, financial aid boot camps and financial aid office hours in each of the three library locations during the 2013-14 school year. The proposal was submitted on August 12.
- Met with representatives from PACE University and The College of Westchester on July 28 to explore the possibility of the Library becoming a TIPS site. TIPS is telehealth program that offers seniors with chronic health conditions a chance to socialize and have volunteers (student from the College of Westchester's Allied Health program) check and upload vital signs to offsite nurses for monitoring.

PROGRAMMING AND EXHIBITS

- Represented the Library at the Northeast Creative Aging Institute held at the Edith Macy Conference Center in Briarcliff Manor, July 31 through August 1. As a recipient of this Institute for Museum and Library Services grant, White Plains will host a series of creative art programs in the Spring of 2015. We will work with the Westchester Library System, who is the fiscal agent for the funding.
- Arranged for an exhibit in the Winter, 2015 with local painter, Biagio Civile.
- Set up a program on hearing loss for October 2 with Zounds Hearing of Westchester.

VOLUNTEERS AND STAFF

- A volunteer orientation was conducted July 24. Five people attended.
- Arranged for after-school tutors in the Edge with Manhattanville College.
- Participated in interviews for Librarian I vacancies.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report -Summer 2014
Date: August 28, 2014

Outreach, Projects & Visits

- ◆ The Summer Reading Game was the focus of our activities for July & August. The theme, Fizz, Bang, Read! highlighted science, and we held some fun science programs.
- ◆ The other focus was the summer reading and lists assigned by the White Plains Public Schools. We stamped the reading passports given out by the teachers, and gave away hundreds more to those who lost or forget theirs, as well as to children from other schools. Over 700 children joined the reading game, and this cooperation with the schools has been very successful over the years. 180 kids registered and wrote book reports online for the Evance summer reading. Those who entered 3 books were invited to a pizza party - thanks, Uno!
- ◆ We displayed the books from the suggested reading lists from Kindergarten through middle school. Extra copies of titles on the list were ordered.
- ◆ Thanks to the Friends of the Library for sponsoring the prizes for the reading game. The children really enjoyed picking out their rewards from our intriguing display.
- ◆ Some day camps came for visits over the summer, and Bits-N-Pieces camp borrowed science books for the summer.

Programs

- ◆ Thanks to the Foundation for the outside programmers who spiced up the summer. Magic Jim opened the summer and the Hudson Valley Llamas were a treat. Puppets To Go and Robert the Guitar Guy also visited for our Wednesday Night Is Family Night series.
- ◆ The Trove staff presented their usual wonderful programs during the summer, and then everyone tried something different. Tata Cañuelas told stories as a change from reading books aloud, and also gave a fun lesson on optical illusions. Bonnie Grant made clay robots, Raquel Cavalcanti taught popcorn science. Terry Rabideau held a rocket science lab, Deb Gaffey had activities around the five senses and Rosemary Rasmussen led two Scratch series with help from Austin Olney.
- ◆ We still had the Parent/Child Connection Mother Goose Time, Toddler Fun, Time for Twos & Threes, Stories & Stuff, Silly Sing Along, K2 Club and a special summer Act It Out. Of course, our pet therapy visitors still came all summer for Who Let The Dogs In.
- ◆ The teen volunteers ran Reading Buddies and our Reading Coach worked with the children, too.
- ◆ All the staff designed guessing games and displays to keep children occupied with fun activities. Terry's StoryWalk was a big hit and the author of Bone By Bone contacted us to thank us for choosing her book. Raquel arranged the display of rocks and shells to be counted. Tata made coloring pages and activity sheets. Bonnie got little stuffed monsters for us to hide and the kids to find.

Staff

- ◆ We had four wonderful summer workers through the Youth Bureau for six weeks. Then our teen volunteers really made it possible to have a wonderful reading game with all the children who came in to tell us about their books.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (July and August)
Date: September 3, 2014

Customer Service

Karyn De Luca and I worked at the Reference Desk (and in the Edge).
We processed Request a Purchase forms (22 in July; 11 in August).

Collection Management

Working with Melanie Carnes at WLS, I coordinated rollover of orders and establishment of materials funds for the new fiscal year. There were numerous, time-consuming details to iron out.

De Luca submitted many selections of adult materials in all formats and weeded DVDs, paperbacks and nonfiction.

The Spanish book weeding project was completed by Mariel Perez

Volunteer Steve Wood, boxed up and labeled materials for Better World Books and helped select donations for Valhalla Shelter. Since he has found a full-time job, he will no longer be volunteering for the Library.

Technical Services

I wrote instructions for technical services procedures, trained Mary Black in ordering and receiving from Baker & Taylor.

Susan Siegel, Black and Theresa Jattan placed orders, received, processed and cataloged materials; deleted items; removed canceled orders from acquisitions module; searched for bibliographic records; and refreshed New Books area. Large projects included processing J and YA summer reading books, Spanish books, and the many DVDs purchased with NYS Library Aid grant from WLS (\$1,500). Jerrick Harris assisted with call number assignments, among other tasks.

All 4 kept the technical services part of the department running smoothly during my two-week vacation in August.

First batch of processed Midwest Tape DVDs arrived; overall quality is good; some minor corrections needed to be conveyed to vendor.

Other

I led 2 English conversation groups, watched a webinar on hoopla, presented hoopla to the Library Board of Trustees in July, attended Shakespeare in the Park's "Twelfth Night" (of which Library was a co-sponsor), and introduced "Heaven" at Library film festival.

July 2014 Edge Report

July marked the beginning of Summer Programming, a Summer of Making, in The Edge. Librarian Carlson and Digital Media Specialist (DMS) Olney worked with the Global Ambassadors and Eastview Teachers on the TV Production Workshop. We helped them setting up equipment like our video camera, iPads and small digital cameras for the students to use. Helped them use library computers to do research and use iMovie and DMS Olney went to Eastview and learned about their TV studio and tricaster. Librarian Carlson started running the Creator Camp and Maker Camp programs. In Creator Camp they made light-up origami boxes, styrofoam gliders, scented soaps, plastic molds, and re-used plastic bags. In Maker Camp they made Heron's Fountains, light-up art work, mini foosball tables, and homemade ice cream. Librarian Carlson also held the Teen Book Review Club/Harry Potter Alliance meeting, and held a computer class for SPARC, a local organization that works with young adults who have Autism. DMS Olney Created and taught the following programs: Coding Club (5x), Introduction to Robotics (4x), 3D Printing Basics (Teen), 3D Printing Basics (Adult)

Librarian Carlson and DMS Olney met with Eastview teachers to discuss Session 2 of TV production workshop. DMS Olney taught Eastview Teachers how to use Sketchup and use a Makerbot Replicator 2 3d printer. Librarian Carlson, with help from Librarian Perez and Library Assistant Canuelas, gave a library tour to a group of new American, pregnant teens from Greenburgh Eleven High School.

DMS Olney organized robotics parts into bins, labeled storage boxes in closet, set up electronic drum kit module in Media Lab, set up video camcorder microphone and video settings for TV production workshop, created Edge Roblox account and party for future programs, built drivable arduino robot for program, sent global ambassadors a set of pictures from iMovie and misc production shots, discussed future Coder Dojo program with Stanley Plaza and mother. Librarian Carlson worked with Makerbot to fix the malfunctioning Replicator 2, started a "Give a Book, Take a Book" box. And we would like to thank the Library Foundation for donating blinds to The Edge.

August Monthly Report for The Edge

August was another busy month for Teen Programming in The Edge. Librarian Carlson and Digital Media Specialist(DMS) Olney Finished their summer programming. Librarian Carlson continued the Creator Camp and Maker Camp programs making 3D Busts of the teens and an improv Shadow Puppet show. DMS Olney ran an Arduino Music program as part of Maker Camp and Coding Club. Library Assistant Carroll taught a knitting class. Both Librarian Carlson and DMS Olney helped hosting the Sewing Workshops.

Librarian Carlson taught two computer classes this month, Intro to Microsoft Publisher and an Internet Searching class for a group from SPARC Inc. (a group of Young Adults who have Autism). DMS Olney taught three sessions of Drop-in Computer Help.

Librarian Carlson attended the Shinnyo-En Annual Retreat in California.

Both Librarian Carlson and DMS Olney helped with the interviewing and hiring process of our new YA Librarian.

Librarian Carlson finalized arrangements for and distributed fliers for the Wellness Week programs and the Parenting Teenagers series.

DMS Olney rebuilt robotic mobile gear system with teen, took apart donated printer for parts, 3D Printed egg holders for sewing class, printed photos on specialized fabric for sewing program, and created code for C++ program.

DMS Olney taught patron how delete unwanted extensions on google chrome, taught patron how to recover lost Windows 8 password, created STL file prototype for patron, recommended specialized CAD websites to patron, successfully used Microsoft alternative contact method to reset patrons computer password, taught patron how to uninstall problematic applications on netbook, taught patron how to prevent malicious programs from starting upon computer reboot, walked patron through the process of checking out eBook over phone.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: July & August 2014 Publicity
Date: 8/29/14

White Plains Library Offers Several Adult Programs in August

<http://whiteplains.dailyvoice.com/events/white-plains-library-offers-several-adult-programs-august>

Residents Applaud Shakespeare in the Park

<http://whiteplains.dailyvoice.com/events/residents-applaud-white-plains-shakespeare-park>

“Bridge to Success” Small Business Seminars

<http://news.hamlethub.com/scarsdale/politics/733-bridge-to-success-small-business-seminars>

Business Seminar Helps White Plains Woman Launching Dating Site

<http://whiteplains.dailyvoice.com/business/business-seminar-helps-white-plains-woman-launching-dating-site>

Jazz Fest Comes to White Plains, September 2-7

<http://news.hamlethub.com/harrison/events/1605-jazz-fest-comes-to-white-plains-september-2-7>

White Plains Library & The Allstate Foundation Team Up to Promote Teen Safe Driving at White Plains Public Safety Event

<http://news.hamlethub.com/whiteplainsdowntown/life/80-white-plains-library-the-allstate-foundation-team-up-to-promote-teen-safe-driving-at-white-plains-public-safety-event>

Begin September with a Jazz Fest in White Plains

<http://whiteplains.dailyvoice.com/events/begin-september-jazz-fest-white-plains>

Six-Day Westchester Jazz Festival Marks Third Year

<http://pelham.dailyvoice.com/news/six-day-westchester-jazz-festival-marks-third-year>

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - July & August 2014

- As of July 28th, all Library staff had their mail accounts and calendars successfully migrated to Gmail. We are still going through a learning curve and beginning to take advantage of the online office applications associated with the Google suite of services, sharing documents, spreadsheets and other files.
- Nine new staff workstations from WLS were configured per our requirements and rolled out to the Collection Management staff (although the CyberPool computers are our oldest systems in use, the computers provided by WLS are intended only for staff and service desk use).
- Our fourth lobby display monitor is now showing featured website posts and calendar events. Originally, the monitor that was above the Circulation Desk showed a PowerPoint presentation which required monthly updating, but the new system automatically displays existing content from our calendar and web server.
- In early July about an hour before closing, an electrical storm caused the failure of one of the two network switches in the 1st floor workroom telco closet, resulting in the loss of phone service and network connectivity for two of the Reference Desk stations, the Periodicals Desk and a number of CyberSpot computers. Because the Circulation Staff no longer occupy the first floor workroom, we found enough unused ports on the second switch to allow us to re-route connections the following morning and allow all but two computers network connectivity once again. The IS Department has since provided us with a replacement switch.
- While compiling the July monthly statistics, I found that the number of user sessions for our web server was almost double that normally logged. Further analysis showed that the increase was due to an attempted exploitation of a script on our server, a script that is part of a normal WordPress server installation, but one also known to be vulnerable to a hacking attack. Despite the large number of repeated access attempts (over 116,000), there was no indication that any of the hacking attempts were successful. Because the script in question is not used with our installation of WordPress, I was able to safely disable access to it and make it non-executable. I have also excluded the number of user sessions associated with those hacking attempts in the July Electronic Services statistics and made an annotation as to the adjustment.
- On the morning of August 12th, WorkFlows was found to be inaccessible or extremely slow. Also affected were the self-check systems, PCReservation and ecommerce. The problem was due to a network issue that affected all SirsiDynix customers whose service was hosted in their Atlanta datacenter. It was resolved by 5:30pm that day.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: September 10, 2014

Completed work as chair of the Westchester Library System (WLS)/Public Library Directors Association (PLDA)'s Integrated Library System (ILS) Committee. Authored final report which was presented to PLDA July 17 and was unanimously approved; it was subsequently adopted by the WLS Board.

Participated in planning for the Library Dough Raiser, a fund raiser, scheduled for October 9th and the Library Gala. With Libby, worked on Foundation newsletter.

In August, two Librarian II's working as adult service librarians retired: Elizabeth Hughes and Miriam Varian. I met with management to determine how best to fill these positions; we agreed to hire two Librarian I's, an additional librarian to work with teens and a librarian for adult services with specialization in local history. Developed job descriptions and specs, oversaw advertising, and reviewed all applicants. Created two teams to interview candidates. By Sept. 1, offers were made and accepted for both positions. Kathlyn Carroll, who will largely work with teens, will begin Sept. 15 while Ben Himmelfarb, with responsibilities for local history, will begin Oct. 14. I also called for an examination for a Library II vacancy; this will be a promotional opportunity for a Librarian I.

With John Lolis, planned for migration of Library email accounts to Gmail.

With Bill Deierlein, DPW staff, initiated a huge purge, discarding obsolete furniture, equipment, and supplies from throughout the building.

Continued to develop the Westchester Self Publishing Conference, in partnership with Publishers Weekly and WLS, now scheduled for February 21.

With Kathy Degyansky and Libby Hollahan worked on the "Funding Your Future" NYS grant application, with Latino U College Access, for financial information and FAFSA guidance for first generation, college bound students.

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: September 3, 2014
Re: Library Foundation Report

FY 2014-2015 Overview:

The Foundation approved its budget at the June 25 meeting. In addition to continuing the Campaign for Phases II and III of the first floor renovations, the foundation will raise funds for technology upgrades and refurbishments for The Trove, which is turning ten years old next year. We are incorporating a "Happy 10th Birthday" theme into several of our fundraising events next year and also plan to solicit Trove parents for smaller donations.

A new initiative this year is a fall City-wide newsletter to promote Phase II/III and highlight the achievements of The Edge's first year. It will also include a tear-out page for a new fundraiser, the "Dough Raiser," discussed below. The newsletter is now at the printers with a mid-September mailing planned.

We will work to expand our corporate and foundation support, looking for funding for certain key programs (Reading Coach, tutor.com, Poetry Slam, and technology grants for The Trove and the Learning Commons).

Capital Campaign/Renovation Project:

The Foundation's Phase I commitment of \$400,000 to the City of White Plains was paid in full as of June 30. In Phase II, our revitalized adult services area 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 have received over \$50,000 in gifts to date.

Grants:

--Shinnyo-en Foundation: The "Collaborative Grant" supported a summer TV production workshop in The Edge, consisting of two 2-week sessions (10 a.m.-1 p.m., Mon.-Thurs.) The class was taught by two Eastview teachers, two high school student mentors, and Library staff. There were about 16 students enrolled in each session. The students created a total of nine news features, including the Tappan Zee bridge, the Farmer's Market/Wespac, the China Institute, the World Cup, service animals, and the building of The Edge. These stories will be shown on the Global Ambassador's REACT news, the School District and City Cable stations, and linked to the Library website.

The "Edge" grant supported a wide range of summer programs in The Edge, including sewing and robotics workshops, and will also support a "Build a High Powered PC" workshop this fall. This grant also paid for a substantial amount of the technology in The Edge, with additional purchases to be made this fall.

--Allstate: Our grant for 2015 has been approved, with a check expected later in September. For 2015, the grant will cover a full calendar year of Job Club and career programs (part of the economic empowerment focus area), as well as a continuation of teen safe driving programs.

--Target: We received a grant of \$2,000 as part of Target's Early Reading initiative. The grant program is "Common Core Bag-A-Tales;" it includes buying new science and math themed books for the Trove's book bags that are circulated as a set with teaching materials, and family reading activities based around science themes during the year.

Events: On October 9, the Foundation is holding a new special event, the "Library Dough Raiser." Thirteen White Plains restaurants are participating and will donate to the Foundation 20% of receipts from diners who bring in a special voucher. The vouchers are included in the City Wide Newsletter and will also

be distributed in the Library at the circulation desks. Proceeds of the event will be used for the Trove (updated technology as well as programs).

November 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; the Friends of the White Plains Public Library, and Latino U. The Gala will also kick off the Trove's 10th Birthday Year. Fred Singleton and Jen DeMilio will again co-chair. Save the Date cards have been mailed, with invitations to follow late September

Plans for our inaugural **Spelling Bee** are being developed; Beth Roach and Beth Kava will co-chair. Modeled after Scarsdale Library's event. To be held in late February at one of the School District auditoriums.

Final Report: Integrated Library System Selection Committee

July 17, 2014

Introduction

The Westchester Library System's (WLS) contract with SirsiDynix, the provider of our integrated library system (ILS) expires in April, 2015. A joint WLS-PLDA (Public Library Directors Association) committee was created in January, 2014 to steer the process of selecting the system's next ILS. The committee consisted of Brian Kenney (Chair, White Plains), Wilson Arana (WLS), Rob Caluori (WLS), Angela Groth (Ardsley), Pat Miller (Somers), Norm Jacknis (WLS Board), and Terry Kirchner (WLS). Tom Geoffino (New Rochelle) participated in some of the initial meetings.

Timeline

RFP posted:	March 21, 2014
Vendor questions due:	April 4, 2014
Responses posted:	April 14, 2014
Proposals due	April 25, 2014
Follow-up demos	May 2014
PLDA approval	July 17, 2014
Presentation to WLS Board	July 29, 2014

Methodology

WLS sought RFPs from vendors that provide library systems to public library consortia. The RFP was created by the committee, with input from PLDA. Key concerns from members were that we improve the discovery experience for library patrons, especially producing search results that had greater relevancy. There was also concern that the system to continue to support interlibrary loan/resource sharing among member libraries, something that the SirsiDynix system does well.

We received a number of questions from the vendors regarding the RFP, and these were answered and posted online. Responses were received from six systems: CARL-X, Innovative Interfaces, LibLime/Koha, Polaris, VTLS, SirsiDynix, and Equinox, which provides development for the open source software Evergreen.

CARL-X, Polaris, SirsiDynix, and Innovative Interfaces each visited Westchester and provided two demos in different parts of the county prior to the RFP being written. A newsletter was sent to all staff, informing them of the process and timeline and inviting them to attend the pre-RFP demos. All participants were surveyed at the end of each demo and this information was used to identify and prioritize important components desired in the ILS.

In addition, members of the committee, as well as other librarians in the system, visited with vendors and reached out to other library consortia at the American Library Association Midwinter Meeting in January, the Public Library Association Conference in March, and the American Library Association Annual Conference in June.

A scoring matrix was developed, and in May the RFPs were rated. The two finalists returned to give lengthier presentations. The committee also conducted extensive interviews with other consortia using both systems.

The attached addendum (ILS Analysis) includes comparative financial data, staff opinion from the demonstrations, and a possible model for implementing Evergreen, the open source software.

Narrative

Little did we know when we began this process how tumultuous a time this would be in the world of library systems. While the number of library vendors has been contracting for some time, in the middle of our RFP process, Innovative Interfaces acquired both Polaris and VTLS.

The acquisition of Polaris was particularly upsetting. Some of us on the committee—as well as many Westchester librarians—liked Polaris. Its circulation functions seemed intuitive, it had terrific reporting, and the OPAC provided a highly user-friendly experience. In addition, for whatever reason, Polaris libraries offered the best and most relevant search results, and did so consistently. Had Polaris remained an independent company, the committee may well be making a different recommendation today.

If TLC/CARL was ever a serious contender, the heightened consolidations in the market made the notion of a going with a smaller—and possibly more vulnerable—vendor seem unwise. Who would want to migrate only to be acquired by another company? LibLime/Koha seemed best suited for standalone libraries and not for consortia environments.

This left us with Innovative Interfaces, which certainly made an aggressive play for our business. Pros for Innovative include the fact that it is used by many neighboring libraries—from NYPL to Mid-Hudson. While this would be an advantage for resource sharing, at the present we don't have any plans to initiate resource sharing with neighboring systems.

As we compared Innovative to Sirsi, there were advantages but also weaknesses. Although the sales team assured us it could be done, there was not a confident answer as to whether the holds fulfilment could match our current process. There were also significant limits on the fields available in the patron profile, which are used for generating various statistical reports. The OPAC and search results seemed stronger, but at the same time many libraries find it necessary to use a discovery tool, such as BiblioCommons or Aquabrowser, on top of the OPAC.

When we spoke with ILL customers, they sounded like...well....Sirsi customers. There are aspects of the software they felt worked well, but there were also sources of real frustration.

We also had concerns about becoming part of a company that was in the process of integrating not one but two other systems—as well as the many disgruntled customers of those systems. Would WLS get the attention it needs in such an environment?

Finally, Innovative is very expensive. In the end, we couldn't find a compelling reason to recommend migrating from one proprietary system to another, more expensive proprietary system that offered no clear-cut advantages.

Evergreen was the pleasant surprise in this whole process. Many who attended the demonstrations of Evergreen were surprised at how robust the system was and how well it would seem to meet our needs. This makes sense, since Evergreen was created to support public library consortia.

The bulk of the committee's time was spent in researching Evergreen, understanding how open source software (and communities) work, and researching Equinox, the major developer for Evergreen. We spoke with many of the major systems that use Evergreen, including representatives in Massachusetts, Indiana, and North Carolina.

There were two compelling reasons to go with Evergreen. One, we would control our own destiny. We wouldn't be vulnerable to a vendor, especially a vendor that might be acquired by a competitor. Two, instead of trying to convince a vendor to develop the functionalities we want, we could go ahead and hire a developer to do it for us—using the savings we would gain from selecting.

From speaking with open source library systems, we learned the following:

- Don't expect to save money with open source. Everything you save will be spent on development
- The highest functioning systems have their own in-house development staff. If we went with open source, WLS would likely need to add staff for project management and development
- While some parts of the system are well developed, others are not. There are few reports available, and the acquisitions module, being developed by King County Library System (WA), may be available later this year
- The Evergreen community is small, although growing. This means that WLS would likely be the lead on much new development (although we might be able to partner with other systems). This could be quite costly for us
- As one director described it, open source is still "like the wild, wild west." Lots of people (in other systems) may want to make changes, but it won't necessarily happen on your time frame
- Going with open source would require a major cultural shift on the part of WLS. We would "own" our own ILS; but PLDA would have to work together to develop and prioritize the changes we would want in the system. It would require a significant investment of time from the member libraries—in serving on various committees—over the first few years.

There was also concern about the OPAC. Of all the systems we visited, those using Evergreen consistently produced the worst search results, with different formats of the same title sometimes appearing over two and three screens. While there could be many causes for this, this consistency

across the country was troubling. We don't want to go backwards in what we offer our communities.

Recommendation

For these reasons, the committee recommends that we sign a four-year contract with SirsiDynix. However, this does not mean that we are embracing the status quo. The contract with Sirsi provides significant savings, and we recommend that these be used to improve the customer experience. We recommend that:

- We invest in “cleaning up” and improving our metadata to improve search
- We invest in a discovery layer—such as BiblioCommons or Ebsco’s Discovery Service—to enhance the user experience
- We add enriched content—from ChiliFresh or Novelist—to make the catalog more engaging

In addition, our contract with Sirsi should include:

- Training. There are aspects of the software we aren't using; we should treat this as a migration and provide a range of training opportunities. In addition, we would commit to extensive training for new features, such as the new version of Director's Station anticipated later this year.
- Require that a Sirsi representative meet with WLS and representatives from PLDA (presumably a continuation of the ILS Committee) on a quarterly basis and attend a PLDA meeting at least once a year, both to notify us of developments on their end and to listen to our concerns.

While the committee is recommending that we sign a four-year contract with Sirsi, we also acknowledge that open source software may well be in our future. We should continue to follow the Evergreen community, and the development of the Evergreen software. Because a move to open source would be a real game-changer for WLS and PLDA, it would be helpful if more of our colleagues could familiarize themselves with open source; perhaps a group that could come together to explore Evergreen. In addition, in the next couple of years WLS could set up a trial version of Evergreen on a separate server with which we could experiment. In four years, we should have acquired enough knowledge that we can determine whether Evergreen is the right match for us.