

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, June 8, 2016

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of May 11, 2016**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department – 05/31/16
- 3. Bills: 2015 – 2016 Budget: Claim #21**
- 4. Reports of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 05/12/16; Annual Meeting Minutes – 5/15/16
 - c. Foundation Report
 - d. Other
- 6. Ongoing Business**
 - a. Capital Project Update
- 7. New Business**
 - a. TBD

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
May 11, 2016**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President James. In attendance were Trustees D'Ambrosio, James, Matthews-Serra, Scherer and Schwarz. Absent: Trustees Barrera, Furth, Fried and Haynes. A quorum was met. 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. Guest: Librarian Rosemary Rasmussen

Minutes of Regular Meeting of April 13, 2016

The minutes of the regular meeting April 13, 2016 were approved on a MOTION by Trustee D'Ambrosio, seconded by Trustee Matthews-Serra.

Budget

The City Revenue & Expenditure Budget by Department, as of April 30, 2016 was reviewed and Library Director Kenney said that there was nothing of note to report.

Bills: 2015-2016 Budget: Claim #19, #20

Trustee Schwarz confirmed that he had 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 claims #19, #20.

Reports of Library Administration

The Board reports were reviewed. Mr. Kenney noted that DPW has a plan to renovate the library plaza. Commissioner Rick Hope presented the plan to the Common Council. Library Director Kenney will, in the future, invite Commissioner Hope to talk to the Board about the plans for the library plaza.

Trustee Reports & Business

WLS –

Friends –

Foundation – Executive Director Nancy Rubini reported that three out of the five 6th grade field trips have been completed and she thanked everyone involved. She remarked that members of Shinnoy-en would visit next month and that the Foundation was wrapping up its fiscal year and prioritizing their goals. Ms. Rubini noted that there was a new program being sponsored by the Foundation called Lunchtime Meditation at the Library.

Ongoing Business

Library Director Kenney said the cost of the mini-capital project was approximately \$87,000 which was under budget for the project. Of this, \$67,000 comes from New York State funds. Mr. Kenney remarked that the integration of the Periodical Desk with the Reference Desk has worked out well and the new book area has many patrons browsing it. Assistant Library Director Degyansky said the new layout has provided better assistance with technology support as the public has easier access to staff. Library Director Kenney stated that the architects are coming back to fix the Circulation area which is not working as well as the new Reference Area.

Minutes of the May 11, 2016 meeting of the Library Board of Trustees, page 2

Mr. Kenney gave an update on the capital project and said he was looking at furniture choices and would share choices at the June meeting. Library Director Kenney distributed a handout that explained the next phase of the capital project budget and said that an estimator would review the project in June. Mr. Kenney remarked that the State & Municipal Facilities Program (SAM) monies were being applied for and thanked Assemblyman George Latimer and Senator Andrea Stewart-Cousins for initiating the grants that will be used for capital projects. Library Director Kenney reported that there had been no changes to the budget, he had attended a public hearing on the it but he will not know if it has been approved for a couple of weeks.

New Business

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Schwarz, the Library Board of Trustees Meeting Schedule was approved with the following date changes: Thursday, October 13, 2016; Wednesday, May 10, 2017 and Wednesday, June 14, 2017.

Library Director Kenney distributed the proposed WLS Financial Model that is an expense based model, it funds technology, staff, equipment, etc. Mr. Kenney remarked that the funding comes from member libraries and for the White Plains Library, there is almost no change in contribution.

Assistant Library Director Degyansky discussed the changes to the Meeting Room Policy and said it focused on room charges which had not been updated and did not include the new equipment. Ms. Degyansky stated the increase in fees was modest and noted that the lectern needed to be fixed. On a MOTION by Trustee Schwarz, seconded by Trustee D'Ambrosio the Meeting Room Policy was approved.

Library Director Kenney explained circulating hot spots (internet wireless spots) have been in urban libraries for several years to serve people without internet access, largely for economic reasons. Mr. Kenney remarked that the library would be circulating five (5) hotspots for a total cost of approximately \$600 per year. Library Director Kenney informed the Board that they were working out the technology and procedures. Mr. Kenney said the hot spots service would be up and running in June.

Library Director Kenney commented that because of repairs to our gas and heating systems, we have been without heat and hot water for several weeks. Mr. Kenney said that Con Ed would test the systems before they were turned on. Library Director Kenney thanked the staff and the public for their patience during this time.

Librarian Rasmussen informed the Board that she would be retiring from the Library after 26 years and her last day would be June 29th. Ms. Rasmussen remarked that the library and been a wonderful place to work. The Board congratulated Librarian Rasmussen on her retirement and expressed its gratitude for her 26 years of service to the White Plains Library.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:58 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Mathews-Serra.

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: June 1, 2016

In the Budget Report as of May 31, 2016 all monthly revenues and expenditures are normal.

FOR 2016 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	149,630	151,874	135,063.56	11,593.44	.00	16,810.44	88.9%
1.150 MANAGERIAL SALARIES	212,625	215,798	191,949.19	16,473.79	.00	23,848.81	88.9%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,180,549	1,909,875.05	164,189.62	.00	270,673.95	87.6%
1.201 CSEA OVERTIME	49,000	49,000	58,382.17	6,989.83	.00	-9,382.17	119.1%
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	209,975.88	21,837.05	.00	65,024.12	76.4%
TOTAL SALARIES & WAGES	2,908,475	2,882,221	2,514,845.85	221,083.73	.00	367,375.15	87.3%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	218,323	189,302.09	16,690.79	.00	29,020.91	86.7%
2.020 MTA PAYROLL TAX	9,899	9,809	8,562.29	741.85	.00	1,246.71	87.3%
2.101 NYS EMPLOYEE PENSION	497,765	487,579	420,336.71	31,656.17	.00	67,242.29	86.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	425,856.18	39,673.01	.00	49,426.82	89.6%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	176,039.80	17,325.81	.00	3,960.20	97.8%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	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	43,377.90	.00	.00	11,622.10	78.9%
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	39,875	36,505.00	3,356.20	.00	3,370.00	91.5%
2.407 OPTICAL INSURANCE	11,614	11,036	10,098.52	907.56	.00	937.48	91.5%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	2,906.64	264.24	.00	340.36	89.5%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,690.00	.00	.00	-50.00	103.0%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	5,886.53	35.00	.00	-3,386.53	235.5%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	360.58	.00	.00	1,639.42	18.0%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	1,320.00	.00	.00	125.00	91.3%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,519,908	1,353,288.28	110,650.63	.00	166,619.72	89.0%
3. MATERIALS & SUPPLIES							

FOR 2016 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	7,946.48	69.33	.00	2,053.52	79.5%
3.003 PRINTING	2,000	2,000	2,280.00	637.50	1,629.00	-1,909.00	195.5%
3.004 POSTAGE	0	0	32.04	32.04	.00	-32.04	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	122,845.46	10,006.21	.00	61,154.54	66.8%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	13,424.70	537.25	.00	1,261.30	91.4%
3.010 NON-BOOK MATERIALS	120,000	120,000	128,749.25	11,471.14	.00	-8,749.25	107.3%
3.011 PROGRAM SUPPLIES	5,000	5,000	3,318.18	195.20	.00	1,681.82	66.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	179.95	.00	.00	820.05	18.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	9,965.85	.00	.00	1,034.15	90.6%
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	10,356.81	.00	.00	3,643.19	74.0%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	580.00	.00	.00	2,745.00	17.4%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	20,909.20	309.31	.00	-2,909.20	116.2%
3.601 ELECTRICITY	413,733	413,733	289,354.91	22,982.33	.00	124,378.09	69.9%
3.602 TELEPHONE	4,020	4,020	2,766.49	279.13	.00	1,253.51	68.8%
3.603 GAS	68,424	68,424	36,398.10	.00	.00	32,025.90	53.2%
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	1,031.18	23.38	.00	281.82	78.5%
3.704 COPIER RENTAL	6,701	6,701	6,717.41	654.31	.00	-16.41	100.2%
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	747,436.39	47,197.13	1,629.00	214,106.61	77.8%
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	114,613.80	6,366.40	13,383.80	15,773.40	89.0%
4.016 SECURITY GUARDS	111,531	111,531	91,851.76	8,941.79	.00	19,679.24	82.4%
4.023 PROGRAM SERVICES	56,500	56,500	49,156.46	4,146.60	.00	7,343.54	87.0%
4.025 EXTERMINATING SERVICES	0	0	205.00	.00	.00	-205.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,240.81	.00	.00	531.19	98.2%
4.602 STF CONTRIBUTION	41,273	41,273	41,273.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	9,110.00	900.00	.00	890.00	91.1%
TOTAL DIRECT COSTS	397,047	397,047	346,950.83	20,354.79	13,383.80	36,712.37	90.8%
5. EQUIPMENT							

FOR 2016 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	3,927.68	477.46	.00	872.32	81.8%
5.211 CPU AND SERVERS	1,500	1,500	1,500.00	.00	.00	.00	100.0%
TOTAL EQUIPMENT	6,300	6,300	5,427.68	477.46	.00	872.32	86.2%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,616	530,616	451,301.04	.00	.00	79,314.96	85.1%
9.990 RESERVE FOR FINANCING	0	100,927	.00	.00	.00	100,927.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	631,543	451,301.04	.00	.00	180,241.96	71.5%
TOTAL LIBRARY FUND	6,363,016	6,400,191	5,419,250.07	399,763.74	15,012.80	965,928.13	84.9%
GRAND TOTAL	6,363,016	6,400,191	5,419,250.07	399,763.74	15,012.80	965,928.13	84.9%

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

FOR 2016 11

	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	-26,005.00	.00	.00	9,945.00	161.9%
TOTAL INTERGOVERNMENTAL	-16,060	-16,060	-26,005.00	.00	.00	9,945.00	161.9%
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	-3,032.67	-179.97	.00	-467.33	86.6%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-4,480.09	-179.97	.00	-794.91	84.9%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-64,999.87	-5,036.46	.00	-35,000.13	65.0%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-3,161.00	-409.00	.00	-2,839.00	52.7%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-14,134.44	-1,621.80	.00	-3,865.56	78.5%
06699 OTHER	-4,500	-4,500	-3,028.93	-112.12	.00	-1,471.07	67.3%
TOTAL MISCELLANEOUS	-128,500	-128,500	-85,444.24	-7,179.38	.00	-43,055.76	66.5%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-5,461,301.04	-500,000.00	.00	-760,873.96	87.8%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-5,461,301.04	-500,000.00	.00	-760,873.96	87.8%
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 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,363,016	-6,400,191	-5,577,230.37	-507,359.35	.00	-822,960.63	87.1%
GRAND TOTAL	-6,363,016	-6,400,191	-5,577,230.37	-507,359.35	.00	-822,960.63	87.1%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 21
Page 1

Claims Paid On: May 27, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Travel	158	Christiane Deschamps-reimburse\$	400.00
3.001 Office Supplies	claim 5/6	Staples	44.16
	claim 5/17	Amazon	56.97
	April '16	Purchase - Supply Room	560.77
	claim 5/4	W.B. Mason	25.17
3.003 Printing	PO34174	CB Printing & Graphics	637.50
3.004 Postage	151	United Parcel Service	32.04
3.005 Books	claim 5/17	Amazon	31.98
	153	Baker & Taylor, Inc.	2,038.06
	154	Ingram Library Services	527.92
3.006 Periodicals	155	Royal Scarlet Deli	469.25
3.010 Non Books	PC-189	Bibliotheca	2,223.71
	PC-190	Midwest Tape	2,762.49
	PC-191	Recorded Books	99.21
3.011 Program Supplies	claim 5/17	Amazon	8.59
	PC-192	Michael's Pizza	40.00
	claim 5/4	Staples	25.96
	claim 5/17	Staples	109.24
3.601 Electricity	3/15 - 4/13	NYPA	22,982.33
3.602 Telephone	149	Verizon Wireless	39.26
3.603 Gas	4/13 - 5/12	Con Edison	354.86

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2015 - 2016

CLAIM LIST # 21
Page 2

Claims Paid On: May 27, 2016

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.703 Equipment Rental	May '16	SPOK	\$ 23.38
3.704 Copier Rental	PC-188	Canon Financial Services	654.31
4.015 Service Contracts	PC-187	Canon Solutions America	456.12
4.016 Security	157	Security Services of Connecticut	4,485.14
4.023 Program Services	PC-193	Baker & Taylor, Inc.	1,052.50
4.709 Library Programs	156	Naicy Pretill	600.00
	150	White Plains Juneteenth Heritage	150.00
5.207 Computer Peripherals	PC-194	CDW Government	477.46

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – May 2016
Date: June 5th, 2016

Administrative

- I missed most of the month of May due to surgery but did return to work on May 23rd.

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 Himmelfarb was invited by the Rochester Regional Library Council to give a presentation to RRLC members on making Local History a dynamic presence in their communities.
- Librarian Himmelfarb with Head of Collection Management Deschamps moved the Local History collection that was stored on the Third Tier up to Third Floor storage.
- Librarians Perez and Rothman attended the United Way of Westchester and Putnam Not-For-Profit Leadership Summit.
- Librarian Rothman attended the Westchester Library Association annual Conference.
- Edge Staff Carlson & Olney attended an Allstate Foundation Grant meeting and a Future of Global Ambassadors Meeting.
- Librarians Carlson and Perez did outreach at the annual Loucks Track Meet at WPHS.
- Edge and Adult Services Staff assisted with the Eastview 6th Grade visits.

Customer Service:

- SCORE had 5 appointments with clients at the Library this month.
- Assisted with 9 Local History queries.
- Staff provided 8 1-1 computer instruction sessions.
- A survey was created for the English Conversation Group students to get feedback about the program and how it could be improved. The most frequent comment was students would like to meet for more than one hour.

Community Outreach:

- Librarian Himmelfarb conducted 5 People & Stories Oral History interviews as part of JazzFest project with ArtsWestchester. The YWCA GEMS program completed their project work by editing the audio with Himmelfarb in the Edge Media Lab.
- A group from the Kensington home came for a genealogy workshop with Librarian Himmelfarb.
- Librarian Hughes led a book discussion at Gilda's Club of Westchester.
- Librarian Duffy has been in contact with the Bristol about the Library's Homebound program and to see how this might work with their Community.
- Please see the Community Outreach report for more details on Outreach.

Programs:

- Poetry Slam & Open Mic with guest poet Geoff Kagan-Trenchard. Slam confirmed to be held at Grace Church 3 months this fall during the renovation.
- White Plains History RoundTable partnership with the Holocaust and Human Rights Education Center.
- Page Turners discussed Lucy Barton by Elizabeth Stout.
- Business programs included Job Club; SBA Workshop: Marketing For Your Business.
- Please see the Edge Report for Teen Programming.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for May 2016
Date: May 31, 2016

OUTREACH AND COLLABORATION

- Coordinated Eastview class visits. More than 500 sixth graders came to the Library in the month of May for workshops and an introduction to the Edge. Students were given Edge Library cards with instructions to activate it on their next Library visit. .
- Worked with the Youth Bureau to develop job descriptions for the Summer Youth Employment program. Five teens will be selected to work in the Library over the summer as part of this program.
- Met with Comicon staff on May 17 to plan for the event on June 4. Created the set up plan and arranged for execution of same the day before the event. Worked with Systems and Maintenance to coordinate their assistance for set up and for the day of the event.

PROGRAMMING AND EXHIBITS

- Met with art teachers to tour the east wing of the main floor for the citywide school art show. The exhibit will be installed there on June 1 and will remain up through June 9. A reception is scheduled for Thursday, June 2, 5-7pm.
- Worked with artist Michael Friedman on arrangements for his exhibit, Jazz in Motion, on view in the Museum Gallery June 8 through June 30. A reception with music provided by Mr. Friedman's Jazz band is scheduled for June 14, from 6-8pm.
- Attended a meeting on May 26 to discuss submission of a grant application to the Ahora Foundation's Artful Aging grant. Funding is available for arts instruction for Seniors.

INTERNAL AND VOLUNTEERS

- Worked with SSC Security supervisors to schedule training for onsite guards on June 1.
- Conducted volunteer orientation on May 12. Twelve people attended.

Children's Monthly Report

By: Rosemary Rasmussen
Dept: The Trove- Children's Services
Subject: May 2016
Date: June 1, 2016

Outreach, Projects and Visits

- This was a month of working with preschoolers and sixth graders! We finished visiting the Head Start classes, bringing them storytimes to their classrooms. Then everyone pitched in for the Eastview sixth grade visits. Terry Rabideau found appreciative homes for all the paper flowers that the students made as a service project.
- Rosemary Rasmussen attended the successful PTA giveaway, distributing bookmarks and library information. There might have been a duckling with big button eyes also at the library table.

Programs

- Raquel Cavalcanti continues to draw new families with babies to Mother Goose Time. It is a great introduction to the library and a way to meet other families.
- Tata Cañuelas and Raquel continue with the babies as they grow with Fun With Toddlers, also very popular.
- Terry then takes them under her wing for Time For Twos and Threes, with music, flannel boards and more books.
- Bonnie Grant then has Stories & Stuff for fours and fives without a grownup, a big step for these little ones.
- Tanya Nadas has been hosting a different therapy dog each week, and the kids line up to read to the dogs.
- The Reading Coach with Susan Stassa is over until August, we hope with new funding. This program is very useful for children having trouble reading.
- Joanne Roos, a dental hygienist who wrote her own book about going to the dentist, came and taught families about the importance of brushing their teeth. She read her book Who Visits Me From A to Z.
- Terry planned an I-pads for Tots program which worked very well.

Staff

- Tany attended the WLS Youth meeting.
- Bonnie and Tata attended the WLS reading seminar.
- Tata hosted the Anne Izard meeting here.
- Tata attended WLA conference.

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

Date: June 1, 2016

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

Worked day and evening shifts at the reference desk.

Led 2 English Conversation Groups.

With Brian Kenney, met with Midwest Tape representative.

With Kathy Degyansky and Nancy Rubini, submitted a grant proposal: "Seeding Artful Aging" from Aroha Philanthropies. Funding would allow 3, 8-week writing and digital photography workshops for 55+ participants at the Library.

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, especially adult fiction. (Adult fiction weeding project by De Luca is now complete.) They searched for bibliographic records, requesting WLS records when needed; they fixed items needing mending or correction in the online catalog. Maya Leggat assisted with weeding biographies, Learn a Language CDs, and 700s; helped the Edge staff with several 6th Grade visits; and processed materials. Jerrick Harris processed YA graphic novels and transferred new books to old.

Volunteer Jovaun Jackson packed and labeled 90+ Better World Book boxes.

May monthly report 2016

Programs

Spanish class **10 students**

Citizenship class **11 students**

Mexican Consulate **236 people**

1 1-1 computer help

Offered Drop in Computer class in “Spanish” **1 person**

Quickbooks in Spanish sponsored by Allstate **13 people**

Outreach

Food Pantry 96 people attended. 316 family members assisted

Kensington Assisted living spoke to 20 residents

Attended “**Latino U College Access presents Perspectives**”

Emailed various organizations about our “[Lunchtime Meditation at the Library](#)”

Contacted Sheryl Day about probation visit in June

Scheduled ESL Tours for June

Spoke to Marsha Gellar from the Kensington Assisted Living about visiting to assist seniors with downloading ebooks.

Attended Loucks at the White Plains High School handed out information

Assisted with Eastview middle school visits

Weeded Literacy books

Weeded Spanish books

Ordered Spanish books

MONTHLY REPORT

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

- An additional online public access catalog (OPAC) system has been deployed on the eastern side of the first floor near The Edge. It is the only OPAC on that side of the Library. Because there are no data jacks available in that area, the OPAC is wifi-enabled. While we had a wifi OPAC in the past, we removed it due to wireless connectivity issues. Now that the wireless network is much more reliable, no such problems have been experienced with this new OPAC.
- During the later part of the day on May 12th, WLS moved their data center to a new location. During the migration, internet access, access to WorkFlows and other services hosted by WLS were unavailable to all other libraries in the consortium. Because we are not part of the WLS network, we were unaffected during that time. The only problem reported to us by a patron was that TeleCirc, the circulation renewal phone line was out of order.
- On our newest server, I installed an asset management and deployment system known as OCS Inventory-NG. Through agent software running on staff and public access computers, it gathers comprehensive data on each system, data that are enormously helpful when troubleshooting a problem with a given system or in determining which systems need hardware or software upgrades. There is companion software that has also been installed on the server: GLPI (Gestionnaire Libre de Parc Informatique). That system integrates with the data from OCS Inventory which then form the basis for a helpdesk ticketing system, a knowledgebase, a request tracking and project management system, etc. It should be noted that we explored the use of OCS Inventory and GLPI a number of years ago, but decided against fully implementing them due to issues running the agent on client computers. The latest version is much improved over that older version, and no issues with its use have been encountered. We are in the process of installing the agent software on all systems throughout the Library.
- There had been a problem with the kiosk version of the catalog in which the browser session would not reset itself after five minutes of inactivity. It had the effect of leaving an account logged in indefinitely unless one actively logged out. The problem had been reported to the WLS Helpdesk in April and was apparently fixed some time in May.
- On request, two workstations were removed from the Circulation workroom. They had been hardly used since the workroom was renovated and were taking up space that was needed. Both systems are WLS-provisioned systems and as such, cost the Library over \$1,000 each per year. They will be returned to WLS.
- Because we still have merchandise and distributed print material extant that refers to the domain, thetrove.org, we renewed the registration for that domain for another year. The original website at that location advises any visitor that the site is no longer maintained and refers the visitor to the new Trove website, trove.whiteplainslibrary.org.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: May 2016 Publicity
Date: 5/31/16

Arts News – May 2016 (exhibit mention on page A5)

<http://artswestchester.org/news-about-the-arts/arts-news/>

Proposed Suffern-Port Chester bus info sessions set (mention)

<http://www.lohud.com/story/news/local/tappan-zee-bridge/2016/05/04/open-houses-hudson-link/83883152/>

Lowey Recognizes Rockland students nominated to US service academies (mention)

<http://patch.com/new-york/newcity/lowey-recognizes-rockland-students-nominated-us-service-academies>

Things to Do in the Hudson Valley, May 7 through May 15 (“She” art exhibit)

http://www.nytimes.com/2016/05/08/nyregion/things-to-do-in-the-hudson-valley-may-7-through-may-15.html?_r=0

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: June 8, 2016

5/13-14. Attended BookExpo America, Chicago. Met with publishers, vendors. Presented a program: "Demystifying How Librarians Buy."

5/16. Worked with Rai Fernandez (Bermello, Ajamil) to adjust lobby furniture, design.

5/17. Met to assess past year and plan for Global Ambassadors next fiscal year, Shinnoyen Grant.

5/18. With K. Pasquale, F. Williams planned a Youth Centennial Letter Writing Program/Time Capsule.

5/23. With N. Rubino, met with Shirley Buontempo re: AllState Grant and Latino U.

5/24. Assisted at a genealogy workshop for seniors.

5/25. Helped plan Seeding Artful Aging grant to provide arts-related programming for seniors.

5/31. Attended WLS Board meeting.

6/2. Visited seating manufacturer David Edwards, Baltimore, MD for seating for The Hub.

6/7. Attended NYS Center for the Book/NYS Writers Hall of Fame Annual Presentation.

Edge Report - May 2016

Teen Programs:

- Librarian Carlson
 - Comic Book Club, Paper Circuits
- Digital Media Specialist (DMS) Olney
 - Video Game Design, Drop-in 3D Printing
- Library Assistant Lissman
 - Hosted Resume Writing Workshop
- Library Assistant Warner
 - Hosted Babysitter Workshop

Training & Meetings:

- Librarian Carlson
 - Allstate Foundation Grant Meeting, Future of Global Ambassadors Meeting
- DMS Olney
 - Allstate Foundation Grant Meeting, Future of Global Ambassadors Meeting, Brian Meeting

Other Projects:

- Librarian Carlson
 - Hosted Global Ambassadors, Attended Loucks Track Meet, Monthly and Weekly Schedules, Hosted 6th Grade Visits
- DMS Olney
 - Hosted Global Ambassadors, Calendar of Teen Events, Hosted 6th Grade Visits, 3D Printing Appointments (3), Uploaded Global Ambassador Videos
- Librarian Carroll
 - Gave birth to a human being



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MINUTES OF MEETING 5/12/16

Attending: Charlotte Ayers, Betty Barone, Barbara Dannenberg, Elizabeth Hughes, Lee Palmer, Angie Poulos, Faith Robinson

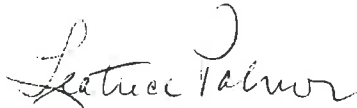
Although Elizabeth was previously named President Pro Tem, the nominating committee announced the slate of officers for 2016-17 as President: Elizabeth Hughes, Secretary: Lee Palmer. The offices of Vice President and Treasurer to be named at a future time.

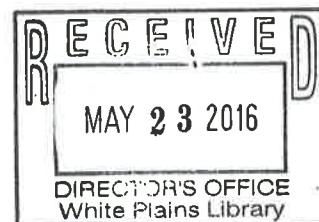
Lee reported a bank balance of \$35,787.20 some of which (\$173.68) was from Better World Books.

Request for funds for Elizabeth's book discussion program at Gilda's club was approved (attached)

January 12th, 2017 has been booked for the staff luncheon. It will be in Galaxy Hall since the auditorium will not be available due to the 1st floor construction.

Wednesday, June 29th will be our season closer – lunch at Graziella at noon. See you all there.


Leatrice Palmer
Secretary



For 2016-2017

Requesting \$2000 for 10
sessions of Oilda's Red Swan Reader

(\$200 per session plus cost of books)



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MINUTES OF ANNUAL MEETING 5/15/16

Susan Gordon, our guest, author of “Because of Eva”, spoke of her travels to Europe and Israel searching for clues to fill the empty spaces in her family’s history. Her genealogical trip caused her to immerse herself into World War II and the Holocaust with astonishing results

To most of the audience of 30 people, her journey was also the beginning of a family search for them. Many of her books were sold and she answered questions from people as to the hows and the wheres to start the great adventure of finding who came before in their lives.

She generously signed every book and was delighted to know how many people were encouraged to go the genealogical route.

Ryan was most helpful with the visuals and Betty was her usual hostess extraordinaire with refreshments.

For everyone this was a most enjoyable day.

Leatrice Palmer
Leatrice Palmer
Secretary

