

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Annual Meeting**

*Wednesday, March 9, 2016*

7:00 p.m. Call to order

- 1. Nominations for President and vote**
- 2. Nominations for Secretary and vote**
- 3. Annual Meeting adjourned**

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Regular Meeting**

*Wednesday, March 9, 2016*

7:05 p.m. Call to order

- 1. Minutes of Regular Meeting of February 3, 2016**
- 2. Budget**
  - a. City Revenue & Expenditures Budget by Department – 03/02/16
- 3. Bills: 2015 – 2016 Budget: Claim #14, #15**
- 4. Reports of Library Administration**
- 5. Trustee Reports & Business**
  - a. WLS
  - b. Friends Meeting Minutes – 02/11/16
  - c. Foundation
  - d. Other
- 6. Ongoing Business**
  - a. Capital Project Update
  - b. Library Café
  - c. WLS Finance Model
- 7. New Business**
  - a. Review & Vote on 2016-2017 Holiday Schedule
  - b. Technology Report from John Lolis

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
February 3, 2016**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:04p.m. by President Tim James. In attendance were Trustees D'Ambrosio, Fried, Furth, Haynes, James, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Nancy Rubini and Library Director's Secretary, Sandra McDaniel. Not present: Trustees Barrera and Matthews-Serra. Guests: Librarian Tim Baird and Digital Media Specialist Austin Olney and Business Manager, Bill Deierlein. President James appointed Trustee Haynes as Pro-tem Secretary for this meeting.

**Minutes of Regular Meeting of January 13, 2016**

The minutes of the regular meeting of January 13, 2016 were adopted as corrected on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

**Budget**

The City Revenue & Expenditure Budget by Department, as of January 27, 2016 was reviewed and Library Director Kenney reported the budget gap was closer to zero based on the numbers he had received but they were waiting for four more numbers. Business Manager, Bill Deierlein remarked that initially the expenses were less than revenue but more numbers came in and it's an even budget.

**Bills: 2015-2016 Budget: Claim #13**

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 #13.

**Reports of Library Administration**

Library Director Kenney discussed the Library Café and stated that he had met with John Callahan of the Legal Department and had been referred to Les Maron, an attorney that works with the City. Mr. Kenney said that decisions need to be made as to what kind of business model the Café would have as well as whether the Library needed to initiate an RFP process. Library Director Kenney planned to meet with Mr. Maron in March and asked Trustee D'Ambrosio to attend the meeting with him.

**Trustee Reports & Business**

**WLS** – Trustee Furth reported that WLS was reviewing their policies and by laws and the new trustee manual. Trustee Furth also noted the following: March 2<sup>nd</sup> is Library Advocacy Day, April 8<sup>th</sup> is the Greenburgh Library Book Fair, and the Annual Breakfast will be held on April 13<sup>th</sup> from 8 a.m.-10 a.m. at Tappan Hill in Tarrytown and the guest speaker will be Barney Frank.

**Friends** – Library Director Kenney advised the Board that the Friends Annual Meeting would be held on May 15 and Susan Gordon, a White Plains author, would be their guest speaker.

**Foundation** – Ms. Rubini remarked that Fall Gala would be held on October 22<sup>nd</sup> and Frank Bruni will be the honoree. Library Director Kenney noted that since the Library would be under construction the Gala would be held at Kol Ami.

## **Minutes of the February 3, 2016 meeting of the Library Board of Trustees, page 2**

**Other –**

### **Ongoing Business**

Library Director Kenney informed the Board that the mini-Capital project would start the first week in March. Mr. Kenney also remarked that he had submitted an application to the SAM Capital Program and was pursuing funding from them with the help of several local elected officials.

President James stated that he was forming a Nominating Committee and appointed Trustees Furth and Haynes to the committee and that the Annual Meeting would be take place at the next meeting on March 9<sup>th</sup>. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, the annual meeting was moved to March 9<sup>th</sup>.

### **New Business**

Library Director Kenney reviewed the Library Board Budget FY2016-17 with the Board. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, the budget was approved as presented.

Library Director Kenney requested funding for Librarian Himmelfarb to attend the ALA Conference in June in Florida and Librarian Deschamps to attend the PLA Conference in April in Colorado. On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, funding in the amount of \$800 (\$400 for each librarian) was granted.

Mr. Kenney stated that he had created a taskforce with several library members to define the adult services space for The Hub. Librarian Baird distributed a document and discussed the priorities, objectives and recommendations for The Hub Plan of Service and noted that it was a working document. Mr. Baird remarked that the group wanted to have a plan of service before the construction began and said it was difficult to find plans of services from other libraries. Librarian Baird informed the Board that committee members went on field trips to two libraries, Huntington Public Library and the Brooklyn Public Library, which had been recently renovated, and found them to be very helpful in getting information on their plans of service. Digital Media Specialist Olney, part of the committee, reviewed goals 1-3 of the document which pertained to technology help and Librarian Baird discussed goals 4-5 which pertained to meeting and working spaces as well as programming in response to community needs. Trustee D'Ambrosio thanked them for their hard work and asked them what worked and didn't work in other libraries and Librarian Baird gave examples of where too much technology was not necessarily better and location of equipment in another area was a better option.

Library Director Kenney noted that we had received \$3,000 in revenue from a film company that utilized the bathroom and elevators for a movie shoot.

### **Adjournment**

There being no more business before the Board, the meeting was adjourned at 8:15 p.m. on a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio.

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Yuki Haynes, Pro Tem Secretary  
Library Board of Trustees

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** March 2, 2016

In the Budget Report as of March 2, 2016 all monthly revenues and expenditures are normal.

FOR 2016 08

	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	100,283.24	11,593.43	.00	51,590.76	66.0%
1.150 MANAGERIAL SALARIES	212,625	215,798	142,527.82	16,473.78	.00	73,270.18	66.0%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,183,488	1,420,230.56	164,251.46	.00	763,257.44	65.0%
1.201 CSEA OVERTIME	49,000	49,000	37,055.68	7,722.89	.00	11,944.32	75.6%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	9,600.00	.00	.00	400.00	96.0%
1.800 PART-TIME/HOURLY WAGES	235,000	275,000	148,654.45	19,494.35	.00	126,345.55	54.1%
TOTAL SALARIES & WAGES	2,908,475	2,885,160	1,858,351.75	219,535.91	.00	1,026,808.25	64.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	218,548	139,724.16	16,584.78	.00	78,823.84	63.9%
2.020 MTA PAYROLL TAX	9,899	9,819	6,358.84	737.11	.00	3,460.16	64.8%
2.101 NYS EMPLOYEE PENSION	497,765	488,132	320,301.22	37,321.79	.00	167,830.78	65.6%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	308,177.27	39,215.20	.00	167,105.73	64.8%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	106,736.58	.00	.00	73,263.42	59.3%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	100.0%	100.0%
2.204 NYS HEALTH INS ADMIN CHRGR	1,536	1,536	761.04	.00	.00	774.96	49.5%
2.205 RETIREES MEDICARE PAYMENT	55,000	55,000	25,134.60	1,846.80	.00	29,865.40	45.7%
2.206 ACTIVE HEALTH INS BUYOUT	27,135	27,135	27,135.00	.00	.00	100.0%	100.0%
2.301 DENTAL INSURANCE PLAN	41,528	39,875	26,488.05	3,252.90	.00	13,386.95	66.4%
2.407 OPTICAL INSURANCE	11,614	11,036	7,390.26	907.56	.00	3,645.74	67.0%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	2,113.92	264.24	.00	1,133.08	65.1%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,690.00	125.00	.00	-50.00	103.0%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	546.53	.00	.00	1,953.47	21.9%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	316.62	32.64	.00	1,683.38	15.8%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	1,320.00	640.00	.00	125.00	91.3%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,520,696	977,344.09	100,928.02	.00	543,351.91	64.3%
3. MATERIALS & SUPPLIES							

FOR 2016 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	6,240.80	1,624.26	.00	3,759.20	62.4%
3.003 PRINTING	2,000	2,000	1,045.50	548.00	597.00	357.50	82.1%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	72,731.11	304.92	.00	111,268.89	39.5%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	11,824.45	518.25	.00	2,861.55	80.5%
3.010 NON-BOOK MATERIALS	120,000	120,000	86,370.29	13,962.07	.00	33,629.71	72.0%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,746.69	453.59	.00	2,253.31	54.9%
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	8,932.17	2,095.83	.00	2,067.83	81.2%
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	4,109.31	1,236.00	.00	9,890.69	29.4%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	16,691.17	1,873.60	.00	1,308.83	92.7%
3.601 ELECTRICITY	413,733	413,733	215,984.04	24,082.36	.00	197,748.96	52.2%
3.602 GAS	4,020	4,020	1,932.90	274.20	.00	2,087.10	48.1%
3.603 WATER	68,424	68,424	21,163.38	15,413.96	.00	47,260.62	30.9%
3.604 EQUIPMENT RENTAL	5,000	5,000	3,830.29	.00	.00	1,169.71	76.6%
3.703 EQUIPMENT RENTAL	1,313	1,313	703.04	23.38	.00	609.96	53.5%
3.704 COPIER RENTAL	6,701	6,701	4,754.48	654.31	.00	1,946.52	71.0%
3.716 LIBRARY SOFTWARE LEASE	75,770	75,770	84,842.09	.00	.00	-9,072.09	112.0%
TOTAL MATERIALS & SUPPLIES	963,172	963,172	545,854.66	63,064.73	597.00	416,720.34	56.7%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	0	7,300.00	.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	94,800.41	9,813.42	30,901.00	18,069.59	87.4%
4.016 SECURITY GUARDS	111,531	111,531	57,354.44	4,098.49	.00	54,176.56	51.4%
4.023 PROGRAM SERVICES	56,500	56,500	32,954.46	3,930.30	.00	23,545.54	58.3%
4.025 EXTERMINATING SERVICES	0	0	205.00	130.00	.00	-205.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,185.88	.00	.00	586.12	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	5,910.00	150.00	.00	4,090.00	59.1%
TOTAL DIRECT COSTS	397,047	397,047	273,183.19	18,122.21	30,901.00	92,962.81	76.6%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	2,556.74	.00	.00	2,243.26	53.3%

FOR 2016 08

	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	443,259.15	312,379.56	.00	87,356.85	83.5%
9.990 RESERVE FOR FINANCING	0	97,200	.00	.00	.00	97,200.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	627,816	443,259.15	312,379.56	.00	184,556.85	70.6%
TOTAL LIBRARY FUND	6,363,016	6,400,191	4,100,549.58	714,030.43	31,498.00	2,268,143.42	64.6%
GRAND TOTAL	6,363,016	6,400,191	4,100,549.58	714,030.43	31,498.00	2,268,143.42	64.6%

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

FOR 2016 08

	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	-2,271.55	-302.69	.00	-1,228.45	64.9%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-3,718.97	-302.69	.00	-1,556.03	70.5%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-47,513.35	-5,225.16	.00	-52,486.65	47.5%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,577.00	.00	.00	-4,423.00	26.3%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-10,075.14	-511.55	.00	-7,924.86	56.0%
06699 OTHER	-4,500	-4,500	-2,518.36	-229.15	.00	-1,981.64	56.0%
TOTAL MISCELLANEOUS	-128,500	-128,500	-61,803.85	-5,965.86	.00	-66,696.15	48.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-4,078,259.15	-812,379.56	.00	-2,143,915.85	65.5%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-4,078,259.15	-812,379.56	.00	-2,143,915.85	65.5%
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 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,363,016	-6,400,191	-4,160,776.97	-818,648.11	.00	-2,239,414.03	65.0%
GRAND TOTAL	-6,363,016	-6,400,191	-4,160,776.97	-818,648.11	.00	-2,239,414.03	65.0%

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

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 14  
Page 1

Claims Paid On: February 19, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.601 Memberships	106	Cooper Hewitt Museum	\$ 125.00
3.001 Office Supplies	PC-124	Grainger	15.87
	Jan '16	Purchase - Supply Room	256.52
	claim 1/25	Staples	53.84
	claim 2/2	Staples	29.35
	claim 2/9	Staples	42.05
	claim 2/3	W.B. Mason	20.38
3.003 Printing	PC-118	Graphic Design Associates	548.00
3.005 Books	109	Ingram Library Services	295.50
3.006 Periodicals	108	Royal Scarlet Deli	450.25
3.010 Non Books	PC-117	Midwest Tape	3,078.46
	PC-119	OverDrive	1,632.39
	PC-120	3M	1,909.82
3.011 Program Supplies	claim 1/25	Grainger	79.78
	claim 2/9	Staples	41.39
3.014 Library Services	PO33917	Brodart Company	594.00
	claim 1/28	Staples	83.64
3.301 Facility Maintenance	PC-121	Door Control Inc.	1,236.00
3.306 Maintenance Supplies	PC-124	Grainger	549.93
	Jan '16	Purchase - Supply Room	604.58
	PC-121	Door Control Inc.	1,236.00
	PC-122	Burke & McCowen	11.67

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 14  
Page 2

Claims Paid On: February 19, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.602 Telephone	104	Verizon Wireless	\$ 39.28
3.703 Equipment Rental	Feb '16	SPOK	23.38
3.704 Copier Rental	PC-125	Canon Financial Services	654.31
4.015 Service Contracts	PC-124 PC-123	Canon Solutions America, Inc. Sound Water Treatment Center	456.12 335.00
4.016 Security	107	Security Services of Connecticut	4,098.49
4.023 Program Services	PC-117	Midwest Tape	466.30
4.709 Library Programs	105	Saroya Marsh	150.00

Approved:

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Denise Matthews-Serra, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 15

Claims Paid On: March 4, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Travel	103	Kathlyn Carroll - reimburse	\$ 32.64
3.001 Office Supplies	claim 2/4 PC-128	Amazon CDW Government	203.86 1,283.27
3.005 Books	claim 2/4	Amazon	9.42
3.006 Periodicals	110	Magnotta's Supermarket	68.00
3.010 Non Books	claim 2/4 PC-126 PC-135 PC-130	Amazon Midwest Tape Midwest Tape OverDrive	227.88 3,825.81 3,127.77 1,889.70
3.011 Program Supplies	claim 2/4 PC-131 PC-132 PC-133 PO33913	Micro Center Fun Express Bonnie Grant - reimburse Michael's Pizza Positive Promotions	73.65 65.74 32.37 20.00 193.45
3.014 Library Supplies	PC-128	CDW Government	1,283.27
3.306 Maintenance Supplies	PC-129	Construction Specialties	76.00
3.601 Electricity	12/14 - 1/13	NYPA	24,082.36
3.603 Gas	1/13 - 2/12	Con Edison	8,988.68
4.023 Program Services	PC-126 PC-135 PC-127 PC-134	Midwest Tape Midwest Tape Baker & Taylor, Inc. Baker & Taylor, Inc.	778.30 586.85 2,623.50 1,429.00

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – February 2016

Date: March 1st, 2016

### Administrative

- Attended meeting with Architects to go over plans for the small renovation and the major Phase II/Phase III renovation.
- Gave 3 Hub Plan of Service presentations: Library Board [with Media Specialist Olney], Dept. Heads [with Librarian Himmelfarb], and Foundation Board [with Trove Librarian Rabideau].
- Created weeding lists for Collection Management, Librarian De Luca, and Trove Librarian Nadas.
- Created and posted Job Openings for a PT Library Assistant in the Edge and a PT Adult Services Librarian to replace Librarian Coto-Chang who resigned in February. The first interviews will be in the first week of March.
- Delivered CD-ROM of Library events to Recreation & Parks to be included in their City Guide.

**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.*

- Adult Services and Edge Staff were given a tour of the new White Plains Education and Training Center on Quarropas.
- Librarian Carroll attended a Friends of the Library Board meeting; she attended a YALSA webinar: Community Collaborations School and Public Library Partnerships.
- Librarian Rothman attended a Westchester Library Association Board meeting.
- Media Specialist Olney attended a NYLA Conference Programming meeting. He is responsible for the FILM RoundTable programs at the next Conference; he assisted the Trove with 3D Printing, Minecraft, and Scratch programs.
- Librarian Himmelfarb and Media Specialist Olney working with Director Kenney on an application for the Knight Foundation News Challenge.
- Librarian Himmelfarb attended a JazzFest planning meeting.

### Customer Service:

- Media Specialist Olney had three 3D Printing requests submitted and printed.
- Media Specialist Olney started a new service where adults can book appointments to use the Audio Studio in the Media Lab. He had 2 appointments this month.
- Librarian Rothman provided 1-1 assistance to two SCORE referrals.

- Answered 14 Local History queries, 11 via email and 2 by telephone.
- Staff conducted 9 tours of the Library for WCC ESL students.

#### **Community Outreach:**

- Media Specialist Olney taught a Manhattanville art class how to create a 3D model of a vase and print it.
- Librarian Carroll is assisting with the Global Ambassadors project to make pinwheels that will help raise money for Syrian refugees.
- Librarian Rothman attended a White Plains Engagement Meeting concerning the TransCenter Study.
- Librarian Himmelfarb recorded one Oral History and trained one new interviewer for the People & Stories project. Pomona College contacted him to use one of the libraries Oral Histories in a podcast that they created.
- Librarian Hughes led a book discussion at Gilda's of Westchester.
- The Kraft Food Pantry held on the Library Plaza served 96 families.
- Please see the Community Outreach report for more details.

#### **Programs:**

- Business programming included: Professional HeadShot; Social Media Marketing [WEDC].
- Poetry Slam & Open Mic with Guest Poet Saroya Marsh.
- ESL Book Discussion group read "Because of Winn Dixie" and "The Little Prince".
- Page Turners book discussion group read "Go Set a Watchman".
- Please see the Edge Report for Teen Programming.

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for February 2016  
Date: February 26, 2016

## OUTREACH AND COLLABORATION

- Arranged for lobby tabling by staff from the Pace Women's Justice Center through August.
- Met with representatives of the Food Bank for Westchester on February 18 to discuss plans for a summer backpack food distribution for children over the summer.
- Represented the Library at planning meetings for the Harlem Fine Arts Show to be held on March 29.
- Worked with the TASC Connect program to schedule a monthly orientation for potential students.

## PROGRAMMING AND EXHIBITS

- Arranged an exhibit of digital photography by participants of the Library's Creative Aging program. Work will be on display March 16 through March 23. A reception is scheduled for March 22, 2-4pm.
- Met with Julia Moran of Burke Rehabilitation Hospital on February 11 to discuss plans for an exhibit of work by patients to be scheduled for 2017.
- Arranged a Community Opioid Overdose Training with the Westchester County Department of Health. The program will be held April 27. This free training for the public will teach participants how to respond to an opioid overdose using Naloxone (Narcan). Each attendee will leave with a Narcan kit. WLS will cross-promote the program to library staff in the system.
- Working with school art teachers on arrangements and logistics for the school art show in late May.
- Based on a referral from Libby Hollahan, reached out to George Kontogiannis, a White Plains Rotarian involved with the charity "One Sandwich at a Time" (makes and distributes sandwiches to homeless people). He is interested in hosting a sandwich making event at the Library. The date has not yet been confirmed but tentative plans are to host the event on a Saturday in May or June

## VOLUNTEERS

- Conducted volunteer orientation on February 16. Seven people attended.

## Children's Monthly Report

**By:** Rosemary Rasmussen  
**Dept:** The Trove- Children's Services  
**Subject:** February 2016  
**Date:** March 1, 2016

### Outreach, Projects and Visits

- Once again, the PTA from Post Road School has met with students in the Trove to help them select projects for their yearly science fair. We set aside a room and selected great books to inspire them. They met twice on Saturdays and will return in March to finish up.
- Terry Rabideau gave out books and library information at the monthly food pantry distribution.

### Programs

- The Music Conservatory of Westchester brought some very talented Suzuki guitar students for a Sunday family concert . They will return in March with a different group of students.
- Our Sunday family programs always draw a nice audience. Tata Cañuelas held a program on the Chinese New Year and her regular Cuentos, and Terry Rabideau gave a Valentine storytime.
- Tanya Nadas has arranged for more visits from our friendly pet therapy dogs for Who Let The Dogs In. The children really enjoy reading to the dogs and just petting them!
- Terry held 3 Minecraft programs in addition to her Lego Club.
- 60 kids and parents made a variety of crafts at Terry's Craft Buffet. Many volunteers assisted the families selecting which crafts to try.
- During the school vacation week, Bonnie Grant arranged for 2 movies and emceed February Jeopardy.
- Tata showed off her storytelling skills at a family night, telling a Brer Rabbit story.
- Our Toy Times continue to be very popular on Saturdays. We have free play with toys on four rotating themes: blocks, puzzles, dinosaurs and trucks. There is always a corresponding book display.
- The last counting contest of "how many candy canes were in the exhibit case" was so popular that Tata filled a jar full of pom poms - 101 children entered, with six children guessing or counting the exact number. Books and candy are the most sought after prizes.
- Raquel arranged the Tree Trail display windows in a salute to Black History.
- February 6 was Bring Your Child To The Library Day, and we had a walk-up craft decorating doorhangers all day. Do Not Disturb - I'm Reading!

### Staff

- Tata hosted the WLS Ann Izard Award committee meeting.



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

Date: March 1, 2016

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

Worked day and evening shifts at the reference desk.

Led one English Conversation Group.

With Rosemary Rasmussen, met with Findaway sales representative to discuss their new offerings for children and adults (e.g. revamped Playaways).

Worked with Tanya Nadas, explaining our processes for selection, ordering and weeding materials, and demonstrating how to use Baker & Taylor TitleSource.

Was trained in use of the WLS MobileCir Kit by Allison Midgely and, with Maya Leggat's assistance, did inventory of our Playaways and Adult Paperback collections. Missing items were then deleted from the catalog.

Leggat and I attended a Friends of the Library meeting, reiterating selection criteria and process for sending materials to Better World Books. Leggat will be responsible for that project, as well as selecting and boxing materials for the Valhalla Shelter each month.

### **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; searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog; and checked cancellation lists. Leggat processed materials, checked the Trove missing items list, deleted items, prepared 35 boxes for Better World Books and 3 for the Valhalla Shelter. Jerrick Harris processed YA graphic novels, assigned call numbers, and assisted with other miscellaneous tasks.

Staff assisted with weeding in these areas: College Information, Fiction, Biographies, Graphic Novels, and 800s.

Leggat began volunteering with Library's English Conversation Group program.

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

### **Programming:**

- Monitored the Kraft Mobile Food Pantry program
- 23 students for Citizenship classes
- Searched for items on missing list
- Entered blog for "Spanish for Beginners"
- Entered blog for "No more excuses!"
- Added new Spanish titles to book letters
- 3 1-1 computer classes
- Weeded Spanish books
- Translated "Eco cleaning and basic business training" flyer for upcoming Spanish program in April

### **Outreach**

- Contacted Family Justice Center of Westchester for Outreach spoke to Darlene Reda, Director and 4 coworkers about our services.
- 6 ESL tours 80 students
- Contacted NCSME (Engineers minority) for partnering opportunities. Spoke to Brit Byrnes
- Food Pantry 96 people
- Sent information about our programs to various organizations like: Family Services of Westchester, My sister's place and more
- WPHS Outreach spoke to 50 families
- Called patrons to remind them about Spanish conversation class

### **Meetings**

- Reviewed Resumes for part time librarian applicants
- 13 people have used the Literacy laptops

# MONTHLY REPORT

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

- On February 5<sup>th</sup>, our network had reached maximum capacity with respect to the number of available network addresses. This was due to the fact that our network was configured as a flat network with a total of 254 addresses available to all network-attached devices: servers, workstations, printers, etc. The increasing use of laptops and mobile devices by staff and instructors resulted in all available addresses being used. Once that occurs, no other computer or device can connect to the network. To temporarily remedy the situation, I deleted network addresses for all unrecognized devices.
- On February 12<sup>th</sup> while the Library was closed, I successfully reconfigured the network so that we are now no longer using addresses which were never intended to be used on a private network. Doing so also allowed me to increase the number of available addresses from 253 to over 1,000. With the new configuration, that number is easily scalable. The network is now arranged into four subnets, each one accommodating up to 253 addresses: 1) all systems servers, workstations, printers and specialized systems; 2) staff workstations and service desk systems; 3) public access computers; and 4) wireless access devices. The use of such subnets allows us to easily apply different network rules appropriate to each of these areas.
- One major problem following the network reconfiguration was that our main fileserver was not communicating with the other three Novell servers, nor could it be accessed by staff. As a temporary workaround to the unavailability of our fileserver, all staff logins were configured to access our backup fileserver which was still accessible. By February 19<sup>th</sup>, access to the main fileserver was restored; however, there remains a minor anomaly in how each workstation's network client must be configured in order to access the server. Although the issue is relatively minor and currently is not impacting staff, I have no recourse to Novell technical support to resolve it.
- Another major problem associated with the network change is that our VPN (Virtual Private Network) gateway could no longer communicate with SirsiDynix after changing its private address to the new network address. Changing the address back to the old one restored the secure connection with SirsiDynix. A problem ticket has been opened with WLS, and in turn, with SirsiDynix. Their technician also finds it inexplicable why the private address change should cause a problem. Once SirsiDynix configures a test connection on their end, I will configure one of our other existing gateways to also act as a VPN gateway and try establishing a connection using that. In the meantime, Systems Staff had to manually configure the network properties on all staff workstations and systems that needed to communicate directly with SirsiDynix. In effect, all such systems were configured to use both the old and the new network addresses so that they could communicate with the rest of our internal network as well as with the VPN gateway.
- A new server has been received. It will be configured with Windows Server 2012 and Microsoft Active Directory, after which it will allow us to migrate from our Novell network.

## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: February 2016 Publicity  
Date: 2/29/16

White Plains Launches Downtown Project Website (mention)

<http://whiteplains.dailyvoice.com/news/white-plains-launches-downtown-project-website/621169/>

White Plains Launches Multi Modal Transit District Project Website

<http://www.theexaminernews.com/white-plains-launches-multi-modal-transit-district-project-website/>

Redevelopment of White Plains Subject of Info Session (mention)

<http://patch.com/new-york/whiteplains/redevelopment-downtown-white-plains-subject-info-session>

Alzheimer's Association Offers Tips to Keep Loved Ones Safe

<http://whiteplains.dailyvoice.com/events/alzheimers-association-offers-tips-to-keep-loved-ones-safe-in-white-plains/638849/>

**MONTHLY REPORT  
AGENDA ITEM #4**

**By:** Brian Kenney  
**Dept.** Library Director  
**Subject:** Monthly Report  
**Date:** March 9, 2016

Worked with staff to develop a grant application to the Knight Foundation, focused on using Virtual Reality to explore downtown White Plains.

Westchester Library System: Participate in the Public Library Director's Meeting and the Finance Committee. The latter is creating a new model for member support of WLS.

Worked with the film Coin Heist to arrange for filming exterior of Library and use of Library Auditorium March 4 and 5<sup>th</sup>.

With architects, staff, and Board worked on plans for the Capital Project. With DPW, staff, planned the mini-project to commence March 7.

With legal department, continued to develop the Library Café.

Worked on several issues regarding ebooks. With Overdrive worked on a new contract. With 3M and other library directors discusses enhancements to the system, issues around collection development.

Participate in Budget Review process with City 2/26.

# Edge Report - February 2016

## **Teen Programs:**

- Librarian Carlson
  - Build a 3D Puzzle (4 sessions)
- Digital Media Specialist (DMS) Olney
  - Gaming Event, Video Editing, Audio Editing Workshop
- Librarian Carroll
  - Knitting Class, Volunteer Project: Fleece Blankets

## **Training & Meetings:**

- Librarian Carlson
  - Edge staff meetings, tour of White Plains Education and Training Center
- DMS Olney
  - Edge staff meetings, tour of White Plains Education and Training Center, NYLA conference planners' meeting, 3D Printing appointments (x3), Audio Studio appointment (x2)
- Librarian Carroll
  - Edge staff meetings, tour of White Plains Education and Training Center, Friends Board Meeting, YALSA Webinar Community Collaborations: School and Public Library Partnerships

## **Other Projects:**

- Librarian Carlson
  - Donated books to WP PTA big book giveaway, Monthly and Weekly Schedules
- DMS Olney
  - Presented Hub plan of service to Board, Taught Manhattanville art class how to model and 3D Print a vase, Printed Teen Calendar
- Librarian Carroll
  - Set up ongoing drop-in community service project (making pinwheels to help Global Ambassadors raise money for Syrian refugees)



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MINUTES OF MEETING 2/11/16.

Attending; Charlotte Ayers, Betty Barone, Kathlyn Carroll, Lee Palmer, Rhoda Phillips, Angie Poulos, Faith Robinson.

The meeting was called to order at 10:15 am and the minutes of the previous meeting were read and accepted.

Rhoda reported that Lee will now be registered at the bank as an additional signer of Friends checks. Betty will do the same as soon as possible.

Several thank you notes from members of the staff were circulated - they thought the luncheon last month was super.

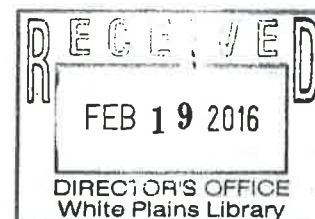
Christiane introduced Maya Leggat, new clerk, who will handle the Better World Books packaging among other duties. We welcome her aboard.. Christiane then reviewed with us the BWB guidelines.

In Brian's absence, Kathlyn submitted requests for funds for conference attendance by two librarians (attached) both were approved. Brian has spoken to Susan Gordon and has firmed her appearance as speaker at our annual meeting on May 15<sup>th</sup>. The auditorium was reserved for that date.

The fact that we have not had a Treasurer on our Board for so long has been a tremendous burden on Rhoda who has been doing double duty. Bill, very generously, has once again, come to our rescue. He has offered to bring the Friends books to order and then perhaps we will be able to reassign some of the Treasurers duties so as to take some of that responsibility from Rhoda's shoulders. We thank him very much for his kindness.

Our next meeting will be on March 10<sup>th</sup>, 2016 at 10 am in the Board room.

  
Leatrice Palmer  
Secretary



Request from Friends 2/4/16

Christiane Deschamps to attend Public Library Association Conference, April \$400

Ben Himmelfarb to attend American Library Association Annual Conference, June \$400