

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, February 3, 2016

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of January 13, 2016**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department – 01/27/16
- 3. Bills: 2015 – 2016 Budget: Claim #13**
- 4. Reports of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 01/14/16
 - c. Foundation
 - d. Other
- 6. Ongoing Business**
 - a. Capital Project Update
- 7. New Business**
 - a. Review & Vote on Library Board Budget FY 2016-2017
 - b. Approval for staff to attend ALA (\$400 for 1 staff member) & PLA (\$400 for 1 staff member)
 - c. Hub Service Plan

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
January 13, 2016**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:05p.m. by President Tim James. In attendance were Trustees Barrera, D'Ambrosio, Fried, Haynes, James, Matthews-Serra, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, and Assistant Library Director Kathy Degyansky. Not present: Trustee Furth.

Minutes of Regular Meeting of December 9, 2015

The minutes of the regular meeting of December 9, 2015 were approved on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

Budget

The City Revenue & Expenditure Budget by Department, as of December 31, 2015, was reviewed and Library Director Kenney reported the Library had nothing unusual in the budget. Trustee Haynes queried the \$5,000 difference in the electric bill from September to October on Claims #10 and #11. Library Director Kenney explained that this was not unusual. Trustee James suggested that the decrease in use of air conditioning in October was likely the reason.

Bills: 2015-2016 Budget: Claims #10, #11, and #12

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio, approval was granted for payment of claim lists #10, #11 and #12.

Reports of Library Administration

Trustee Schwarz commented on an upcoming exhibit by local photographer, Michael Friedman. He suggested that they all make sure to see it.

Library Director Kenney spoke about work he is doing to prepare a bid for a vendor for the Library café. He is meeting with local businesses for advice on developing the bid. Trustee D'Ambrosio recommended that potential bidders not be too involved in this process.

Trustee Schwarz commented on the Systems department report and all the problems described there. Library Director Kenney stated that problems are inherent when working with technology and further added that money is available for a new server which should solve several of the problems.

Trustee James asked about the staff trip to Huntington Public Library. Library Director Kenney stated that the purpose of the visit was to inform the staff work on creating a plan of service for The Hub.

Trustee Matthews-Serra commented favorably on the variety of programs for teens in The Edge.

Library Director Kenney reported on his and other staff experiences at the Mid-Winter meeting of the American Library Association. He distributed a list of books for reluctant readers that was a result of a committee chaired by Librarian Erik Carlson. He further spoke about the local history discussion group led by Librarian Ben Himmelfarb. Mr. Kenney noted that he spent time in the exhibit hall meeting with vendors.

Minutes of the January 13, 2016 meeting of the Library Board of Trustees, page 2

Trustee Reports & Business

WLS – In the absence of Trustee Furth, there was no report.

Foundation – In the absence of Ms. Hollahan, there was no report. Library Director Kenney stated that the new Executive Director, Nancy Rubino, would start on Tuesday, January 19 and would be present at the next meeting of the Trustees.

Friends – Library Director Kenney invited all present to the staff luncheon which will be hosted by the Friends on Thursday, January 21, from noon – 2 p.m.

Other – Library Director Kenney informed the Board that the Woman's Club of White Plains has made the Library Foundation the beneficiary of proceeds of a tea which will be held Sunday, February 7 from 2 p.m. to 4 p.m.

Ongoing Business

Library Director Kenney updated the Trustees on the progress of the Capital mini-project stating that we are waiting for a furniture delivery date after which we will schedule demolition of the information desk, and contract for electrical wiring. He has met with the architects and the staff working on a Hub service plan. The plan will be presented at the next Board meeting.

Updating the Trustees on the search for a new Executive Director for the Library Foundation, Mr. Kenney discussed Ms. Rubino's (the selected candidate) credentials and experience.

The Trustees reviewed a draft of the Strategic Plan for 2016-2019. Library Director Kenney explained that the plan was based on the retreat and subsequent discussions. Design faculty members from Purchase College are working with Mr. Kenney on plans to beautify and highlight the exterior of the Library. Trustee D'Ambrosio suggested that Goal 2 be revised to be applicable to all users rather than new users. Mr. Kenney will make this change. The draft was approved with the correction on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

Mr. Kenney stated that the next meeting of the Trustees will be moved to the first Wednesday in February, February 3, to accommodate the City budget process. Next year's budget request is due on February 12.

New Business

The report of Personnel Additions/Deletions from payroll between October 1, 2015 and December 31, 2015 was approved on a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes.

Library Director Kenney explained that he has involved a lot of the staff in planning for the renovation. He suggested that it would be helpful to have several Board liaisons based on the long term nature of the changes planned. Trustees Schwarz, D'Ambrosio, and Haynes agreed to be involved as their schedules permit. Absent Trustee Furth also previously volunteered. Mr. Kenney will include them and Trustee James on all pertinent emails going forward.

Library Director Kenney passed around a tablet so the Trustees could see the digitized images from our local history collections that have been posted to the Digital Public Library. This was made possible by a grant prepared and submitted by Librarian Ben Himmelfarb from the New York Metropolitan Library Counsel.

Minutes of the January 13, 2016 meeting of the Library Board of Trustees, page 3

Trustee Haynes agreed to continue to serve per the required renewal of trustee terms. Trustees Schwarz and Furth had previously agreed to continue on the Board.

Library Director Kenney clarified and Trustee James confirmed that the new New York State law requiring that public meetings be videotaped and made accessible to the public online pertains only to State-appointed committees. The Library Board of Trustees does not have to comply with this law.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:52 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Denise Matthews-Serra, Secretary
Library Board of Trustees

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: January 27, 2016

In the Budget Report as of January 27, 2016 all monthly revenues and expenditures are normal.

FOR 2016 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	149,630	151,874	88,689.81	11,593.44	.00	63,184.19	58.4%
1.150 MANAGERIAL SALARIES	212,625	215,798	126,054.04	16,473.80	.00	89,743.96	58.4%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,157,556	1,255,979.10	161,821.81	.00	901,576.90	58.2%
1.201 CSEA OVERTIME	49,000	49,000	29,332.79	6,194.68	.00	19,667.21	59.9%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	9,600.00	9,600.00	.00	400.00	96.0%
1.800 PART-TIME/HOURLY WAGES	235,000	275,000	129,160.10	18,525.36	.00	145,839.90	47.0%
TOTAL SALARIES & WAGES	2,908,475	2,859,228	1,638,815.84	224,209.09	.00	1,220,412.16	57.3%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	216,564	123,139.38	16,942.30	.00	93,424.62	56.9%
2.020 MTA PAYROLL TAX	9,899	9,731	5,621.73	752.94	.00	4,109.27	57.8%
2.101 NYS EMPLOYEE PENSION	497,765	485,383	282,979.43	38,479.30	.00	202,403.57	58.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	268,962.07	39,215.20	.00	206,320.93	56.6%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	105,566.12	.00	.00	74,433.88	58.6%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,536	1,536	761.04	.00	.00	774.96	49.5%
2.205 RETIREES MEDICARE PAYMENT	55,000	55,000	23,287.80	.00	.00	31,712.20	42.3%
2.206 ACTIVE HEALTH INS BUYOUT	27,135	27,135	27,135.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	41,528	39,462	23,235.15	3,252.90	.00	16,226.85	58.9%
2.407 OPTICAL INSURANCE	11,614	11,036	6,482.70	907.56	.00	4,553.30	58.7%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	1,585.44	.00	.00	1,661.56	48.8%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,565.00	425.00	.00	75.00	95.4%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	496.53	.00	.00	2,003.47	19.9%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	283.98	65.13	.00	1,716.02	14.2%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	680.00	.00	.00	765.00	47.1%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,515,462	874,931.37	100,040.33	.00	640,530.63	57.7%
3. MATERIALS & SUPPLIES							

FOR 2016 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	3,967.68	108.61	.00	6,032.32	39.7%
3.003 PRINTING	2,000	2,000	497.50	.00	.00	1,502.50	24.9%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	68,570.92	9,546.78	.00	115,429.08	37.3%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	10,853.20	68.00	.00	3,832.80	73.9%
3.010 NON-BOOK MATERIALS	120,000	120,000	61,765.51	9,812.99	.00	58,234.49	51.5%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,111.79	7.62	193.45	2,694.76	46.1%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	44.95	.00	.00	955.05	4.5%
3.014 LIBRARY SUPPLIES	11,000	11,000	6,722.24	325.00	594.00	3,683.76	66.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,200	2,200	1,908.00	.00	.00	292.00	86.7%
3.301 BLDNG/FCLTY REPAIRS	14,000	14,000	2,873.31	.00	.00	11,126.69	20.5%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	13,639.19	121.55	.00	4,360.81	75.8%
3.601 ELECTRICITY	413,733	413,733	191,901.68	28,696.16	.00	221,831.32	46.4%
3.602 GAS	4,020	4,020	1,658.70	276.08	.00	2,361.30	41.3%
3.603 TELEPHONE	68,424	68,424	5,749.42	.00	.00	62,674.58	8.4%
3.604 WATER	5,000	5,000	3,830.29	.00	.00	1,169.71	76.6%
3.703 EQUIPMENT RENTAL	1,313	1,313	679.66	281.38	.00	633.34	51.8%
3.704 COPIER RENTAL	6,701	6,701	4,100.17	654.31	.00	2,600.83	61.2%
3.716 LIBRARY SOFTWARE LEASE	75,770	75,770	84,842.09	48,167.98	.00	-9,072.09	112.0%
TOTAL MATERIALS & SUPPLIES	963,172	963,172	465,716.30	98,066.46	787.45	496,668.25	48.4%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	0	7,300.00	6,300.00	.00	-7,300.00	100.0%
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	143,771	143,771	84,986.99	26,127.32	39,923.30	18,860.71	86.9%
4.016 SECURITY GUARDS	111,531	111,531	49,869.71	6,723.64	.00	61,661.29	44.7%
4.023 PROGRAM SERVICES	56,500	56,500	26,375.26	3,831.00	.00	30,124.74	46.7%
4.025 EXTERMINATING SERVICES	0	0	75.00	.00	.00	-75.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,167.57	2,832.90	.00	604.43	98.0%
4.602 SIF CONTRIBUTION	41,273	41,273	41,273.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	5,610.00	.00	.00	4,390.00	56.1%
TOTAL DIRECT COSTS	397,047	397,047	248,857.53	45,814.86	39,923.30	108,266.17	72.7%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	2,556.74	.00	.00	2,243.26	53.3%

FOR 2016 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.211 CPU AND SERVERS	1,500	1,500	.00	.00	.00	1,500.00	.0%
TOTAL EQUIPMENT	6,300	6,300	2,556.74	.00	.00	3,743.26	40.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,616	530,616	128,791.75	.00	.00	401,824.25	24.3%
9.990 RESERVE FOR FINANCING	0	128,366	.00	.00	.00	128,366.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	658,982	128,791.75	.00	.00	530,190.25	19.5%
TOTAL LIBRARY FUND	6,363,016	6,400,191	3,359,669.53	468,130.74	40,710.75	2,999,810.72	53.1%
GRAND TOTAL	6,363,016	6,400,191	3,359,669.53	468,130.74	40,710.75	2,999,810.72	53.1%

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

FOR 2016 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

201 LIBRARY FUND							

02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-16,060	-16,060	-16,995.00	.00	.00	935.00	105.8%
TOTAL INTERGOVERNMENTAL	-16,060	-16,060	-16,995.00	.00	.00	935.00	105.8%

03 CHARGES FOR SERVICES							

03649 MISCELLANEOUS REIMBURSEMENTS	-1,775	-1,775	-1,447.42	.00	.00	-327.58	81.5%
03650 REPLACEMENT MATERIAL FEE	-3,500	-3,500	-1,841.12	-133.70	.00	-1,658.88	52.6%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-3,288.54	-133.70	.00	-1,986.46	62.3%

06 MISCELLANEOUS							

06651 LIBRARY FINES	-100,000	-100,000	-40,801.76	-4,057.67	.00	-59,198.24	40.8%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,502.00	-190.00	.00	-4,498.00	25.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-9,414.59	-729.85	.00	-8,585.41	52.3%
06699 OTHER	-4,500	-4,500	-2,211.16	-152.20	.00	-2,288.84	49.1%
TOTAL MISCELLANEOUS	-128,500	-128,500	-54,049.51	-5,129.72	.00	-74,450.49	42.1%

09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-3,263,791.75	-500,000.00	.00	-2,958,383.25	52.5%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-3,263,791.75	-500,000.00	.00	-2,958,383.25	52.5%

0A APPROP FUND BALANCE							

09999 APPROPRIATED FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%
TOTAL APPROP FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%

FOR 2016 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,363,016	-6,400,191	-3,338,124.80	-505,263.42	.00	-3,062,066.20	52.2%
GRAND TOTAL	-6,363,016	-3,338,124.80	-505,263.42	.00	-3,062,066.20	52.2%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 13

Page 1

Claims Paid On: January 22, 2016 & February 5, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	94	Tim Baird - reimburse	\$ 50.00
3.001 Office Supplies	PC-108	Bytec Technology	250.00
	PC-109	Pitney Bowes	88.50
	Dec '15	Purchase - Supply Room	152.55
3.005 Books	102	Baker & Taylor, Inc.	3,456.50
	95	Bilingual Publications	101.16
	96	Ingram Library Services	282.55
	97	Regent Book Company	15.06
3.006 Periodicals	98	Royal Scarlet Deli	453.00
3.010 Non Books	PC-104	Midwest Tape	3,600.41
	PC-105	Midwest Tape	3350.82
	PC-116	OverDrive	1,428.12
	PC-106	3M	5,566.91
	PC-110	Proquest	1,725.00
3.011 Program Supplies	PC-111	Michael's Pizza	20.00
	PC-112	Maribel Perez - reimburse	52.53
	claim 1/20	Staples	29.00
3.014 Library Supplies	Dec '15	Purchase - Supply Room	291.19
	PC-107	Brodart Company	114.10
	PO33686	Brodart Company	325.00
3.306 Maintenance Supplies	Dec '15	Purchase - Supply Room	237.89
	PC-113	Grainger	573.80
3.601 Electricity	11/10 - 12/14	PASNY	28,696.16

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 13

Page 2

Claims Paid On: January 22, 2016 & February 5, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.603 Gas	12/14 - 1/13	Con Edison	\$ 8,052.34
3.703 Equipment Rental	Jan '16	SPOK	23.38
3.704 Copier Rental	PC-103	Canon Financial Services	654.31
4.004 Consultants	93	Friends of the St. Paul Public Library	6,300.00
4.016 Security	99	Security Services of Connecticut	3,386.24
4.023 Program Services	PC-104	Midwest Tape	591.60
	PC-105	Midwest Tape	501.40
	PC-115	Baker & Taylor, Inc.	1,848.50
	PC-114	Protect Youth Sports	299.00
4.058 Online Subscriptions	100	Optimum	18.31
4.709 Library Programs	101	Joel Francois	150.00

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – January 2016

Date: February 1st, 2016

Administrative

- Attended Mayor's Youth Board meeting.
- Represented the Library at a Harlem Fine Arts Committee meeting. The Harlem Fine Arts Show will be hosted by the Library on Tuesday March 29th.
- Attended a Director's Station training presented by WLS at the Greenburgh Library. This was a refresher on using this tool to generate weeding reports and to analyze circulation statistics.
- Director Kenney, Libby Hollahan and I had a meeting to discuss the handling of various grants [AllState, Shinnyo en] after Libby retires this month.
- Created a Young Adult NonFiction inventory list to help Edge staff decide what parts of the YA NonFiction Collection should be moved before the Phase 2 Renovation.
- Created a 6 month turnover rate report for all adult circulating collections.
- Attended the ALA MidWinter Conference in Boston. I spent a day on the exhibit floor meeting with our vendor partners and learning about other products and services that are on the market.

Staff Activities - *Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson, Kathlyn Carroll, Ben Himmelfarb and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Carroll, Carlson, and Himmelfarb attended ALA Midwinter in Boston.
- Librarian Carroll attended a WLS Battle of the Books meeting. She also hosted the WLA/WLS Mock Printz Awards evening at the Library and attended a Friends Board meeting.
- Media Specialist Olney assisted the Trove Staff with a Minecraft program. He also created a 3D Printing display in the Adult area.
- Librarians Carroll, Perez, and Rothman attended the WLA MidWinter Conference: "Sustainable Thinking".
- Librarian Rothman took part in a Foundation Center focus group to assist in marketing the Foundation Directory Online. She also attended a Westchester Library Association Board meeting.

Customer Service:

- Computer programs offered included: Intro to 3D Printing, Intro to Animation, and the DIY Guild of White Plains. A tinker fair was held in the Edge to give parents and their children a chance to try out the different technology tools in the Media Lab.

- Media Specialist Olney had one 3D Printing request submitted and printed.
- Librarian Himmelfarb answered 14 Local History requests this month.
- Offered MS Excel 2013, Part 3 for the first time so that patrons could learn even more about this application.
- Offered 11 English Conversation Group classes.
- Provided 11 1-1 computer training sessions to patrons.
- Librarian Rothman provided referral assistance to the Adirondack Correctional Facilities; WEDC; and SCORE.
- A new Citizenship class started in January.

Community Outreach:

- Elizabeth Hughes led a book discussion at Gilda's Club of Westchester.
- Librarian Himmelfarb met with Silver Connection Group from the Loft and the YWCA GEMS program to work on the People & Stories Oral History project.
- Librarian Himmelfarb met with WPHS teacher Sue Brumer to see how students could be connected to the White Plains Collection.
- Librarian Carlson went to a meeting of the White Plains High School Book Club.
- Kraft Mobile Food Pantry on the Library plaza.
- Please see the Community Outreach report for more details.

Programs:

- Librarian Himmelfarb and Slammaster Zork hosted a Poetry Slam & Open Mic featuring guest poet Joel Francois.
- Librarian Himmelfarb hosted a WP History Roundtable event "Sense of Place".
- Business programs included: WEDC: Path to Entrepreneurship; Community Capital Program: Improve Your Chances of Getting a Small Business Loan.
- Librarian Rothman hosted the event: Conversation with Tao Porchon-Lynch.
- Latino U held a FAFSA Boot Camp on a Sunday. Very well attended.
- WEDC Entrepreneurship Workshop in Spanish and graduation.
- Please see the Edge Report for Teen Programming.
- The fall short-story discussion series ended on a high note in January with more than 50 participants exploring two intriguing coming-of-age stories. Librarian/ facilitator Barbara Wenglin announced the spring series to run from March through June, using the same collection, *The Scribner Anthology of Contemporary Short Fiction* (2nd edition, Touchstone, 2007). The new flyer was distributed, and many enthusiastic readers have already registered.

Monthly Report

By: Rosemary Rasmussen
Dept: The Trove- Children's Services
Subject: January 2016
Date: January 27, 2016

Outreach, Projects and Visits

- The Mock Awards program coordinated by WLA and WLS was held here on a Thursday night before the real winners were announced by ALA. Tata Cañuelas was the hostess. No one picked the winners but everyone enjoyed the discussions.
- Terry Rabideau spoke at the Church Street PTA meeting, and handed out library information.
- Terry also gave out books and library information at the food pantry distribution.
- Rosemary Rasmussen joined the Church Street family read aloud night, and brought White Plains Reads books to distribute.

Programs

- The Music Conservatory of Westchester offered a wonderful trio of early childhood bilingual programs on a Saturday morning, and will repeat it next month. Thank you!
- The Audubon Society also offered a wonderful program, a visit from the Greenburgh Nature Center. Thank you!
- Danceworks from Westchester Community College performed their annual dance concert for families.
- This year our StoryWalk will be on display in the gallery. Kudos to Terry for another wonderful Black History program.
- Raquel Cavalcanti and Terry planned a 3D printing program for the older kids - thanks to Austin Olney for assistance. Terry also held Lego Club and a Minecraft program.
- Bonnie Grant changed her Stories and Stuff program geared for 4 and 5 year olds to afterschool. All day Kindergarten impacted attendance during the morning, and the new time slot in the afternoons looks very successful.
- Tata celebrated Three Kings Day with a large Sunday family audience.

Staff

- Tanya Nadas started full time in The Trove. She has been with us part time for a few months. Welcome, Tanya!
- Manching Tom from Manhattanville College held an evaluation of our afterschool tutors who are always wonderful.

Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (January)

Date: January 27, 2016

Worked day and evening shifts at the reference desk.

Led one English Conversation Group.

Met with Brian Kenney and Ben Himmelfarb to discuss Local History Collection and location of its various sections during and after the renovation.

Met with Rosemary Rasmussen to discuss collection issues (for example, J fund lines).

6 Request a Purchase forms were processed (AV requests done by Karyn De Luca).

Began training part-timer Maya Leggat, who will assist with weeding, Better World Books, and many other projects in the department.

Attended WLS workshop “ Enterprise: Updates & Training.”

Rest of Department

Susan Siegel, Theresa Jattan, and Mary Black placed orders, received, processed, and cataloged materials; they checked candidates for weeding and deleted many items (eg. missing); searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog.

Leggat spent time with each person in the department, learning various procedures. She also shadowed Black in the circulation department one morning, selected materials for the Valhalla Shelter, and assisted with Biography weeding.

Jerrick Harris processed YA graphic novels, assigned call numbers, and assisted with other miscellaneous tasks.

Siegel, Jattan, Black, Harris, and I attended Allison Midgley’s WorkFlows training at the Library. It covered acquisitions features and searching tips.

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: January 2016

Programming:

- Financial Aid boot camp 116 people attended
- 3 WEDC programs 116 total for 3 classes
- WEDC graduation 67 people total
- Monitored the Kraft Mobile Food Pantry program 216 people participated
- Citizenship classes
- Searched for items on missing list
- Translated " Drop in Computer help" flyer into Spanish
- 2 1-1 computer classes

Outreach

- Attended El Centro Hispano meeting spoke to 50 people
- Spoke at a Slater Center meeting 12 people attended
- Contacted Shyconia Burden –Noten from US department of Homeland Security for Spring program.
- Contacted Family Justice Center of Westchester for Outreach
1 ESL tour 14 students

Meetings

Attended Mid-Winter conference at the Ossining Public Library Rebbekah Smith discussed the importance of Sustainable libraries.

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - January 2016

- The gateway proxy server that was crashing periodically has been replaced. One of our existing servers that was previously used to manage PCReservation had been configured as its replacement.
- Because sporadic problems with our public wireless network were still being reported, I reconfigured one of the two wireless access points to act as a normal, standalone access point. Previously, they had been configured according to the manufacturer's best practices to form a mesh network in which they were connected wirelessly with each other. Since the reconfiguration, problems seem to have lessened; however, performance is being closely monitored.
- An SSL (Secure Sockets Layer) certificate has been installed on our older Windows 2003 server which handles eCommerce. At the same time, the eCommerce Web Module for online payment has been upgraded. An attempt was made to migrate eCommerce to our newer Windows Server 2012 system; however, the latest version of eCommerce has compatibility issues with the latest Windows server version.
- Because of intermittent issues with our online public access catalog systems (OPACs)—most notably the failure to display item holdings—three of them have been reinstalled. Open source kiosk software is now being used on those systems and we are evaluating their performance. To date, no problems have been reported with these reconfigured OPACs.
- In the proposed IT equipment budget for the next fiscal year, I have included the following items which total approximately \$13,900:
 - a server with Windows 2012 Server (eventually to be used to provide Active Directory network services and act as our main fileserver); price: \$3,600
 - 15 workstations, nine of which I propose to replace the same number of computers provided by WLS; price: \$9,486 (our cost per computer per year with WLS is over \$1,000, thus this expenditure would actually result in long term net savings)
 - a security camera to replace the front entrance camera which has been unreliable; price: \$775
- An additional workstation was installed for use by the newly hired part time Collection Management employee. The computer used is one of the older CyberPool computers that we have on hand as spares. We also reconfigured two workstations for new staff, in addition to reassigning phones, creating email accounts, etc. With regard to network accounts, I reassign existing but inactive accounts due to the fact that I am constrained from creating new accounts (the City's IT Dept. chose not to renew our maintenance contract with Novell as they look forward to migrating to a Microsoft Active Directory network).

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: January 2016 Publicity
Date: 1/27/16

White Plains Library Foundation Announces \$35,000 Grant from Allstate Foundation for Community Education Programs for Teens and Adults

<http://patch.com/new-york/whiteplains/white-plains-library-foundation-announces-35000-grant-allstate-foundation-community-education>

Tax Watch Columnist David McKay Wilson speaks Wednesday in White Plains at Teach-In on Affordable Workforce Housing

<http://www.lohud.com/story/money/personal-finance/taxes/david-mckay-wilson/2016/01/25/tax-watch-columnist-speaks-wednesday-housing/79182728/>

Website Provides White Plains Transit District Updates (mention)

<http://www.lohud.com/story/news/local/westchester/white-plains/2016/01/25/website-provides-white-plains-transit-district-updates/79293960/>

White Plains' Snowstorm: Sunday Calls for Sun

<http://patch.com/new-york/whiteplains/white-plains-hour-hour-noreaster-snowstorm-forecast>

97-year-old Yoga Master Tao Porchon-Lynch Shares Her Story at White Plains Library

<http://www.thetaoexperience.com/2016/01/tao-porchon-lynch-at-white-plains-library/>

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: February 3, 2016

With Denise D'Ambrosio, continued research on Library Cafe. Met with John Callahan.

Developed FY 2016-17 budget.

With staff, developed applications for Knight News Challenge grants to libraries.

Participated in Latino U's FAFSA Bootcamp, 1/17.

Conducted book discussion 1/20 and English conversation 1/28.

Met with Judith Sloan, Warren Lehrer on treatment of Library exterior.

Participated in planning for Harlem Fine Arts show.

With elected officials, pursued capital funding through the State and Municipal Facilities program.

Edge Report - January 2016

Teen Programs:

- Librarian Carlson
 - Family Tinker Time, and DC Superhero Origami
- Digital Media Specialist (DMS) Olney
 - Drop-in 3D Printing, Comic Book Club, Music Making, Online Gaming
- Librarian Carroll
 - DIY Handwarmers, FAFSA Boot Camp, Make Your Own Clay Dish, Volunteer Project: Pinwheels

Training & Meetings:

- Librarian Carlson
 - WPHS Book Club
- DMS Olney
 - Taught Trove class about 3D Printing
- Librarian Carroll
 - WLS Battle of the Books meeting, Friends Board Meeting, WLA Midwinter Sustainable Thinking training

Other Projects:

- Librarian Carlson
 - Attended ALA Mid-winter Conference to complete the 2016 Quick Picks Selection List, Weekly and Monthly schedules
- DMS Olney
 - 3D printing appointment (1), 3D printed items for Adult display, Printed Teen Calendar
- Librarian Carroll
 - Attended ALA Mid-winter Conference, hosted WLA Mock Printz Award, helped with Friends' annual Staff Luncheon



100 MARTINE AVENUE ■ WHITE PLAINS, NEW YORK 10601
T 914.422.1400 ■ F 914.422.1462 ■ WHITEPLAINSLIBRARY.ORG

MINUTES OF MEETING 1/14/2016

Attending; Betty Barone, Kathlyn Carroll, Brian Kenney, Lee Palmer, Rhoda Phillips, Angie Poulos, Faith Robinson

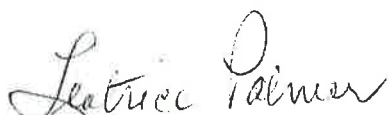
The meeting began at 10AM, the minutes of the previous meeting were read and accepted.

Kathy requested funds for the refreshments for the staff luncheon on 1/21. The remarks from the staff indicate the success of said luncheon. The food was terrific, the decor festive and everyone seemed to have a lovely time. We thank all who pitched in to assist: Sandy and Theresa from Administration, Sue Siegel and all this under the steady hand of Betty, who really knows how to run a show. We Friends enjoy this event and, of course, plan to do it again next year.

We donated 12 boxes of children's books for the PTA book give-away in the Spring.

Susan Gordon, a White Plains resident and author wrote to Brian about her book (see attached) and we think she'd be an interesting speaker at our annual meeting. Brian said he'd contact her and make arrangements for her appearance. Her honorarium will be \$200.

Our next meeting will be on February 11th at 10 AM in the Board room - with hopes that the weather will cooperate.


Leatrice Palmer
Secretary



SUSAN J. GORDON
11 Avondale Road
White Plains NY 10605

www.susanjgordon.com susan@susanjgordon.com
(914) 948 – 7565

December 14, 2015

Brian Kenney, Director
White Plains Public Library
100 Martine Avenue
White Plains NY 10601

Dear Mr. Kenney,

I'm a White Plains resident who visits our library as a researcher, local author, and, simply, a reader. Now I'm proud and pleased to announce the forthcoming publication of my book, *Because of Eva*, by Syracuse University Press in April, 2016. Part memoir, part detective story, "*Eva*" tells how mysteries in my family's past prodded me to delve into World War II and Holocaust history.

I enjoy reading your articles in Publishers Weekly, and recall your recent comments about people wanting "help doing things, rather than finding things." *Eva* is not a genealogy textbook, but I think my experiences will inspire readers. My research into my family tree led me through a side door into the past, where personal history merged with world history. I went down a path I never knew existed, and learned that what I'd been told in childhood -- "No one in our family died in the Holocaust because everyone was safely here" -- was only wishful thinking.

What began as a seemingly simple search for an elderly second cousin who had signed my estranged grandfather's death certificate years ago led me to track her down in Tel Aviv. All I expected to learn was what happened to my grandfather; instead, I heard Eva's stories of survival in Nazi-occupied Budapest in 1944. Such is the magic of genealogical research - you go looking for one thing and find something else. It didn't take long for me to realize that you can't research Jewish genealogy without colliding with the Holocaust. Eventually, I would retrace Eva's steps in Budapest and also visit ancestral towns in Ukraine to bear witness to the slaughter of entire populations of Jews.

Because of Eva is an important addition to the growing collection of contemporary works of non-fiction that deal with personal history in the surrounding context of world history. Enclosed is a copy of the Press's description of *Because of Eva*, as it appears in the Spring 2016 catalog. I hope you will order copies of *Because of Eva*. I'd also be happy to speak about it at the White Plains library.

Thanks for your kind attention and consideration.

Best regards, and happy holidays,



Member: Authors Guild; American Society of Journalists & Authors; American Jewish Press Association.