7:00 p.m.    Call to order

1. Minutes of Regular Meeting of May 13, 2020

2. Budget
   a. City Revenue & Expenditures Budget by Department – 05/31/20

3. Bills: 2019-2020 Budget: (Claims to be reviewed at next in-person meeting)

4. Reports of Library Administration

5. Trustee Reports & Business
   a. WLS
   b. Friends Meeting
   c. Foundation Report

6. Ongoing Business
   a. Virtual White Plains Public Library
   b. Library Budget 2020/2021
   c. Update on Capital project
   d. Vote on Library Building Reopening

7. New Business
   a. Reopening New York: Office Based Work Guidelines
   b. Staff scheduling and workspaces (50% capacity)
   c. Personal Protective Equipment (PPE)
   d. Library Book Drop Opens/Material Handling (June 8)
   e. Contactless Curbside Pickup (June 15)
   f. Staff training: town halls, curbside pickup
   g. Vote on 2020/2021 Library Hours & Holiday Schedule - Revised
Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Schwarz via Zoom.

Attendees

Trustees Present: Barrera, D'Ambrsio, Furth, Haynes, Matthews-Serra, Scherer, Schwarz and Summers. Trustee Apologies: Ricca. Also Present: Library Director Brian Kenney, Assistant Library Director, Kathy Degyansky, Foundation Executive Director Nancy Rubini, and Library Director’s Secretary, Sandra McDaniel. Guests: Miriam Turkel, Diane Tabakman, Foundation President Beth Kava, Business Manager - Bill Deierlein.

Minutes of Regular Meeting of April 15, 2020

The minutes of the regular meeting held on April 15, 2020 were approved on a MOTION by Trustee Furth, seconded by Trustee Summers. All were in favor.

Budget

The City Revenue & Expenditure Budget by Department as of April 30, 2020 was discussed. A board member asked why there were no dollar amounts associated with retiree, health insurance and buyout information in the budget. Business Manager Deierlein said that a lot of those numbers were close to the budgeted amount and that we also don’t have any control of those numbers as they are provided by the Budget & Finance Department. Mr. Deierlein commented he would look into it.

Bills: 2019-2020 Budget:

Library Director Kenney remarked that Mr. Deierlein was in the building a lot more and offered to make the bills available for review. On a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes, approval was granted to pay the bills until the next in-person meeting. All in favor.

Reports of Library Administration

The reports of Administration were reviewed. The Board thanked the staff for all their effort in making a virtual library a reality.

Trustee Reports & Business

WLS – Trustee Matthews-Serra said they had a virtual meeting focused mainly on the year-end financial audit that should be finished by the end of May. Ms. Matthews-Serra said the board discussed the issues surrounding re-opening. Library Director Kenney remarked that the Mid-Hudson Valley region would have to meet the criteria set by Governor Cuomo. We have currently met five out of seven of the criteria required to reopen. Mr. Kenney will forward the link to the State’s website containing this info to Trustee Furth. Library Director Kenney said it was not clear in which phase public libraries would fall.

Friends – Library Director Kenney said that they have had no meetings but he has spoken to Lee Palmer (Secretary) on the phone.
Foundation – Executive Director Rubini said that they were hosting an author talk with Eric Larson via Zoom on June 3rd for Gala donors, but if someone was interested in attending this event they should send her an email and she will send a virtual link. Ms. Rubini has been working with some grant funders on redeploying unspent grand proceeds and dropping off books to donors. The Board will meet on Wednesday to discuss the Gala.

Ongoing Business

Library Director Kenney said the staff has been terrific and this month we offered 65 programs online. Mr. Kenney said he had a daily management meeting with the department heads which focused on the virtual library and reopening. Mr. Kenney said he had one meeting with City Hall and as far as he knew we were moving ahead with the proposed budget but adjustments maybe made during the fall.

Library Director Kenney remarked that the construction team had made good progress on the capital project two weeks after we closed.

Library Director Kenney commented that the Altice Grant Project plans were put on hold. Mr. Kenney said the original plan could not have supported social distancing and our needs have changed. Library Director Kenney remarked that we don’t have a good place in the building to host a Zoom meeting so we need to rethink the deployment of the Altice funds.

New Business

Library Director Kenney stated that there were several new projects one of which was Documenting COVID-19 – White Plains Experiences, a repository that would collect experiences from this time. Mr. Kenney said we would be capturing something that would be available to researchers in the future.

Assistant Library Director Degyansky said that she and Librarian Rothman were focusing on job information and were starting a Back to Work project. Ms Degyansky noted that more people would be looking for work so we are looking for resume builder software and using the screen sharing technology that we already have to help people with online applications one-on-one. Ms. Degyansky noted that they were also looking for a presenter for a Virtual Job Club.

Library Director Kenney sent out an online meeting policy to be voted on since we have programs like Zoom, etc. A board member asked if we would be able to phone into meetings in the future if a quorum was needed and Library Director Kenney responded that he thought that Governor Cuomo relaxed the rules due to the crisis. President Schwarz asked that this topic be tabled until next month.

Library Director Kenney discussed the Library Building reopening plan, part of the Library’s larger pandemic plan, which presented a phased response to implementing library services. It addressed: safety concerns (limiting contact), mandatory use of a mask provided by the Library but gloves optional, acquiring acrylic barriers, no seating, minimal amount of people in the building, removing high touch items (printers/computers/magazines) until a procedure was in place, and devoting a substantial amount of funding for security to monitor public behavior. Mr. Kenney also said that access to Trove/Edge would be available by appointment and there would be no meetings or classes in the Library. The Board discussed the document.

A board member reviewed the Code of Conduct policy and updated it to reflect the inclusion of the new expectations about public behavior (such as the wearing of masks, etc.). President Schwarz asked that it be reviewed at the next board meeting.

Library Director Kenney said that once we return to the building staff would be blended – some working from home and some in the office to promote social distancing. The Library would convert conference rooms into offices, in all eight staff members would be reassigned to new offices. Library Director Kenney asked for board reactions to reduced services and hours and the Board responded by agreeing to the proposed plan
and a conservative approach to reopening. Library Director Kenney asked that the 2020/21 Holidays & Hours Schedule be tabled until next month.

On a MOTION by Trustee Furth, seconded by Trustee Haynes, the Board of Trustee Meeting Schedule July 2020 – June 2021 was adopted. All were in favor.

Library Director Kenney would continue to inform the Board about fast moving topics and said he would, if nothing else, ramp up his communication with the Board. President Schwarz remarked that the Board would gather for special virtual meetings if necessary.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:28 p.m. on a MOTION by Trustee Summers, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees
MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: June 5, 2020

In the Budget Report as of May 31, 2020 all monthly revenues and expenditures are normal.
<table>
<thead>
<tr>
<th>ACCOUNT DESCRIPTION</th>
<th>ORIGINAL APPROP</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>MTD EXPENDED</th>
<th>ENCUMBRANCES BUDGET</th>
<th>AVAILABLE BUDGET</th>
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<tr>
<td>3. MATERIALS &amp; SUPPLIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>1,076,000</td>
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<td>10,515</td>
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<td>446.00</td>
<td>3,792.91</td>
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<td>4,700</td>
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<td>3,472.70</td>
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<td>350</td>
<td>71.20</td>
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<td>278.80</td>
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<td>3.205 TRAVEL ASSISTANCE PROG.</td>
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<td>1,280</td>
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<td>20.00</td>
<td>1,280</td>
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<td>TOTAL MATERIALS &amp; SUPPLIES</td>
<td>1,406,478.16</td>
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### FOR 2020 11

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<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Expended</th>
<th>MTD Expended</th>
<th>Encumbrances</th>
<th>Available Budget</th>
<th>Pct Used</th>
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<td><strong>3.001 OFFICE SUPPLIES</strong></td>
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<td>6,708.11</td>
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<td>.00</td>
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<td>1,200</td>
<td>852.00</td>
<td>1.00</td>
<td>.00</td>
<td>348.00</td>
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<td><strong>3.005 BOOKS-PROCESSING</strong></td>
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<td>230,000</td>
<td>106,457.55</td>
<td>10,661.34</td>
<td>.00</td>
<td>123,542.45</td>
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<td><strong>3.006 SUBSCRIPTIONS-PERIODICALS</strong></td>
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<td>18,500</td>
<td>15,531.45</td>
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<td>180,000</td>
<td>233,529.62</td>
<td>70,921.27</td>
<td>.00</td>
<td>-53,529.62</td>
<td>129.7%</td>
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<tr>
<td><strong>3.011 PROGRAM SUPPLIES</strong></td>
<td>5,000</td>
<td>5,000</td>
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<td>3.28</td>
<td>.00</td>
<td>2,783.03</td>
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<td><strong>3.012 OFFICE EQUIPMENT MAINT</strong></td>
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<td>.00</td>
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<td><strong>3.014 LIBRARY SUPPLIES</strong></td>
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<td>.00</td>
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<td>.00</td>
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<td>.00</td>
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<td><strong>3.301 BLDNG/FCLITY REPAIRS</strong></td>
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<tr>
<td><strong>3.302 BUILD./FAC. EMERGNCY REPRS</strong></td>
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<td>3,325</td>
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<td>.00</td>
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<td><strong>3.306 MAINTENANCE SUPPLIES</strong></td>
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<td>22,000</td>
<td>18,852.72</td>
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<td>.00</td>
<td>3,147.28</td>
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<td><strong>3.601 ELECTRICITY</strong></td>
<td>282,934</td>
<td>282,934</td>
<td>173,745.95</td>
<td>12,479.06</td>
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<td>109,188.05</td>
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<td><strong>3.602 TELEPHONE</strong></td>
<td>3,780</td>
<td>3,780</td>
<td>2,767.89</td>
<td>269.54</td>
<td>.00</td>
<td>1,012.11</td>
<td>73.2%</td>
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<tr>
<td><strong>3.603 GAS</strong></td>
<td>63,475</td>
<td>63,475</td>
<td>57,306.72</td>
<td>6,819.11</td>
<td>.00</td>
<td>6,168.28</td>
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</tr>
<tr>
<td><strong>3.604 WATER</strong></td>
<td>7,000</td>
<td>7,000</td>
<td>4,700.00</td>
<td>.00</td>
<td>.00</td>
<td>2,300.00</td>
<td>67.1%</td>
</tr>
<tr>
<td><strong>3.703 EQUIPMENT RENTAL</strong></td>
<td>150</td>
<td>150</td>
<td>122.96</td>
<td>10.74</td>
<td>.00</td>
<td>27.04</td>
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<tr>
<td><strong>3.704 COPIER RENTAL</strong></td>
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<td>1,152</td>
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<td>96.00</td>
<td>.00</td>
<td>96.00</td>
<td>91.7%</td>
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<tr>
<td><strong>3.716 LIBRARY SOFTWARE LEASE</strong></td>
<td>60,710</td>
<td>60,710</td>
<td>62,156.16</td>
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<td>.00</td>
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<td><strong>TOTAL MATERIALS &amp; SUPPLIES</strong></td>
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<td>929,064</td>
<td>713,352.85</td>
<td>104,424.57</td>
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<td>215,711.15</td>
<td>76.8%</td>
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### 4. DIRECT COSTS

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<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Expended</th>
<th>MTD Expended</th>
<th>Encumbrances</th>
<th>Available Budget</th>
<th>Pct Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.005 FINANCIAL/ AUDITING COSTS</strong></td>
<td>4,577</td>
<td>4,577</td>
<td>4,577.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>100.0%</td>
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<tr>
<td><strong>4.015 SERVICE CONTRACTS</strong></td>
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<td>200,378</td>
<td>173,021.75</td>
<td>12,829.94</td>
<td>23,511.16</td>
<td>3,845.09</td>
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<td><strong>4.016 SECURITY GUARDS</strong></td>
<td>78,278</td>
<td>78,278</td>
<td>54,338.57</td>
<td>.00</td>
<td>.00</td>
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</tr>
<tr>
<td><strong>4.023 PROGRAM SERVICES</strong></td>
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<td>3,800</td>
<td>3,610.92</td>
<td>.00</td>
<td>.00</td>
<td>189.08</td>
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<tr>
<td><strong>4.025 EXTERMINATING SERVICES</strong></td>
<td>0</td>
<td>0</td>
<td>955.50</td>
<td>.00</td>
<td>.00</td>
<td>-955.50</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>4.058 ON LINE SUBSCRIPTION SRVC</strong></td>
<td>56,722</td>
<td>56,722</td>
<td>44,603.98</td>
<td>1,784.95</td>
<td>.00</td>
<td>12,118.02</td>
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<td><strong>4.602 SIF CONTRIBUTION</strong></td>
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<td>43,860</td>
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<td>.00</td>
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<td><strong>4.709 LIBRARY PRGM ACTIVITIES</strong></td>
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<td>10,000</td>
<td>10,000.00</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
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<td>14,614.89</td>
<td>23,511.16</td>
<td>39,136.12</td>
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### 5. EQUIPMENT

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<th>Revised Budget</th>
<th>YTD Expended</th>
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<th>Encumbrances</th>
<th>Available Budget</th>
<th>Pct Used</th>
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<tbody>
<tr>
<td><strong>5.207 COMPUTER PERIPHERAL EQUIP</strong></td>
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<td>0</td>
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<td>FOR 2020</td>
<td>ORIGINAL</td>
<td>REVISED</td>
<td>YTD EXPENDED</td>
<td>MTD EXPENDED</td>
<td>ENCUMBRANCES</td>
<td>AVAILABLE</td>
<td>PCT USED</td>
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</tr>
<tr>
<td>5.210 PERSONAL COMPUTERS</td>
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<td>15,860</td>
<td>6,243.80</td>
<td>2,980.00</td>
<td>.00</td>
<td>9,616.20</td>
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<tr>
<td>5.211 CPU AND SERVERS</td>
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<td>1,099</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>1,099.00</td>
<td>.0%</td>
</tr>
<tr>
<td>TOTAL EQUIPMENT</td>
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<td>16,959</td>
<td>18,868.27</td>
<td>4,693.86</td>
<td>.00</td>
<td>-1,909.27</td>
<td>111.3%</td>
</tr>
</tbody>
</table>

9. OTHER FINANCIAL USES

| 9.302 TO DSF-LIBRARY FUND CONTR | 701,158 | 701,158 | 617,626.33 | .00 | .00 | 83,531.67 | 88.1% |
| 9.990 RESERVE FOR FINANCING | 10,000 | 130,266 | .00 | .00 | .00 | 130,266.00 | .0% |
| TOTAL OTHER FINANCIAL USES | 711,158 | 831,424 | 617,626.33 | .00 | .00 | 213,797.67 | 74.3% |

TOTAL LIBRARY FUND | 6,637,083 | 6,663,512 | 5,719,670.34 | 571,536.91 | 23,511.16 | 920,330.50 | 86.2% |

GRAND TOTAL | 6,637,083 | 6,663,512 | 5,719,670.34 | 571,536.91 | 23,511.16 | 920,330.50 | 86.2% |

** END OF REPORT - Generated by Bill Deierlein **
## FOR 2020 11

<table>
<thead>
<tr>
<th></th>
<th>ORIGINAL REV</th>
<th>REVISED EST REV</th>
<th>ACTUAL YTD REVENUE</th>
<th>ACTUAL MTD REVENUE</th>
<th>REMAINING REVENUE</th>
<th>PCT COLL</th>
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### 01 LIBRARY FUND

### 02 INTERGOVERNMENTAL

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<th>-17,913</th>
<th>-17,922.00</th>
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<td>-17,913</td>
<td>-17,913</td>
<td>-17,922.00</td>
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<td>9.00</td>
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### 03 CHARGES FOR SERVICES

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<th>-3,000</th>
<th>-3,000</th>
<th>-2,390.68</th>
<th>.00</th>
<th>-609.32</th>
<th>79.7%</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL CHARGES FOR SERVICES</td>
<td>-3,000</td>
<td>-3,000</td>
<td>-2,390.68</td>
<td>.00</td>
<td>-609.32</td>
<td>79.7%</td>
</tr>
</tbody>
</table>

### 06 MISCELLANEOUS

| 06651 LIBRARY FINES | -30,000 | -30,000 | -17,905.05 | .00 | -12,094.95 | 59.7% |
| 06695 RENTAL LIBRARY SPACE | 0       | 0       | -260.00 | .00 | 260.00 | 100.0% |
| 06697 COMMISSION COIN MACHINE | -18,000 | -18,000 | -14,601.15 | .00 | -3,398.85 | 81.1% |
| 06698 REFUND PR YR EXPENDITURES | 0       | 0       | -2,795.34 | .00 | 2,795.34 | 100.0% |
| 06699 OTHER | -1,000 | -1,000 | -675.28 | .00 | -324.72 | 67.5% |
| TOTAL MISCELLANEOUS | -49,000 | -49,000 | -36,236.82 | .00 | -12,763.18 | 74.0% |

### 09 OPERATING TRANSFERS

| 09910 GENERAL FUND CONTRIBUTION | -6,530,987 | -6,557,416 | -5,032,626.33 | -500,000.00 | -1,524,789.67 | 76.7% |
| TOTAL OPERATING TRANSFERS       | -6,530,987 | -6,557,416 | -5,032,626.33 | -500,000.00 | -1,524,789.67 | 76.7% |

### 0A APPROP FUND BALANCE

| 09999 APPROPRIATED FUND BALANCE | -36,183 | -36,183 | .00 | .00 | -36,183.00 | .0% |
| TOTAL APPROP FUND BALANCE       | -36,183 | -36,183 | .00 | .00 | -36,183.00 | .0% |
### FOR 2020 11

<table>
<thead>
<tr>
<th></th>
<th>ORIGINAL ESTIM REV</th>
<th>REVISED EST REV</th>
<th>ACTUAL YTD REVENUE</th>
<th>ACTUAL MTD REVENUE</th>
<th>REMAINING REVENUE</th>
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</thead>
<tbody>
<tr>
<td>TOTAL LIBRARY FUND</td>
<td>-6,637,083</td>
<td>-6,663,512</td>
<td>-5,089,175.83</td>
<td>-500,000.00</td>
<td>-1,574,336.17</td>
<td>76.4%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>-6,637,083</td>
<td>-6,663,512</td>
<td>-5,089,175.83</td>
<td>-500,000.00</td>
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<td>76.4%</td>
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<tr>
<td>GRAND TOTAL</td>
<td>-6,637,083</td>
<td>-6,663,512</td>
<td>-5,089,175.83</td>
<td>-500,000.00</td>
<td>-1,574,336.17</td>
<td>76.4%</td>
</tr>
</tbody>
</table>

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

- Attended daily Department Heads meetings.
- Monitored email and text to Librarian to provide the best possible patron help that we could. Coordinated ebook help, help with patron accounts, and follow up with patrons to meet their online needs.
- Checked in with Adult Service Staff daily for health updates and to provide Library updates.
- Attended a renovation meeting with Director Kenney in the Library.
- Attended a Dept Heads meeting at the Library to go over staff workplaces, service desks, and needed protective equipment.
- Attended a Mayor’s Youth Board meeting via Zoom.

Staff Activities - Thanks to librarians Sharon Rothman, Mariel Perez, Kristen Thornton-De Stafeno, Kristy Bauman and Austin Duffy who contributed to this report.

- Librarian Bauman hosted a dozen programs on Zoom. She has been very involved in the Documenting Covid 19 project. She did outreach with a teacher at White Plains High School whose students are working on a project that may fit in with our Covid 19 project.
- Librarian Rothman attended an ALA CODES committee meeting via conference call. She attended a WLA Board meeting. She also attended Library Journal Virtual Day of Dialog. She wrote a blog on online Volunteer opportunities.
- Many staff attended a Zoom and eVanced training meeting led by Austin Olney
- Librarian De Stafeno was very busy with all the e-newsletters, blog posts, facebook, twitter, and press releases. She has been busier than ever online.
- Librarian Duffy helped City Hall with biographical information about former councilman Richard Hendey. He also reached out to Houses of Worship to see if they wished to participate in the Documenting Covid 19 project.

Programs

- Librarian Wenglin led another lively Zoom discussion from our series "Stories of Motherhood" with more than 30 in attendance. We explored two compelling short works by Louise Erdrich and Hortense Calisher, dealing with challenging relationships between mothers and daughters. Patrons have gotten the hang of muting and unmuting to offer comments and feedback when recognized from "the gallery." All appreciate what the Library has done to keep programs alive and flowing. We even hosted some attendees from out of town who were stranded during shutdown, along with disabled patrons who would not easily be able to attend in person.
- Librarian Rothman hosted five Virtual Happy Hours.
- Other Virtual Book Groups included: Book’em Mystery Group, Slow Reading, The Future is Female, and Book Chat.
- Wellness programs included Sound Meditation and Lunchtime Meditation. Please refer to the report from Deschamps for more details on the full Wellness Series being offered virtually.
- Spanish for Beginners and Spanish Conversation Group continued in May
Professional Development: Staff have been encouraged to attend webinars, courses, trainings during this stay at home time. Here are some of the things staff have been doing:

- Librarian Perez attended a “Getting Started with Libby” webinar and PLA Webinar Public Libraries Respond to COVID-19: Managing Anxiety and Stress.
- Librarian Bauman attended the following Webinars:
  - Stress Management and Self-Care
  - Virtual Meetup: Coping with COVID-19: Taking Care of Your Emotional Health
  - Maximizing and Measuring Virtual Programs
  - Virtual Platform Possibilities – Providing Digital Skilling Resources for Patrons

Librarian Bauman attended the following classes:
- Grant Writing and Crowdfunding for Public Libraries
- She is working through Information Technology courses. She just started studying Python and E-commerce through UMass Lowell online

- Librarian Rothman Webinars:
  - WEBINAR: NYPL: Need a Side Gig? Do this NOW to Get Quick Cash Online
  - YouTube: Bite-Size Book Buzz: Harlequin, Soho & Workman
  - Penguin/Random House Morning Book Buzz (Part 6)
  - WEBINAR: NYPL: Getting Hired Especially Now by Making a Great First Impression
  - WEBINAR: SCORE: 10 Ways to Run Your Business Virtually
  - WEBINAR: Stay Fit While You Stay At Home
  - WEBINAR: NYPL: Follow-up Q&A for Need a Side Gig session
  - WEBINAR: Playing the Long Game: The Resiliency of Ordinary People Like You
  - WEBINAR: METRO: Libraries and the Employment Crisis
  - Penguin/Random House Morning Book Buzz (Part 7)
  - WEBINAR: PLA: Maximizing and Measuring Virtual Programs
  - WEBINAR: PRH: Borrow, Read, Repeat
  - WEBINAR: NYPL: Time to Face the Music: Next Step Strategies for Career Survival
  - WEBINAR: HarperCollins: Adult Fall Faves
  - WEBINAR: Centre for Newcomers: Creativity in Job Search in Times of Crisis
  - WEBINAR: EBSCO: Preparing Job Seekers for Post-Pandemic Economy
  - PRH Morning Book Buzz
  - WEBINAR: WLS: Census & Chat
  - WEBINAR: Candid: Shifting Your Events Online
  - WEBINAR: Great Jewish Food Fest: Virtual Book Talk- Soviet Jewish Cuisine
  - WEBINAR: SouthernNY Library Resources Council: Psychological First Aid
  - WEBINAR: ALA: COVID-19 and the Well-being of Library Workers
  - WEBINAR: EBSCO: Supporting Your Community’s Economy in Our COVID-19 World
  - WEBINAR: Oak Park PL: Tips for Submitting Online Job Applications
  - WEBINAR: Great Jewish Food Fest: Virtual Cookbook Tour: Perusing an Extraordinary Collection
  - WEBINAR: Book Expo: Author Dinner including Zerlina Maxwell, Joy Harjo, Carmen Maria Machada, Rep. Ilhan Omar (no show) Rebecca Roadnhorse
  - WEBINAR: Book Expo: Children’s Book & Author Dinner including Judy Blume, Natalie Portman, Misty Copeland, Marie Lu, Kwame Mbalia
  - WEBINAR: NYPL: Embracing What You Can Control in Your Career
  - WEBINAR: Booklist: Book Buzz Adult Headliners
  - WEBINAR: Speed Dating with Carol Fitzgerald

Librarian Duffy attended the following Webinars:
• “Using Social Media Listening to Adapt Your Library for COVID-19” on May 6, sponsored by PLA.
• “Stress Management and Self-Care” on May 7, sponsored by Southeastern NY Library Council
• “Psychological First Aid” on May 21, sponsored bySoutheaster NY Library Council.
OUTREACH AND COLLABORATION

- Provided boilerplate to Montefiore Westchester for their Information Depot grant proposal. If funded, the grant would provide funds for a social worker in the library (by appointment), materials and public programming.

- Received notification from the Public Program office of the American Library Association that decisions regarding the grant proposal submitted for a Community Engagement grant have been deferred. The grant was submitted to obtain funding for a Caribbean film festival.

PROGRAMMING

- Scheduled a Geriatric Depression Zoom program for June 17 to be presented by a physician from New York Presbyterian Westchester.

- Chose films and completed scheduling of a virtual International Film Festival for July and August using films from the Kanopy streaming service.

- Scheduled a virtual “Meet the filmmaker” Zoom program for July 19. Local filmmaker, Ms. Meschida Philip, will screen her original short film, “Seas of our mothers’ dreams” followed by a discussion.

INTERNAL

- Viewed two webinars for sources of funding from the Institute for Museum and Library Services and Spectrum.

- Reviewed a recorded webinar on the next round of Library Construction grants. We plan to submit a proposal for renovation of the Trove. Submitted a report to the State informing them of the delay in completion of the current second floor renovation due to suspension of construction as a result of the Coronavirus pandemic lock down.

- Together with the Head of Circulation, drafted a curbside service procedure.
Christiane Deschamps

Department: Collection Management

Subject: Monthly Report May 2020

Date: June 3, 2020

White Plains Virtual Programs (planned and attended); Zoom stats are estimates

* Lunchtime Meditation 4 programs (62 attended)
* Mindfulness for All” (13 attended)
* Slow Reading Book Discussion (1 session; 20 attended)
  Sound Healing & Tibetan Singing Bowls. (60 attended)
* Less Sugar, Better Health (10 attended)

Other

* Planned Slow Reading and the Future Is Female book programs for the summer.

* Met with Lindsay Stratton and Allison Midgley of WLS to review holds reports and process. Followed up with Mary Black to discuss holds workflow going forward.

* Returned to Library and received/processed books delivered after 3/16, identifying those with White Plains cardholder reserves.

Webinars and Meetings

Evergreen 3.4 Upgrade (WLS)

Evanced and Zoom Training (Austin Olney)

Book ‘Em book discussion group

League of Women Voters Meet the Candidates (5/21)

Tibetan Sound Healing (Harrison Public Library; potential Library presenter)

Suzanne Erhard

* Worked on a large acquisitions project, reconciling vendor and WLS reports with order information in the catalog, in preparation for the fiscal year end.

* Paid all Overdrive invoices; corrected item and order records in Evergreen.

* Continued work on transferring processing/cataloging instructions into google sheets.

Webinars, Training, and Library Programs Attended
*Lynda.com courses on: Google Calendar, Apps (Tips, Tricks, and Techniques)

*Olney’s Big Data and Online Privacy and Zoom and Evanced Training

*WLS: Zoom Workshop (Rob Kissner); Evergreen 3.4 Upgrade

*White Plains Library Wellness programs; attended 4

*Harrison Public Library: Yoga for All; An Evening with Authors; Stress and Coping During a Crisis

*Southeastern NY Library Council: Stress Management and Self Care and Psychological First Aid.
Mariel Perez
May Monthly report

Answered 24 calls 3 texts
Scheduled 2 Alzheimer programs for June
6 Spanish for Beginners classes-8 students in each class
2 Tarde de N- 2 students
Translated Documented Covid-19 forms into Spanish
Reached out to WEDC for webinar program in August

Webinars/ Meetings

- Attended Zoom and Evanced training Q and A
- Attended 5 Adult services meeting
- Attended Webinar on Stress Management and Self-Care online via Zoom
  trainer: Karla Vermeulen, Ph.D., Deputy Director, Institute for Disaster Mental Health
- Dealing with stress, both related to this current Covid-19 pandemic and other disasters
- Managing relationships while under stress
- Community stress management
Highlights

Classes
- For Adults
- For Caregivers
- For Youth

Staff Sessions
- Training
- Programs Hosted

Other
- Meetings
- Tech Tasks

- Zoom on Evanced launch
- New staff schedule spreadsheet
- Virtual world for connecting community
Classes

For Adults
"Big Data and Online Privacy," on 5/11 from 6:00 PM-6:45 PM.
*During the current pandemic, it is vital to maintain privacy online from "big brother," "big tech," and "big data." In this session, patrons discussed tips and tricks to avoid Big Data and what it means.*

For Caregivers
"Free Digital Services during Pandemic," on 5/19 from 3:30 PM-4:15 PM.
*During the current pandemic, many digital resources have been made freely available to youngsters. Many popular ones were discussed.*

For Youth
"Minecraft Live Stream," on 5/7 from 3:30 PM-4:15 PM.
*Minecraft creative mode was featured and discussed. It was like virtual legos!*

"Roblox Live Stream," on 5/21 from 3:30 PM-4:15 PM.
*Teens were able to connect together in a joinable world created using the Roblox Studio game engine.*

"Chess Live Stream," on 5/28 from 3:30 PM-4:15 PM.
*A discussion regarding chess strategy was held and then a virtual match was held live.*
Staff Sessions

Training
Zoom and Evanced: Training and Q&A Friday, May 22 · 11:00am – 1:00pm

- Discussed procedure updates with staff Zoom hosts and program coordinators. A Q&A session was held at the end.

Created various Youtube training Tutorials for staff

Programs Hosted

- "Lunchtime Meditation @ the Library," on 5/6, 5/13, 5/20, and 5/27 from 12:00 PM-12:45 PM.
- “Library Town Hall #1” Tuesday, May 12 · 2:00 – 3:00pm
- "Staff Webinar Test," on 5/27 from 1:00 PM-2:00 PM.
- "Author Staff Test Meeting," on 5/28 from 9:30 AM-10:00 AM.
Other
Meetings

- The Daily Gathering Friday, May 8 · 3:30 – 4:30pm
- LIBRARY TOWN HALL Tuesday, May 12 · 2:00 – 3:00pm
- VR Research interview and discussion with Austin Olney Thursday, May 14 · 2:00 – 3:00pm
- Zoom Keepers meeting Friday, May 15 · 12:00 – 1:00pm
- Webinar Test with RJ and JL for author visit webinar Wednesday, May 27 · 1:00 – 2:00pm
- Meeting to discuss author visit program next week with NR and Beth Kava Thursday, May 28 · 9:30 – 10:30am
Tech Tasks

- Helped implement Zoom switch to evanced
- Set up Mayor Roach and other panelists for June 3rd’s virtual author conversation event
- Inputted evanced programs into Zoom and back into evanced.
- Various tasks related to Zoom staff support
- Created way to import/combine/organize/query evanced reports in google sheets

- Created spreadsheet Zoom schedule, registering of events, videos to be saved, assigned hosts, and more

- Designed virtual world using the Roblox Studio game engine for youth meetup events

Have a great day!
Following the deletion of all our canceled in-person events from the calendar last month, staff program coordinators have once again been entering their programs into the calendar. A process has been developed whereby weekly reports are generated from the calendar, and are used by our Zoom hosts to schedule them as meetings or webinars in Zoom. Because our calendar is now fully populated for the month of June, as of June 1st, we can once again display live calendar feeds on our website. Our calendar feeds have also been displayed by the City’s Cable Studio and third party services such as Burbio. They too will once again be able to fetch calendar feed content from us.

Zoom hosting continues to be a learning experience. For example, we learned that only one user can be logged into a Zoom account at a time; any subsequent login to the same account causes the first logged in user to be automatically logged out. We also developed program evaluation polls for meetings and webinars, and have applied them to all scheduled June Zoom events. The short five question poll would be launched at the end of each program, and it serves the same purpose as paper program evaluation forms that we had made available to patrons at the end of in-Library programs.

Systems staff continue to provide technical support to staff working from home. In many cases, through our Virtual Private Network (VPN) we are able to remotely access Library laptops they have, and can install software or otherwise troubleshoot issues. We have done this to upgrade the Zoom application which now thankfully can be made to work with the software security settings we have in place. The upgrade—required by Zoom as of the 30th—has much better security features than their original software.

On the 30th, it was discovered that some visitors to our website started receiving a warning about a certificate expiration. So far, it has only been confirmed to occur when using the Apple Safari browser. I submitted our website for testing of our certificate, and it continues to receive an A rating. Upon investigation, it was discovered that what is known as an intermediate root certificate had expired that day, and other web sites that reference that certificate, such as the New York Public Library web site, also exhibited the warning. No action was advised to be taken on the web server to correct the problem; instead, there is advice to update one’s browser in order to eliminate the warning (newer browsers will apparently ignore expired root certificates and look for a newer certificate of the same type).

Plans have been developed for moving staff computers to various locations in order to conform to social distancing guidelines. This includes the use of our first floor conference rooms in the rear of the Library. Since only two of those rooms have data connections available, plans have been made to run additional cabling to the other four rooms.

In Evergreen, an additional emergency closure date range has been added that extends to the end of July. Due dates are extended to that time, and no fines will be incurred at least until then.

Remote access to our database resources continues to soar: the number of user sessions is up 70% over the previous month, and is up almost 495% over what it was in May of last year. See the next page for the 25 most popular database resources.
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<th>Database Use Details</th>
<th>Database Uses</th>
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<tr>
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<td>1.18%</td>
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</table>
May 2020 Media Report - Kristen Thornton-De Stafeno

- Created and sent out email for Zoom Erik Larson Invite.
- Created and sent out Gala Update email.
- Continued posting to City’s social media accounts.
- Created and published June virtual calendar email.
- Created and published Photography prompt for June.
- Worked with Ryan to begin posting submissions to Documenting COVID-19 collection.
- Continued regularly uploading YS content to YouTube.
- Updated YS blog dates in Blog Tracker.
- Sent out Curbside Pickup email.
- 27.3% average open rate on all newsletters sent out in May, showing a 6.6% decrease from April; 5.6% average click rate in May, showing a 2.9% increase from April. This Week on Martine May newsletters had a 22.2% average open rate showing a .9% decrease from April; YS May newsletters had a 15.5% average open rate, showing a 1.5% decrease from April. We lost 290 subscribers in May.
- Facebook, Twitter, and Instagram followers have all increased. Our Facebook reach is up 6% from April, and our post engagement is down 26%. Our most popular Facebook post was our Curbside Pickup post (it reached 4,200 people). Our twitter impressions are down 60% from the previous month. Our most popular tweet was one the launch of the Documenting COVID-19 Collection. Our most popular Instagram post was on curbside pickup.

Stats

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**Mentions/Links**


Rec & Parks shared two of our programs in their newsletters.

Examiner Media and reporters from Journal News shared our Documenting COVID-19 press release on twitter.

Working from home and virtual programs continued. Staff continued creating an abundance of content for the website. I urge everyone to check out the wide variety and scope of blog posts put up throughout May. [https://whiteplainslibrary.org/blog/](https://whiteplainslibrary.org/blog/) From reading lists, to STEAM projects, to promoting virtual programs, and much more, YS Staff have really risen to the occasion to create digital content. In addition to website content and running virtual programs, YS Staff took part in numerous other activities. Some highlights:

**Ashley**
Ran virtual programs including Virtual Board Gaming on Board Game Arena with Erik, two Virtual Book Groups for upper elementary / middle school students with Deb featuring the books *Flora & Ulysses* and *Dragon Pearl*, and virtual storytimes; Planned for summer Virtual Book Discussions featuring author visits by Thomas Taylor and Daniel Isenberg; Zoom host for several programs; website content including Dive into Diversity posts, audiobook recommendations, and on a variety of celebrations and observances; Attended virtual meetings including Battle of the Books, NYLA YSS, ReadSquared training, Evanced training, and planning Summer Reading Game with Lauren and Kathlyn; and more.

**Austin**
Ran virtual programs for parents and caregivers, such as Free Digital Services During the Pandemic; Ran virtual programs for kids and teens, such as Minecraft, Roblox and Chess Live Streams, Designed a Virtual World in Roblox for hosting virtual meetup events for teens; and more

**Caroline**
Ran virtual programs including Virtual Storytimes, Open Mic, and Family Wellness; blog posts focusing on STEAM at Home, and celebrations and observances; Zoom hosted several events; reached out to a few presenters for performances over the summer; and more.

**Erik**
Attended several sessions of the Virtual Maker Faire, including demonstrations for some fun at home projects the Library can do with teens, such as making paper helicopters, paper kites and puppets and also attended sessions that covered teaching virtual programs; Attended Virtual Book Expo American programs, such as publisher announcements, a session on virtual collection development, and virtual reader’s advisory; Hosted a Zoom Career Panel webinar with Sebastian Oddo, who has a background in computer science, and Daniel Isenberg, an entertainment writer, and they discussed their career path that lead them to work at Octagon, a sports and entertainment management company based in Connecticut; Worked on Verisk supported Edge Virtual Summer STEAM Camps, including planning, conducting interviews with Josh, and job offers; Researched new 3D printers to replace ones donated to support local medical face mask production; Ran virtual programs, Hosted Zoom events; and more.

**Josh**
Daily Department Heads meetings; Weekly YS Staff meetings; Weekly newsletter content; Blog posts; Daddy-Daughter Storytime videos and blog posts; Summer Reading program - booking performers and programs, coordinating reading lists with schools; Interviewed applicants for Edge Virtual Summer Camps with Erik; Organized
STEAM Camps in August for grades 4-6 supported by ConEd; Social media; Organizing programs for June; Meetings with school officials; Planning for returning to building and eventual reopening including staffing and phased reopening for YS spaces; Weekly Friday afternoon Dungeons & Dragons for Teens programs; Two author visits with an astronomer; Various other meetings; Attended webinars; In-Library meetings on reopening and safety plans; Worked on *Documenting COVID-19: White Plains Experiences* project through promotion on social media and to educators and administrators in the schools, and worked on prompts and ideas to solicit submissions; and more.

**Kathlyn**

Attended meetings: Battle of the Books, ReadSquared training, WP Schools Media Specialists, Edge Reopening, planning for returning to building, and others; ran programs: Mindfulness for All; Virtual Book Club for Teens with Lauren; Zoom Host for ten programs; blog posts; attended webinar: Incubating Creativity at Your Library; planned summer programs; worked on Summer Reading Game planning with Ashley and Lauren; collection development of ebooks, especially summer reading titles in conjunction with media specialists; completed NYS Contact Tracing course; and more.

**Lauren**

Ran Virtual Storytimes, Virtual Book Club for Teens with Kathlyn which read *Truly Devious*; Recorded elementary read-aloud videos; Created blog posts on caregivers and parenting, sensory needs, and children with special needs; Worked on next elementary read-aloud, Summer Reading Game planning with Ashley and Kathlyn, planning summer Virtual Teen Book Club series with Kathlyn in conjunction with the school media specialists; and more.

**Raquel**

Conducted Virtual Storytime for several 2nd Grade classes from White Plains schools; Worked on Summer Reading lists to make sure we have ebook copies and updated; Collection development for ebooks, including increasing Spanish and Bilingual titles; Blog posts for celebrations and observances, reading lists and virtual book displays, Ran programs including several Virtual Storytimes;

**Tata**

Ran virtual programs including four Virtual Storytimes and a Virtual Socialization; worked on blog posts for celebrations and observances, as well as Bilingual Picture Books; Attended webinar on Hands Free Storytime; Attended all-day Virtual Storytelling Conference; Assisted with translations for the website; and more.
Library Building Re-opening, A Phased Response

The re-opening of the Library building, and the expansion of Library services, in response to a pandemic, epidemic, public health concern, and/or public infection concern will come at the direction of the City of White Plains and the Library Board of Trustees, informed by opinion from the Health Department of Westchester County, State of New York, the State of New York's Division of Library Development, Center for Disease Control, and other public health authorities.

Return to the Library building will not mean an immediate return to a pre-pandemic environment. This undertaking will happen in five phases, guided by the health, safety, and well being of our staff members and public. New health and safety protocols will be in place, and will be modified as needed. We would rather introduce services incrementally rather than have to subtract services.

As much as possible, the Library will work with other members of the Westchester Library System to support a system-wide response.

It is expected that it will take several years before the phases are complete and the Library is as fully operational as it was pre-pandemic, however, some services may never return while others will take their place. The development of a successful vaccine is key to full operation.

In addition, Library management needs to remain alert to the possibility of reversion to early phases of operation if the rate of infection increases and government mandates to shelter are reinstated.

Re-opening, Phase One

Staff members return to the Library to prepare for the reopening of the building.

- **Timeframe:** a minimum of two weeks before the Library reopens to the public.
- **Context:** The stay-at-home order is lifted by local authorities for the phase that includes libraries; presently this seems to be phase two. Physical distancing and PPE are required of staff. The Library has successfully stockpiled PPE and sanitation supplies for three months.
- **Summary:** Library staff work to prepare the building for safe practices including the implementation of social distancing, reconfiguration of public and staff space, new signage, and reduced technology.
- **Circulation:** The Library will use this period to accept the return of material via the external book drop, and material will be quarantined for a minimum of 72 hours then
checked in and re-shelved. Material owned by other libraries will be returned to the lending library; however, the Library will not initiate fulfilling interlibrary loan requests through the Westchester Library System.

- Circulation: The Library initiates no-touch, curbside pickup
- Public services points, like reference and circulation desks, are redesigned utilizing acrylic walls and barriers to eliminate as much as possible staff and public contact. The Welcome Desk will move to the Hub area.
- Procedures to eliminate or minimize high touch areas and physical interaction are implemented.
- The six conference rooms on the first floor will be converted to staff offices and six staff members will be relocated to these offices.
- Staff workrooms will be reconfigured to support social distancing.
- Staff will wear PPE and will be trained in use of PPE and new hygiene procedures. Staff will be provided with a new mask daily.
- Elevator will be used by one person at a time.
- Reference Services: Will continue via phone, text, and email.
- Programs: Will continue on the virtual platform.
- Staff will continue to work both onsite and from home at their manager’s discretion.

Reopening, Phase Two

The Library is open to the public. External book drops are open 24/7.

- Context: Stay-at-home order is lifted by state and local authorities. Physical distancing and PPE are required of staff and public. The Library has successfully stockpiled PPE and sanitation supplies for three months.
- Summary: the Library will open primarily to lend materials and answer reference questions. Holds will be fulfilled utilizing only the White Plains Public Library’s collection. Seating will be removed from all public areas. Public computing will be put on hold. Extended stays or gatherings will be prohibited.

To provide a safe environment for all, the library will:

- Allow access only to those 12 years and older
- Allow access to the Trove or the Edge by appointment only.
- Limit all circulation activities to the first floor.
- Begin lending hotspots, museum passes
- Put on hold high touch services: copy machines, printers, and other services.
- Hire excellent security staff that will be charged with overseeing public conduct.
- Elevator use will be by one person or family at a time.
- Implement interlibrary loan through the Westchester Library System

To provide a safe environment for all, the Library may:

- Close all or some of the stacks and retrieve material.
- Limit the number of patrons allowed into the building.
- Modify Library hours.

Other modifications may be implemented.

- Circulation: The Library will begin circulating material through self-checks and returns through the book drop. Curbside pickup may continue or be replaced by our regular holds system. Material will be quarantined for a minimum of 72 hours then checked in and reshelved. In-person assistance will be limited. Payments can only be made with credit card.
- Reference Services: Limited reference services will begin. Patrons can make appointments for one-on-one consultations. Telephone, texting and email references will continue.
- Computing: Public computing is not available. Laptops may become available by appointment for job searching, with support via screen share
- Programs: Will continue on the virtual platform. There will be no in-person classes or room rentals. Partners such as BOCES and Westchester Community College will be encouraged to host classes and workshops online. SCORE will reconfigure its offices to support social distancing. Classrooms 1 and 2 and the Community Room can be used by library staff and SCORE for one-on-one meetings.
- Public behavior: The public will be required to wear masks, which the Library will provide, and gloves if they wish. Social distancing, especially on waiting lines, will be in effect. Elevator will be used by one person/family at a time. Public behavior will be enforced by security staff; patrons who refuse to comply will be removed from the Library and, if necessary, banned.
- Staff will continue to work both onsite and from home at their manager’s discretion.

Reopening, Phase Three

Additional services will be added.

Anticipated Date: dependent on local and state assessment of risk.

Context: Physical distancing is still recommended, but infections have significantly declined. PPE and sanitizing supplies are predictable and plentiful.

Summary: Some seating is introduced to public areas but configured to allow for physical distance. Computers become accessible at socially distant intervals.

- Implement public computing. Provide computer users with gloves, and provide disinfectant wipes for cleaning washable keyboards before and after sessions. Provide computer assistance through screen sharing.
- Circulation: The Library will continue circulating material through self-checks and returns through the book drop and material will be quarantined for 72 hours then checked in and reshelved. In-person assistance will be limited. Patrons borrowing
material will have to adhere to designated social distancing. Payments can only be made with credit card.

- Reference Services: Staffing at service desks will expand. Most services, such as lending hotspots or museum passes, will be reintroduced. Patrons will still be encouraged to book one-on-one sessions with staff. Telephone, texting and email references will continue.

- Programs: Will continual on the virtual platform. There will be no in-person classes or room rentals. Partners such as BOCES and Westchester Community College will be encouraged to host classes and workshops online. Classrooms 1 and 2 and the Community Room can be used by library staff and SCORE for one-on-one meetings.

- Public behavior: The public will be required to wear masks, which the Library will provide, and gloves if they wish. Social distancing, especially on lines, will be in effect. PPE and social distancing will be enforced by security staff; patrons who refuse to comply will be removed from the Library and banned.

- Public computers will be introduced.
- Staff will continue to work both onsite and from home at their manager’s discretion.

**Reopening, Phase Four**

Anticipated Date: dependent on local and state assessment of risk

- Context: Infection threat is low. Physical distancing guidelines have been relaxed. PPE may become optional for some staff.
- Summary: All seating and most computers are returned to the first and second floor.
- Circulation: Will continue to emphasize self-checkout and return by book drop. Payment can be made by cash and credit card. Quarantining of materials may be lifted.
- Reference Services. All service points fully staffed and all services restored.
- Programs: Allow for smaller group programs for all ages. There may be limitations on larger group gatherings. No room rentals. Many programs will continue on the virtual platform or blend in-person and virtual attendance.

**Reopening, Phase Five**

Anticipated Date: dependent on local and state assessment of risk.

Context: Infection threat is considered low or non-existent, there are successful medical treatments or a vaccine.

Summary: While all services will be restored to their pre-pandemic levels, the experience of the pandemic will continue to inform library operations. This will include heightened awareness of personal and building hygiene and the retention of distance in interactions, such as meeting online.
• Programs: Larger group gatherings for meetings or library programs are allowed. Room rentals are reinstated. Staff can resume outreach, community engagement, class visits, off-site programs.

Reopening, Staff Behavior

The Library’s most precious resource is its staff. Successful reopening after a pandemic, epidemic, public health concern, and/or public infection concern will require the commitment of everyone, both Library management and Library workers, to create a healthy environment. In addition to the public health measures outlined in section III, the following measures should be applied at all levels of reopening, from Phase One through Phase Five.

• Library management will provide PPE and abundant sanitary and cleaning products. If a staff member chooses to use gloves, he or she should replace the gloves several times a day and continue to wash their hands regularly.
• Library management will oversee the daily cleaning of the Library, including all public surfaces.
• The Library will contract with professional cleaners and utilize our regular maintenance staff to maintain a clean facility. However, we all need to pitch in. Staff is expected, in the course of the day, to disinfect personal areas, shared workspaces—such as service desks—when ending a shift, and commonly touched items in staff areas such as copy machines, coffee pot handles, and more.
• Staff should avoid meeting people face-to-face. Staff is encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible.
• Unavoidable in-person meetings should be short and held in meeting room where people can sit at least six feet from each other. Hand shaking is prohibited.
• Eliminate unnecessary travel. Seek out online training opportunities.
• Do not congregate in workrooms, staff rooms, or other areas. Keep six feet apart at all times.

COVID-19 Best Practices Policy

To allow patrons access to the White Plains Public Library (Library) during the COVID-19 pandemic, the Library Board of Trustees (Board) adopts this COVID Best Practices Policy (CV-19 Policy).

The Board’s authority to adopt this Policy is found in the Library Charter, Board Bylaws, and New York Education Law Sections 255, 260, 226, and 8 NYCRR 90.2. The Board has determined this CV-19 Policy is necessary to maintain accessibility to Library resources and services while maintaining the well-being of staff and patrons. The CV-19 Policy will remain in effect until concerns about pandemic health concerns subside to such an extent that the Board determines modification and or termination of the CV-19 Policy is warranted.
WPPL Staff have the authority to enforce the measures set forth in this CV-19 Policy, as they would any other Library Code of Conduct. Concerns about this CV-19 Policy should be directed to Library Director Brian Kenney.

We appreciate and thank you for your adherence and commitment to the CV-19 Policy measures, and keeping staff, patrons and the community safety when accessing the Library and its resources.

**Best Practice Measures**

**Activity Practices**

Only the following routine activities may be performed at the Library:

- Browsing and borrowing library materials.
- Seeking reference assistance.
- Placing materials on hold and retrieving holds.

The Library may implement limited public use of the Library for personal computer use in the future.

**Protective Practices**

All staff and patrons must abide by the following protective practices:

- Use a face mask at all times.
- Utilize social distancing, including while on line for library services.
- Elevator use by only one person or family at a time.
- Disinfect computer keyboards and workspaces before and after use.
- Practice good hygiene, including covering coughs and sneezes, coughing into a shoulder or bend of arm.
- Wash hands frequently or use alcohol hand sanitizer. Wear gloves where practicable.
- Do not gather or socialize in groups.
- Employ other routine practices to help minimize the spread of germs as defined by the Library.

**ADA**

In the event any best practices measure is not practicable on the basis of a disability, please contact Assistant Library Director Kathy Degyansky to explore a reasonable accommodation.

**Communication**

To aid the community in honoring the CV-19 Policy and best practices measures, the Library will transmit the CV-Policy through social media, the Library’s newsletters, and other available means of communication.

**Code of Conduct**
Adherence to these best practices shall be enforced as a requirement of the Library’s Code of Conduct until such time as this CV-19 policy is modified or revoked.
These guidelines apply to all business activities where the core function takes place within an office setting that have been permitted to reopen as well as to office-based businesses statewide that were previously permitted to operate as essential. This guidance may apply—butf is not limited—to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening). Please note that these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company). See Interim COVID-19 Guidance for Office-Based Work for full details.

During the COVID-19 public health emergency, all operators of office workspaces should stay up to date with any changes to state and federal requirements related to office workspaces and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Recommended Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Distancing</strong></td>
<td>Modify or reconfigure the number of workstations and employee seating areas and desks for their workers, so that workers are at least 6 ft. apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use.</td>
</tr>
<tr>
<td>In Phase II, limit the total number of occupants at any given time to no more than 50% of the maximum occupancy for a particular area as set by the certificate of occupancy.</td>
<td>Implement strict clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks.</td>
</tr>
<tr>
<td>A distance of at least 6 ft. must be maintained amongst all individuals at all times, unless safety of the core activity requires a shorter distance.</td>
<td>Limit use of shared workstations (e.g. “hot-desks”), when feasible.</td>
</tr>
<tr>
<td>Any time workers or visitors must come within 6 ft. of another person, acceptable face coverings must be worn (ensuring that mouth and nose are covered). Individuals must be prepared to don a face covering if another person unexpectedly comes within 6 ft.</td>
<td>Leverage technology, such as room sensors and real-time dashboards, to quantify and display utilization of spaces throughout the office.</td>
</tr>
<tr>
<td>Prohibit the use of tightly confined spaces (e.g. elevators, vehicles) by more than one individual at time, unless all individuals are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.</td>
<td>Mark six feet distance circles around workstations and other common stationary work areas.</td>
</tr>
<tr>
<td>Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas (e.g. clock in/out stations, health screening stations, restrooms).</td>
<td>Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.</td>
</tr>
<tr>
<td>Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.</td>
<td>Limit on-site interactions (e.g. designate an egress for individuals leaving their shifts and a separate ingress for individuals starting shifts) and movements (e.g. workers should remain near workstations as often as possible).</td>
</tr>
<tr>
<td>Shared workstations (e.g. “hot-desks”) must be cleaned and disinfected between users.</td>
<td>Add desks to spaces previously used for group gathering (e.g. meeting spaces, conference rooms).</td>
</tr>
<tr>
<td>Reduce interpersonal contact and congregation through various methods (e.g. adjusting workplace hours, limiting in-person presence to necessary staff, shifting design, reducing on-site workforce, staggering arrival/departure times to reduce congestion in lobbies/elevators).</td>
<td>Close non-essential amenities and communal areas which promote gathering or are high-touch.</td>
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</tbody>
</table>

**Note:** Non-essential travel to or video conferencing by employees is not prohibited.
Office-Based Work Guidelines for Employers and Employees

These guidelines apply to all business activities where the core function takes place within an office setting that have been permitted to reopen as well as to office-based businesses statewide that were previously permitted to operate as essential. This guidance may apply—but is not limited—to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening). Please note that these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company). See Interim COVID-19 Guidance for Office-Based Work for full details.

During the COVID-19 public health emergency, all operators of office workspaces should stay up to date with any changes to state and federal requirements related to office workspaces and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

### Mandatory

<table>
<thead>
<tr>
<th>Physical Distancing (cont'd)</th>
<th>Non-essential common areas (e.g. gyms, pools, game rooms) must remain closed.</th>
</tr>
</thead>
</table>

### Protective Equipment

| Provide workers with an acceptable face covering at no-cost to the employees/contractors and have an adequate supply of coverings in case of need for replacement. |
| Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields. |
| Clean, replace, and prohibit sharing of face coverings. Consult the CDC guidance for additional information on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning. |
| Train workers on how to don, doff, clean (as applicable), and discard PPE (training should be extended to contractors if the building managers/owners supply contractors with PPE). |
| Must advise workers and visitors to wear face coverings in common areas including elevators, lobbies, and when traveling around the office. |
| Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces; or, require workers to wear gloves when in contact with shared objects or frequently touched surfaces; or, require workers to perform hand hygiene before and after contact. |

### Recommended Best Practices

- Maintain adequate supply of face coverings, masks and other required PPE should a worker need a replacement, or should a visitor be in need.
These guidelines apply to all business activities where the core function takes place within an office setting that have been permitted to reopen as well as to office-based businesses statewide that were previously permitted to operate as essential. This guidance may apply – but is not limited – to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening). Please note that these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company). See Interim COVID-19 Guidance for Office-Based Work for full details.

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**Mandatory**

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<th>Hygiene and Cleaning</th>
<th><strong>Recommended Best Practices</strong></th>
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<tbody>
<tr>
<td>✓ Adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.</td>
<td>✓ Avoid use of furniture that is not easily cleaned and disinfected (e.g. cloth fabric sofas).</td>
</tr>
<tr>
<td>✓ Provide and maintain hand hygiene stations in office, including handwashing with soap, running warm water, and disposable paper towels, lined garbage can, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.</td>
<td>✓ Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.</td>
</tr>
<tr>
<td>✓ Provide and encourage participants to use cleaning/disinfection supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.</td>
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<tr>
<td>✓ Ensure that equipment is regularly cleaned and disinfected using registered disinfectants, including at least as often as employees and contractors change workstations.</td>
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<tr>
<td>✓ Cleaning and disinfecting of the office location, shared surfaces, and other areas, as well as equipment, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.</td>
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<tr>
<td>✓ Regularly clean and disinfect the site and more frequently clean and disinfect high risk areas used by many individuals and for frequently touched surfaces.</td>
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<tr>
<td>✓ Rigorous cleaning and disinfection must occur at least after each shift, daily, or more frequently as needed.</td>
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<tr>
<td>✓ Regularly clean and disinfect the location or facility and conduct more frequent cleaning and disinfection for high risk areas used by many individuals (e.g. restrooms) and for frequently touched surfaces.</td>
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<tr>
<td>(\checkmark) Provide cleaning and disinfection of exposed areas in the event that an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, lobbies, building entrances, badge scanners, restrooms handrails, door handles).</td>
<td>(\checkmark) Develop webpages, text and email groups, and social media campaigns to provide information to workers, customers, and visitors that include instructions, training, signage, and information.</td>
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<tr>
<td>(\checkmark) Prohibit shared food and beverages (e.g. buffet meals).</td>
<td>(\checkmark) Work with building management to help facilitate any building-wide communications.</td>
<td>(\checkmark) Post signage inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</td>
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<th>Communication</th>
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<tr>
<td>(\checkmark) Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.</td>
<td>(\checkmark) Post signage inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</td>
<td></td>
</tr>
<tr>
<td>(\checkmark) Post signage inside and outside of the office location to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.</td>
<td></td>
<td>(\checkmark) Establish a communication plan for employees and visitors with a consistent means to provide updated information.</td>
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<tr>
<td>(\checkmark) Train all personnel on new protocols and frequently communicate safety guidelines.</td>
<td></td>
<td>(\checkmark) Provide building managers/owners a list of essential visitors expected to enter the building.</td>
</tr>
<tr>
<td>(\checkmark) Establish a communication plan for employees and visitors with a consistent means to provide updated information.</td>
<td></td>
<td>(\checkmark) Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area.</td>
</tr>
<tr>
<td>(\checkmark) Provide building managers/owners a list of essential visitors expected to enter the building.</td>
<td></td>
<td>(\checkmark) If a worker or visitor was in close contact with others at the office location and tests positive for COVID-19, the employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors, and/or customers (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.</td>
</tr>
<tr>
<td>(\checkmark) Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area.</td>
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Please note that these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company). See Interim COVID-19 Guidance for Office-Based Work for full details.

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### Communication (cont’d)

- conspicuously post safety plans on site.

### Screening

- employees who are sick should stay home or return to home, if they become ill at work.
- implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, contractors, and other visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented daily.
  - if a person has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the individual may only return after completing at least 14 days of self-quarantine.
  - if a person does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the individual may only return after completing at least 14 days of self-quarantine.
  - if a person has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the individual should follow the above protocol for a positive case.
  - if a person has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the individual must complete a 14 day self-quarantine.

- coordinate with building managers to facilitate screening. Tenants are responsible for screening their own employees and visitors, unless Responsible Parties and building management have agreed to alternate arrangement to ensure screening is in effect.

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Recommended Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>employees who are sick should stay home or return to home, if they become ill at work.</td>
<td>prevent workers or visitors from intermingling in close contact with each other prior to completion of the screening.</td>
</tr>
<tr>
<td>implement mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, contractors, and other visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Responses must be reviewed and documented daily.</td>
<td>daily temperature checks may be conducted per Equal Employment Opportunity Commission or DOH guidelines.</td>
</tr>
<tr>
<td></td>
<td>maintain a log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area, such that all contacts may be identified, traced and notified in the event a worker is diagnosed with COVID-19.</td>
</tr>
<tr>
<td></td>
<td>screen individuals at or near the building entrance (if space allows) to minimize the impact of a positive individual in case of a suspected or confirmed case of COVID-19.</td>
</tr>
<tr>
<td></td>
<td>coordinate with building managers to identify individuals who have completed a remote screening.</td>
</tr>
<tr>
<td></td>
<td>use screening tools in building entrances, in coordination with building management where possible, to identify potentially symptomatic visitors and direct them to a secondary screening area to complete a follow-on screening.</td>
</tr>
</tbody>
</table>
These guidelines apply to all business activities where the core function takes place within an office setting that have been permitted to reopen as well as to office-based businesses statewide that were previously permitted to operate as essential. This guidance may apply – but is not limited – to businesses and entities in the following sectors: Professional services, nonprofit, technology, administrative support, and higher education administration (excluding full campus reopening). Please note that these guidelines may also apply to business operating parts of their business functions under different guidelines (e.g. front office for a construction company). See Interim COVID-19 Guidance for Office-Based Work for full details.

During the COVID-19 public health emergency, all operators of office workspaces should stay up to date with any changes to state and federal requirements related to office workspaces and incorporate those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.

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<td><strong>Screening (cont’d)</strong></td>
<td></td>
</tr>
<tr>
<td>✓ On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering.</td>
<td></td>
</tr>
<tr>
<td>✓ Identify a point-of-contact as the party for workers and visitors to inform if they later are experiencing COVID-19-related symptoms, as noted in the questionnaire.</td>
<td></td>
</tr>
<tr>
<td>✓ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.</td>
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</tr>
</tbody>
</table>
White Plains Public Library: Personal Protective Equipment (PPE)

The White Plains Public Library will provide each staff member with the following PPE: surgical mask, hand sanitizer, and gloves.

Please use a fresh mask each day. If you feel your mask has been compromised in the course of a workday, feel free to use another. Staff can use the Library-supplied masks or their own cloth masks.

When your supplies are getting low, please contact Bill Deierlein for replenishment.

Please mark all that apply:

____________ I have received a supply of masks.

____________ I have not received a supply of masks from the Library, and intend to use my own cloth masks. These masks will adequately cover the nose and mouth areas. I will use a freshly laundered mask each day.

Note: the Library prohibits the use of valve masks. These masks have a one-way valve allowing exhaled air to pass through a small round or square filter disc attached to the front without being filtered.

____________ I have received a copy, and read:
How to Put On and Remove a Face Mask (for wearers of surgical masks)
How to Safely Wear and Take Off a Cloth Face Covering (for wearers of cloth masks)
When to Wear Gloves

__________________________________________________________

Name

__________________________________________________________

Date
Contactless Curbside Pick-up Procedures

Calls will come in to 422-1400/1480 and will be answered by an adult services staff member.

If the patron wants children or teens material, forward the call to the appropriate department. If they want YA material, and Erik is working and available, forward the call to him in the Edge. Otherwise, forward the call to the Trove.

Complete the Contactless Curbside Pick-up Form (copy attached).

If patrons are seeking a specific item, check the catalog for availability. If unavailable, offer to locate a similar item. Otherwise, you can put the item on hold. Remind the patron that interlibrary loan has not been restored and there could be significant delays in receiving the item.

If the item is owned by us and is listed as on shelf, tell the patron we will look for the item and will call them back.

Call the patron. If you indeed found the item, double check that they want it. Check the item out to them while you have them on the line. If their account is blocked, drop their balance to $24. If their account is expired, renew their card to October 31.

Tell the patron when the items are due back; we are not providing due date slips. Remind them they can renew online or by calling us.

Many patrons may not have a specific title in mind, but would like suggestions or read-alikes. This is a chance to use our readers advisory skills. Ask them for the last two or three books or movies they’ve really enjoyed. Keep Novelist open on your desk top, it can help with read-alikes for fiction. Other helpful resources include Goodreads and Amazon’s “Customers Who Bought This Item Also Bought.” With popular authors, just Googling “authors like alice munro” or “books like Where the Crawdads Sing” will help. If you get stuck, ask a colleague!

Before they hang up, be sure to review our Curbside Pick-up procedures.

- They have three days to pick up the items.
- Items can be picked up between the hours of 10 am and 4 pm, Monday to Friday. No other times.
- Driving? When you pull up to the Library, call 422-1490 and provide your name. Remain in your car.
- A staff member will place the items on a table in front of the Library entrance. Please wait until they have returned to the building to retrieve the items.
• Walking? Call us from the corner of Martin Luther King or S. Lexington Avenue and provide your name. Wear a mask and keep a distance of at least 12 feet from the table. A staff member will place the items on the table. Please wait until they have returned to the building to retrieve the items.
• Don’t ask the staff member any questions. Call 422-1400 with questions. This number is displayed prominently on our entrance door.
• Don’t try to give us items to return. Drop them in the book drop to the left of the entrance.
• Recycle or reuse the bag, don’t return it.
• Please be patient with other drivers, many people are picking up materials.

When are you ready to check out the items, bag the items with a plastic bag, print out a wrapper, place it around the items, and secure it all with rubber bands. Place a copy of the flyer about curbside service in the bag.

Leave the items on the table adjacent to the circulation desk. Circulation staff will interfile it with other pick-up items.

Circulation staff will remain at the circulation desk to manage pick-up calls and distribute materials.

When a patron calls to pick up material, staff should immediately place the material on a table in front of the entrance and return to the building. There is no need to wait for the patron or make any contact with the patrons more than a wave.

At no time should library staff engage in conversation with the public. Don’t ever accept returns. There will be a prominent sign at the entrance directing the public to call 422-1400 with any questions about curbside.

A note about holds: Christiane, with assistance from Suzanne, will be managing holds. This includes contacting patrons about the books on hold we already have, as well as those that are trapped in the future. Holds will be checked out and distributed to patrons just like Pick-up items and will be integrated with all the Curbside Pick-up items behind the circulation desk.

If you are speaking to a patron about their holds offer to review them and clean up their holds list. At this point, it’s likely there will be many changes.

Some FAQ’s

How many items can I borrow?
Every White Plains cardholder can borrow three items a day.

When can I return items?
Items can be returned 24/7 through our book drop, located to the left of the entrance.

Are you disinfecting materials?
We are not disinfecting materials. We are using the best practices recommended by the Center for Disease Control: quarantine all books for 24 hours, which we are extending to 72 hours. This is why it will take several days for returned items to be removed from your account. This will not impact your borrowing more material.

Why are you using plastic bags?
The Library had moved to re-usable totes, but there was a cost for these and we wanted curbside pick-up to be free. Our plastic bags are reusable, recyclable and biodegradable.

Can I drop off book donations?
We are not accepting book donations, and our Friends Bookstore is not in operation at this time. We hope to accept donations in the next few months.

When can I go into the Library building?
The Library has a re-opening plan with several phases. We expect that you will be able to enter the library building in the next phase, perhaps early this summer.

Is the café open?
The café is not open, but we anticipate it opening this summer.

Will you continue to have programs online?
This experience has taught us how much our patrons enjoy some programs online. Once we can have programs in the Library, we expect to continue offering some online programs as well.

I don’t have a cell phone. Can I use this service?
If you let us know what time you will arrive, we will leave your package on the table for you.
2020/2021 LIBRARY HOURS & HOLIDAY SCHEDULE
Effective July 1, 2020

Library Hours:

**July:**
- Monday, 10 am – 4 pm
- Tuesday, 10 am – 4 pm
- Wednesday, 10 am – 4 pm
- Thursday, 10 am - 4 pm
- Friday, 10 am - 4 pm
- Saturday, Closed
- Sunday, Closed

**August - June:**
- (to be confirmed)

**Holiday Closings**

**2020**
- Independence Day: July 3, 4, 5 – Fri, Sat, Sun
- Labor Day Weekend: Sept 5, 6, 7 – Sat, Sun, Mon
- Columbus Day: October 12 – Monday
- Election Day: November 3 – Tuesday
- Veterans Day: November 11 – Wednesday
- Thanksgiving Eve Close at 6 p.m.: November 25 – Wednesday
- Thanksgiving Day: November 26 – Thursday
- Christmas Eve Close at 1 p.m.: December 24 – Thursday
- Christmas Day: December 25 – Friday
- New Year's Eve Close at 1 p.m.: December 31 – Thursday

**2021**
- New Year's Day: January 1 – Friday
- Martin Luther King, Jr. Day: January 18 – Monday
- Lincoln's Birthday: February 12 – Friday
- Presidents’ Day: February 15 – Monday
- Good Friday: April 2 – Friday
- Easter Sunday: April 4 – Sunday
- Memorial Day Weekend: May 29, 30, 31 – Sat, Sun, Mon
- Independence Day Weekend: July 3, 4, 5 – Sat, Sun, Mon
- Labor Day Weekend: Sept 4, 5, 6 – Sat, Sun, Mon
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