# **Regular Meeting**

# Wednesday, March 11, 2015

7:15 p.m. Call to order

- 1. Minutes of Annual Meeting of February 4, 2015 Minutes of Regular Meeting of February 4, 2015
- 2. Budget
  - a. City Revenue & Expenditures Budget by Department February 2015
- 3. Bills: 2014 2015 Budget: Claims #13, #14
- 4. Report of Library Administration
- 5. Trustee Reports & Business
  - a. WLS
  - b. Friends Meeting was postponed due to inclement weather
  - c. Foundation Executive Directors Report 03/04/15
  - d. Other
- 6. Ongoing Business
  - a. Update on FY 2015-16 Budget
  - b. Update on Newsletter
  - c. Gallery Update
- 7. New Business
  - a. Annual Report
  - b. Strategic Plan

White Plains Public Library Board of Trustees
Minutes of Annual Meeting

February 4, 2015

Call to Order

The annual meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice was Assistant Library Director Kathy Degyansky. Absent without notice was Trustee Connors. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, and Library Director's

Secretary Sandra McDaniel.

**Election of Officers** 

President Schwarz stated that the Nominating Committee which had consisted of Trustees Furth, Scherer and Schwarz had nominated Tim James for President and Denise Matthews-Serra for Secretary. President Schwarz called for any other nominations from the floor.

The Board voted unanimously to approve Tim James as President and Denise Matthews-Serra

Adjournment

as Secretary.

There being no more business before the Board, the meeting was adjourned at 7:08 p.m. on a MOTION by Trustee Furth, seconded by Trustee Haynes.

Yuki Haynes, Secretary Library Board of Trustees

## White Plains Public Library Board of Trustees Minutes of Regular Meeting February 4, 2015

#### Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:10 p.m. by President Tim James. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer and Schwarz. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, and Library Director's Secretary, Sandra McDaniel. Absent with notice was Assistant Library Director, Kathy Degyansky. Absent without notice was Trustee Connors.

#### Minutes of Regular Meeting of January 14, 2015

Trustee Schwarz remarked that the minutes should reflect that he was part of the Nominating Committee and President James noted that the \$10,000 fee should be changed to contribution from Showtime. With these corrections, the minutes of the regular meeting of January 15, 2015 were approved as submitted on a MOTION by Trustee Schwarz, seconded by Trustee Furth.

### **Budget:**

The City Revenue & Expenditure Budget by Department as of January 29, 2015 was reviewed.

## Bills: 2014 – 2015 Budget: Claims #11, #12

Trustee Furth reviewed the bills prior to the meeting and noticed one correction under Program Supplies. On a MOTION by Trustee Furth, seconded by Trustee D'Ambrosio, approval was granted for payment of bill voucher, #11, and #12 as corrected.

#### **Report of Library Administration**

Library Director Kenney discussed the Library Systems report submitted by John Lolis and advised the Board that he noticed that usage of the online resource Tutor.com had been increasing significantly. Further investigation revealed that this resource was available to all WLS cardholders. This is also true for the Library's ebook collection available from Overdrive. Mr. Kenney has restricted access to all digital content to White Plains cardholders.

President Schwarz commented on The Edge Report and appreciated that Librarian Carlson attended a middle school PTA meeting and Trustee Haynes stated that his presentation was well received.

#### **Trustee Reports & Business**

**WLS** – Trustee Furth stated that the WLS Board cancelled their meeting due to inclement weather in January and that there was nothing pressing that could wait until the February meeting. Trustee Furth noted that she was unavailable for the February and March meetings.

**Friends** – Trustee Schwarz noted that the Friends Board added some new members and he was pleased to note that one of the members would be celebrating their 90<sup>th</sup> birthday at their next meeting.

**Foundation** –Ms. Hollahan announced that the Showtime contribution of \$10,000 had been received and would be used for the Reading Coach program. She stated that Target, who had been sponsoring a science-themed reading program in the Trove, had decided to terminate the program to focus on a different program and gave a \$1,000 donation to cover the early termination of the program. Ms. Hollahan remarked that there were 13 confirmed adult teams, three student teams and three more potential teams for the February 27 Spelling Bee at Highlands Middle School. She also noted that their annual meeting was March 4<sup>th</sup> and that the next President would be Diane Tabakman with Gail Schwartz and Beth Kava as Vice Presidents and Richard Hecht as Treasurer.

#### Other -

## Minutes of the February 4, 2015 meeting of the Library Board of Trustees, page 2

#### **Ongoing Business:**

Library Director Kenney asked for comments on the revised Code of Conduct and Trustee Furth responded that she liked that it applied to adults as well as teens. Trustee Matthews-Serra asked that the effective date be changed to reflect the current date. The Board unanimously approved the revised Code of Conduct.

Mr. Kenney reviewed the programming that Recreation and Parks would be hosting at the library and advised the Board that the Legal Department had no issues with Recreation and Parks using our meeting rooms for fee-based programming.

#### **New Business:**

On a MOTION by Trustee Matthews-Serra, seconded by Trustee Haynes the Board approved the Personnel Additions/Deletions from 10/1/14-12/31-14.

Library Director Kenney requested that the approval for two staff members to attend the ALA conference and reimbursement of up to \$200 each in expenses be amended to \$400 each in expenses due to the delays associated with inclement weather. On a MOTION by Trustee Schwarz, seconded by Trustee Scherer, approval was granted and expenses approved up to \$400 each for the two staff members.

Library Director Kenney reviewed the budget and said that it was in good shape and recommended submitting it with a budget gap of \$10,000. Mr. Kenney reported that this year there were savings of \$33,000 and \$62,000 associated with retirements and benefits which helped balance the budget. One figure, for the Self-Insurance Fund (SIF), was pending.

Library Director Kenney suggested to the Board that the Library Board Association membership fee of \$425 be added to the membership fee category of the budget which currently contains museum passes. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Furth, the Board unanimously approved the Library Board Association membership fee of \$425 be added to the budget for the next fiscal year.

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes the budget with the amendment of \$425 was unanimously approved.

Library Director Kenney suggested that the budget review be scheduled on a different day next year and that a poll be taken to determine the best date. President James asked that this topic be brought up when we determine the meeting schedule for the next fiscal year.

#### Adjournment

There being no more business before the Board, the meeting was adjourned at 7:47 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Matthews-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:** March 3, 2015

In the Budget Report as of February 2015 all monthly revenues and expenditures are normal.

CITY OF WHITE PLAINS LIBRARY FUND

03/03/2015 15:34 bdeierle

FOR 2015 07	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	-14,454.90	00*	00.	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	00	00.	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS 03650 REPLACEMENT MATERIAL FEE	-1,795	-1,795 -3,000	-1,775.95 -2,287.56	.00.	00.	-19.05	98.98
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-4,063.51	-498.19	00.	-731.49	84.7%
06 MISCELLANEOUS							
06622 LIABILLTY INSURANCE CLAIM 06651 LIBRARY FINES 06695 RENTAL LIBRARY SPACE 06697 COMMISSION COIN MACHINE 06699 OTHER	-100,000 -6,000 -15,000 -4,500	-100,000 -6,000 -15,000 -4,500	-4,368.00 -45,533.13 -2,194.40 -10,434.85 -1,760.04	.00 -6,179.24 -95.00 -1,253.45 -211.41	00000	4,368.00 -54,466.87 -3,805.60 -4,565.15 -2,739.96	004 004 000 000 000 000 000 000
TOTAL MISCELLANEOUS	-125,500	-125,500	-64,290.42	-7,739.10	00.	-61,209.58	51.2%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-2,726,807.16	-2,065.92	00.	-3,401,708.84	44.5%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-2,726,807.16	-2,065.92	00:	-3,401,708.84	44.5%
0A APPROP FUND BALANCE	<i>V</i>						
09999 APPROPRIATED FUND BALANCE	-55,000	-55,000	00.	00 *	00*	-55,000.00	%0
TOTAL APPROP FUND BALANCE	-55,000	-55,000	00.	00.	000	-55,000.00	%0

CITY OF WHITE LIBRARY FUND	PLAINS	
CITY OF LIBRARY	H	FUND
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FOR 2015 07

ORIGIN		PL	REVISED BUDGET	YTD EXPENDED	YTD EXPENDED MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND		-6,311,187	-6,329,703	-6,329,703 -2,809,615.99	-10,303.21	00.	.00 -3,520,087.01 44.4%	44.4%
	GRAND TOTAL -6,311,187	-6,311,187	-6,329,703	-6,329,703 -2,809,615.99	-10,303.21	00.	.00 -3,520,087.01 44.48	44.48
		** END OF R	EPORT - Gene	REPORT - Generated by Bill Deierlein **	eierlein **			

FOR 2015 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES 1.150 MANAGERIAL SALARIES 1.153 M/C ATTENDANCE BONUS 1.200 CSEA SALARIES AND WAGES 1.201 CSEA OVERTIME 1.203 CSEA ATTENDANCE BONUS 1.800 PART-TIME/HOURLY WAGES	146,696 212,625 2,291,248 46,000 10,000 235,000	149,630 212,625 2,214,824 46,000 10,000 255,000	88,287.53 125,447.16 600.00 1,309,929.52 28,065.40 8,800.00 127,188.89	17,198.87 24,440.16 600.00 254,877.67 6,912.68 8,800.00 26,170.07	000000	61,342.47 87,177.84 .00 904,894.48 17,934.60 1,200.00 127,811.11	0.000 0.000 0.000 0.000 0.000 0.000 0.000
TOTAL SALARIES & WAGES 2. EMPLOYEE BENEFITS	2,942,169	2,888,679	1,688,318.50	338,999.45	000.	1,200,360.50	4.
2.001 SOCIAL SECURITY 2.020 MTS PAYROLL TAX 2.101 NYS EMPLOYEE PENSION 2.201 EMPLOYEE ACTIVE HEALTH INS 2.202 RETIREES HEALTH INSURANCE 2.203 RETIREES HEALTH INS BUYOUT 2.204 NYS HEALTH INS ADMN CHRG 2.205 RETIREES MEDICARE PAYMENT 2.206 ACTIVE HEALTH INS BUYOUT 2.301 DENTAL INSURANCE PLAN 2.407 OPTICAL INSURANCE 2.501 GROUP LIFE INS-MANAGEMENT 2.601 MEMBERSHIPS-FEES-DUES 2.602 EDUCATION-TRAINING FEES 2.703 UNIFORMS 2.703 UNIFORMS 2.905 EMPLOYEE ASSISTANCE PROG.	222,605 549,140 518,006 178,890 178,890 3,150 24,281 43,010 11,764 11,764 11,150 1,150 1,150	218,507 9,823 529,976 468,553 178,890 3,150 1,548 1,000 1,548,586	127,773.54 314,346.28 263,619.41 129,166.41 3,150.00 26,927.00 26,927.00 23,338.45 6,511.54 1,190.00 291.25 377.38	25,633.48 1,139.25 63,302.98 39,206.27 18,531.21 767.38 767.38 950.82 950.82 260.16 50.25 153,249.65	000000000000000000000000000000000000000	90,733.46 215,629.75 204,933.59 49,723.59 780.62 24,824.00 18,431.55 4,910.46 1,313.88 1,155.00 858.75 622.62 350.00 680.00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

3. MATERIALS & SUPPLIES

PLAINS	
WHITE	FUND
OF	\RY
CILX	LIBRARY

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PCT USED	0.004 0.004 0.004 0.008 0.009 0.	55.6%	10001 8800 10101 10101 8888 8888 88888	71.5%	29.0%
AVAILABLE BUDGET	3,549.10 2,175.09 119,846.192 3,008.56 197,727.34 2,710.22 865.00 8,000.00 8,000.00 1,595.06 1,595.06 1,182.03 61,697.65 676.34 1,182.03	408,235.43	21,773.64 54,277.92 25,224.40 -1,302.74	103,923.22	323,004.84 153,831.00 476,835.84
ENCUMBRANCES	1,250.000.0000.0000.0000.0000.0000.0000.0	1,250.00	31,716.90	31,716.90	00 0
MTD EXPENDED	1,140.81 128.00 23.296 6,292.21 679.00 9,704.47 316.98 537.76 537.76 148.00 148.00 148.00 148.00 148.00 148.00 148.00 532.57 532.57 532.57	55,175.64	5,359.02 13,483.91 2,810.10 12.46 150.00	21,815.49	2,065.92
YTD EXPENDED	5,450.90 1974.91 11,551.44 80.2.51.44 10.289.78 1,289.78 9,1989.78 1,080.00 3,694.00 16,595.06 201,887.20 2,177.97 3,3051.07 3,3051.07	509,420.57	4,200.00 77,263.46 55,531.08 31,275.60 13,778.74 41,150.00 6,050.00	229,248.88	131,807.16 .00 131,807.16
REVISED BUDGET	205,649 100,000 100,00	918,906	4,200 130,754 109,809 56,500 12,476 41,150	364,889	454,812 153,831 608,643
ORIGINAL APPROP	205,649 100,000 100,00	918,906	4,200 130,754 109,809 56,500 12,476 41,150	364,889	454,812 10,000 464,812
	3.001 OFFICE SUPPLIES 3.003 PRINTING 3.004 POSTAGE 3.005 BOOKS-PAMPHLETS-MOVIES 3.005 SUBSCRIPTIONS-PERIODICALS 3.006 SUBSCRIPTIONS-PERIODICALS 3.010 NON-BOOK MATERIALS 3.011 PROGRAM SUPPLIES 3.012 OFFICE EQUIPMENT MAINT 3.014 LIBRARY SUPPLIES 3.015 REPLACEMENT MATERIALS 3.016 REPLACEMENT MATERIALS 3.017 SOFTWARE 3.018 MAINTENANCE SUPPLIES 3.018 MAINTENANCE SUPPLIES 3.001 ELECTRICITY 3.001 ELECTRICITY 3.002 GAS 3.004 MATERIALS 3.003 GAS 3.004 COPIER RENTAL 3.704 COPIER RENTAL 3.716 LIBRARY SOFTWARE LEASE	TOTAL MATERIALS & SUPPLIES 4. DIRECT COSTS	4.005 FINANCIAL/ AUDITING COSTS 4.015 SERVICE CONTRACTS 4.016 SECURITY GUARDS 4.023 PROGRAM SERVICES 4.058 ON LINE SUBSCRIPTION SRVC 4.602 SIF CONTRIBUTION 4.709 LIBRARY PRGM ACTIVITIES	TOTAL DIRECT COSTS 9. OTHER FINANCIAL USES	9.302 TO DSF-LIBRARY FUND CONTR 9.990 RESERVE FOR FINANCING TOTAL OTHER FINANCIAL USES

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FOR 2015 07

ORIGINA APPROP	١ د	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	6,329,703 3,489,719.71	571,306.15	32,966.90	32,966.90 2,807,016.39 55.7%	55.7%
GRAND TOTAL	6,311,187	6,329,703	6,329,703 3,489,719.71	571,306.15	32,966.90	32,966.90 2,807,016.39	55.7%
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**BUDGET YEAR** 2014 - 2015

**CLAIM LIST #13** 

Page 1

Claims Paid On: February 20, 2015

BUDGET CODE	NUMBER	VENDOR	<u>AMOUNT</u>
3.001 Office Supplies	claim 2/5 claim 2/6	W.B. Mason Staples	\$ 20.68 19.38
3.005 Books	114 105 106	Baker & Taylor, Inc. Ingram Library Services Regent Book Company	2,053.04 174.44 14.01
3.006 Periodicals	107	Magnotta's Supermarket	68.00
3.010 Non Books	PC-130 PC-131	Midwest Tape OverDrive	4,096.93 2,803.55
3.011 Program Supplies	claim 2/6 PC-132 PC-133	Staples American Library Association Michael's Pizza	60.31 49.50 20.00
3.014 Library Supplies	PC-134 claim 2/11	Brodart Co. Traf-Sys	92.83 405.00
3.306 Maintenance Supplies	PC-135 PC-138	Grainger Kent Supply	490.55 30.66
3.601 Electricity	12/12 - 1/13	PASNY	34,060.88
3.602 Telephone	108	Nextel Communications	52.45
3.703 Equipment Rental	Feb '15	USA Mobility Wireless	23.38
3.704 Copier Rental	PC-119a	Canon Financial Services	558.31
4.015 Service Contracts	PC-139	Canon Solutions America	456.12
4.016 Security	109	Security Services of Connecticut	3,915.34

BUDGET YEAR 2014 - 2015 CLAIM LIST # 13

Page 2

Claims Paid On: February 20, 2015

BUDGET CODE	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
4.023 Program Services	PC-130 PC-136 PC-137	Midwest Tape Baker & Taylor, Inc. Protect Youth Sports	\$ 546.10 888.50 23.85
4.058 Online Subscriptions	110 111	Cablevision Gale	15.16 300.00
4.709 Library Programs	112 113	William MacMillan Buddy Wakefield	150.00 150.00

Approved:

Denise Matthews-Serra, Secretary

BUDGET YEAR 2014 - 2015 CLAIM LIST # 14

Claims Paid On: March 6, 2015

BUDG	ET CODE	<u>NUMBER</u>	VENDOR	<b>AMOUNT</b>
2.602	Education	114	American Library Association \$	147.50
2.603	Travel	122 118	Erik Carlson - reimburse Ben Himmelfarb - reimburse	338.52 200.00
3.003	Printing	PC-147	PIP Printing	80.00
3.005	Books	121 115	Barnes & Noble National Learning Corp.	429.98 37.45
3.006	Periodicals`	116	Royal Scarlet Deli	435.25
3.010	Non Books	PC-142 PC-143	Midwest Tape OverDrive	1,875.92 926.51
3.011	Program Supplies	PC-144 PC-145 PC-141 claim 2/19	Ellison Education Equipment Michael's Pizza Positive Promotions Staples	111.70 20.00 52.80 89.30
3.012	Equipment Maintenance	PC-148	Carl Viggiani	75.00
3.014	Library Supplies	PC-149	Gaylord Brothers	101.60
3.016	Ingram Library Services	118	Ingram Library Services	163.52
3.602	Telephone	119	Nextel Communications	72.45
4.016	Security	117	Security Services of Connecticut	3,756.61
4.023	Program Services	PC-142 PC-146 PC-150	Midwest Tape Baker & Taylor, Inc. Baker & Taylor, Inc.	152.40 868.00 3,395.00
4.058	Online Subscriptions	120	Cablevision	15.16
4.709	Library Programs	123	Naicy Pretill	500.00

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – February 2015

Date: March 3<sup>rd</sup>, 2015

#### Administrative

Attended a Mayor's Youth Board meeting at the Youth Bureau.

 Attended a meeting to discuss the plan for the Eastview 6<sup>th</sup> grade visits to the Library in the spring.

- Worked on the revision of the Emergency Closing Checklist for the Librarian-in-Charge.
- Wrote a blog post highlighting the Library's newest museum pass: Cooper Hewitt, Smithsonian
   Design Museum.
- Assisted Librarian Duffy with eVanced entries. Also edited the Page Turners entries in eVanced.
- Created YA College Collection and TV Series Collection statistics for staff to use in collection development.
- Most enjoyable moment of the month: participating on the Bibliobees Spelling Team at the
  Library Foundation spelling bee. We made it to the championship round and had a great team.
  Thank you to coach/sponsor Degyansky and teammates Lolis and Gaffey.

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.

- Media Specialist Olney attended a "LEGO Mindstorms EV3 Programming Using Simulink" webinar.
- Media Specialist Olney attended a NYLA 2015 Conference Programmers meeting in Albany where he represented the FILM [Finding Inspiration in Literature and Movies] Roundtable.

## **Customer Service:**

• 8 1-1 sessions for e-book and computer training.

- 6 English Conversation Groups led by Library Staff.
- 2 deliveries to Homebound patrons this month. Librarian Duffy created a flyer advertising the Homebound program to be delivered by Meals on Wheels to their customers in White Plains.
- Digital Media Specialist Olney completed a 3D Printing appointment with a patron.
- 9 Local History gueries via email, telephone, or in person.

#### Community Outreach:

- Elizabeth Hughes, on behalf of the Library, continued her Book Discussion group at Gilda's of Westchester, The Red Door Readers. They read "The Beautiful Things That Heaven Bears" by Dinaw Mengestu.
- Tours were given by Library Staff to new ESL students.
- Librarian Himmelfarb gave a presentation to the White Plains Council of Neighborhood Associations. Senator George Latimer was in attendance.
- Librarian Himmelfarb conducted 2 oral history interviews as part of the People & Stories initiative.
- Please see Librarian Perez's Outreach Report for more details.

#### Programs:

- Page Turners book group discussed "The Rise and Fall of Great Powers" by Tom Rachman.
- The ESL Book Group "The Next Chapter" are reading Tuck Everlasting.
- Business Programs included: 10 Steps to Starting A Business; SBA Workshop Where to Find
   Financing for your Business; The Do's and Don'ts of Online and Offline Networking; Job Club.
- 7 computer classes were offered and one Computer Demo that was an overview of Online Shopping.
- This month's Poetry Slam had an excellent attendance, 63, with guest poet Buddy Wakefield.
- Please see the Edge Report for Teen Programs offered in February.

By: Kathleen Degyansky
Dept.: Assistant Director

Subject: Monthly Report for February 2015

Date: March 2, 2015

#### OUTREACH AND COLLABORATION

• Represented the Library at meetings on February 19 and February 26 in preparation for the Harlem Fine Arts show scheduled for March 3. Created room set up information for use at the event.

• Arranged for the Homebound Instruction program move to the Edge effective February 23. The Homebound coordinator provided the library with a complete set of 7-12 textbooks to be housed in the Edge for use by their students. These books will be held as Reference materials in the Edge for use by any patron.

#### PROGRAMMING AND CUSTOMER SERVICE

- Met with Edge and Foundation staff on February 18 to discuss logistics for Eastview 6<sup>th</sup> grade class visits in the spring.
- Organized and conducted two Volunteer Orientation sessions on February 19. Twelve people attended.
- Proctored a real estate exam for a White Plains resident on February 23.
- Met with three artists for potential Museum Gallery exhibits. Continue to plan for collaborative projects with Arts Westchester.
- Scheduled a program, "Demystifying Medicare and Healthcare Coverage for Seniors" to be held on May 4. This program is offered by Westchester Seniors Out Speaking, a project of the Westchester Library System.

#### STAFF

- Participated in a Collection Management meeting on February 24. Working with staff in the department to advise on programming and other collection issues.
- Sponsored a Library staff team for the Foundation Spelling Bee on February 27. Assisted with the set up and trivia contest at the event. The Library Bibliobees took the prize for second runner up.

By: Rosemary Rasmussen

**Dept.** The Trove - Children's Services

Subject: Monthly Activity Report -February 2015

**Date:** March 4, 2015

## Outreach, Projects & Visits

♦ Rosemary Rasmussen attended the Superintendent's Day to meet with the district media specialists, and they in turn met in The Trove and toured the Edge. Director Brian Kenney brainstormed with the group on possible collaborations.

- ♦ The science fair book truck has now been used by a few schools. Science experiment books on all subjects are suggestions for the kids who want to do something else than the classic volcano model.
- ♦ Terry Rabideau read aloud at the Church Street School family night.
- Raquel Cavalcanti arranged a wonderful Winnie The Pooh display in the Tree Trail.

### **Programs**

- ♦ The Music Conservatory of Westchester gave two concerts on Sunday afternoons this month. Students and faculty performed, and children in the audience were able to talk to the students and try our some instruments. They loaned us a few instruments for our jazz Black History display.
- ♦ In February we had some special programs besides our core programs.

  During school vacation week, we had two mask making workshops (Mardi Gras!) and showed the Lego movie.
- Uno Chicago Grill once again hosted our book discussions run by Deb Gaffey.
- ♦ Terry opened the new StoryWalk for Black History Month and held a coordinating afterschool storytime.
- Bonnie Grant presented February Jeopardy, always fun.
- Rosemary dusted off her Box O' Bears storytime with puppets to celebrate Take Your Child To The Library Day.
- Terry read Caldecott winner picture books right before the announcement of this year's winners.

#### Staff

- Rosemary attended the WLS Environmental Literacy workshops.
- ♦ Tata Cañuelas attended the Anne Izard Committee meeting.
- Deb Gaffey represented the Library in the Foundation spelling bee!

By: Christiane Deschamps

Department: Collection Management Subject: Monthly Report (for February)

Date: March 4, 2015

#### **Customer Service**

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 25 Request a Purchase forms.

Book displays this month were "Black History Month" (De Luca) and "Medical Narratives" (myself). Brian Kenney, De Luca and I refreshed/merchandised New Books area.

## **Collection Management**

De Luca selected adult materials in all formats based on reviews in journals and online sources, Missing Items list, and White Plains and WLS Purchase Alerts. She monitored adult materials budget; ensured the following was updated with fresh titles on our website: Bookletters; NY Times Bestsellers purchased as ebooks (also on our Overdrive site). She decided which new books would get shifted to the regular collection; weeded selected areas including paperbacks and audiobooks and reviewed adult nonfiction slated for deselection; updated Periodicals listing. She submitted a list of forthcoming nonfiction titles with 1-sentence synopsis for "This Month on Martine."

#### **Technical Services**

A lot of staff time and energy was devoted to working with Midwest Tape, Baker & Taylor, and WLS to iron out problem of electronic invoices not loading into acquisitions module. Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials, including many YA donations; checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; fixed items needing mending or correction in the online catalog; shifted New Books to Old; and deleted missing materials from online catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding

#### Other

I met with Field Sales Consultant Tarita Murray of Baker & Taylor, who demonstrated new TitleSource interface for ordering books; Completed "Legal Research in New York" tip sheet (designed by Nancy Kunz); revised "Request a Purchase" form; led 2 English Conversation Groups; with WLS, coordinated change of status of books in Storage—so that they could be reserved by patrons; helped with Sharon Rothman's "WEDC's First Steps" program for new entrepreneurs; Siegel, Jattan, Black and I attended Austin Olney's lunchtime "Tech Demo: Online Shopping." Siegel represented the Department at Staff Association meeting.

By: Mariel Perez

Dept: Community Outreach Subject: Monthly Report Date: February 2015

# **Programming:**

- Making your Foreign Education count in US 25 ppl
- Strategic Networking (Sharon's program) 2 people
- Citizenship classes 26 ppl
- Spanish classes 125 people

# **Outreach**

- Attended ACCESS staff meeting to talk about our services 12 people were present.
- WPHS College event 50 people attended
- Tour to 3 ESL classes 45 students
- · Contacted Global Talent group for programs in April.
- Contacted Carmen Pena to talk about a self help program in April
- Tabling at YWCA
- Invited Eat Smart NY to table at our library
- Spoke to Kellie King from White Plains Hospital about Spring programs in the Library.

# **Meetings:**

- Attended Latino Committee meeting.
- Attended WCC Immigration meeting on Administrative Relief for DACA
- Met with Kathy to discuss Outreach
- Listened to webinar about Daca students
- Met with Immigration lawyer Marcia to discuss future program in the library

## 1-1 computer class

#### Memorandum

To: Brian Kenney, Library Director

From: Nancy Kunz, Community Relations Librarian

Subject: February 2015 Publicity

Date: 3/1/15

White Plains Library Presents a Talk by Local History Librarian

http://whiteplains.dailyvoice.com/neighbors/white-plains-library-presents-talk-local-history-librarian

White Plains Library Offers Services to the Homebound

http://whiteplains.dailyvoice.com/lifestyle/white-plains-library-offers-services-homebound

White Plains Library Offers StoryWalk Through March 15

http://whiteplains.dailyvoice.com/events/white-plains-library-offers-storywalk-through-march-15

Vineyard Haven Town Column: Feb 13 (mention)

http://vineyardgazette.com/news/2015/02/11/vineyard-haven-town-column-feb-

13?k=vg54df57b18e04b&r=1

White Plains Hosts Harlem Fine Arts Show March 3

http://patch.com/new-york/whiteplains/white-plains-hosts-harlem-fine-arts-show-march-3

# MONTHLY REPORT

By: John Lolis

Dept. Library Systems

Subject: Monthly Activity Report - February 2015

• A replacement 46" LED display was purchased with funding from the Foundation and has been installed in the Trove Cave area. It replaced the original display that had its screen damaged. It appears that there are no longer any displays available that provide a serial port, a feature that would have allowed the TV to be controlled from any computer on our network. While it is a minor inconvenience, it is indicative of the increasing obsolescence of the audio/visual technology in The Trove. For example, the current system uses VGA connections to route video, a technology that is rapidly giving way to the exclusive use of HDMI connections to route both audio and video.

- Twenty used computers have been donated to the Library. Although they are five years old, they are much more powerful than the 10-year old CyberPool computers which they will replace. The computers are currently being configured and are expected to be rolled out by mid-March.
- While modifying our proxy server (EZProxy) that provides remote access to our subscription databases for patrons, a problem was discovered with two of our Foundation center databases: Foundation Grants to Individuals Online and Foundation Maps. Neither Foundation Center tech support nor the support community for EZProxy have been able to come up with a solution. I was, however, able to work around the problem by bypassing the EZProxy server. The only disadvantage to this is that patrons who may try to gain remote access to these databases will not receive a page advising them that the databases are only available at the Library.
- On February 17<sup>th</sup> for approximately a half hour, we, along with all other Westchester libraries, experienced an outage of connectivity to the integrated library system (ILS). The partial outage was specifically with respect to the communication feature that allows third party services and applications to authenticate with and query the ILS. Affected during this time were the selfchecks, the PC reservation system, remote database access, ecommerce and a few of our subscription databases such as Freegal. Access to our OverDrive eBook collection was for the most part unaffected because OverDrive maintains an offline cached database of patron authentication information.
- Consistent with remote access to our own subscription databases (i.e., those not provided by WLS), we confirmed with OverDrive that our eBook collection is for the exclusive use of White Plains Public Library cardholders.
- A list of IT equipment and associated costs was provided in anticipation of budgeting for the 2015-2016 fiscal year. The specified equipment includes a server, wireless access points to improve our wifi coverage and network attached storage to provide greater storage capacity and increase reliability. The latter is becoming increasingly important given the rather large oral history audio files and scanned documents that librarian Ben Himmelfarb has been hard at work producing. I am also investigating the practicality and cost-effectiveness of a cloud-based storage and backup solution.

## MONTHLY REPORT AGENDA ITEM #4

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: March 11, 2015

Worked on the Harlem Fine Arts Show (March 3).

Developed programming for the Eastview class visits, scheduled between April 29 and May 21.

Developed presentation for National Service Learning Conference, April 8.

Worked with managers on Merit Evaluations for staff.

With Libby, developed the March issue of This Month on Martine.

Wrote annual report for FY 2013-2014.

Conducted English conversation group and Book 'Em, a book discussion group.

Participated in Spelling Bee.

Developed application for ALA/NEH grant: Latino Americans, 500 Years of History.

Met with other agencies as part of city-wide programming initiative. This month this meeting led to 3-D workshops for the Youth Bureau's Girls Academy. We continue to plan a One City, One book initiative.

# Edge Report - February 2015

## **Teen Programs:**

- Librarian Carlson
  - Origami Hearts, Comic Book Club, Friendship Bracelets, Book Review Club, and CNC Beverage Coasters
- Digital Media Specialist (DMS) Olney
  - Coding Club, and Spaceship Testing
- Librarian Carroll
  - Mug Decorating, Make a Mug Cake, Paper Flowers for Charity, and Smart \$\$
- Library Assistant Cuppy
  - SAT Practice Test

### Training & Meetings:

- Librarian Carlson
  - 6th grade visits preliminary meeting, meeting with Zork for 6th grade visits, Edge mini-department meeting
- DMS Olney
  - 6th grade visits preliminary meeting, Fulfilled 3D Printing appointment, Discussed future 3D Printing classes at Eastview Middle School, Edge mini-department meeting
- Librarian Carroll
  - o 6th grade visits preliminary meeting, Edge mini-department meeting

#### **Other Projects:**

- Librarian Carlson
  - Started chairing the 2016 Quick Picks for Reluctant Readers
     Committee, led an Edge team at the Spelling Bee fundraiser, fixed up the library at Woodfield Cottage
- DMS Olney
  - Represented FILM (Finding Inspiration in Literature and Movies) roundtable of NYLA at Albany during the 2015 Conference Programmers Meeting, Attended "LEGO MINDSTORMS EV3 Programming Using Simulink" Webinar, Created March Teen Program Calendar
- Librarian Carroll
  - Outreach with White Plains High School community service organization coordinators

Memo to:

White Plains Public Library Board of Trustees

From:

Libby Hollahan

Date:

March 4, 2015

Re:

Library Foundation Report

<u>Foundation Annual Meeting:</u> Scheduled for this evening. Our slate of officers includes Diane Tabakman, President and Secretary; two Vice Presidents, Beth Kava and Gail Schwartz; and Richard Hecht, Treasurer.

## **Fundraising:**

We have a Trove Birthday Technology Fund giving program set up in The Trove and have received a number of gifts from families and kids. Total gifts for this fund are now at \$4,700. Funds will be used to purchase new technology. A contribution from the production company of the pilot for "Billions" will support the Reading Coach program. The Foundation is developing plans for next steps in the Capital Campaign for Phase II of the first floor renovations.

#### **Grants:**

- --Shinnyo-en Foundation:
- --Our application for a second year of funding for the Collaborative Grant program was approved for \$26,820; includes support for participation in the spring National Service Learning Conference and the summer Shinnyo-en Annual Retreat, as well as for the Eastview 6<sup>th</sup> grade visits to the Library this spring (on the calendar for April and May 2015) and a repeat of the Summer TV Production Workshops.
- --The Shinnyo-en Edge grant (\$50,000) was completed on Nov. 30, and provided \$29,000 for technology, \$15,000 for furnishings, and \$6,000 for programs.
- --<u>Allstate</u>: Edge staff is planning several safe driving workshops this spring. We will have another safe driving outreach at the Loucks meet on May 9. Austin Olney will work the table with me and I will invite some Allstate volunteers. Kathlyn Carroll is coordinating several teen financial literacy programs under this grant. I met with Inspiria Media to plan the ad campaign portion of the grant, and there will be billboard ads at the City Center movie complex, White Plains train station, and bus shelters again this year. A new outlet this spring will be bus shelters at Purchase College.
- --<u>Target</u>: Target sent us an additional \$1000 for the Early Reading program; however, they are phasing out this grant program, and have decided instead to support school field trips.

#### **Events:**

For a first-time event, the Spelling Bee was fun, successful and ran reasonably smoothly. I will give more details at the board meeting. The Committee and volunteers did an outstanding job.

Trumble in The Trove is Sunday, March 22. Yuki Haynes is helping organize volunteers for a bake and book sale, and The Trove Staff is booking a puppet show and a juggler.

Our Fall 2015 Gala will celebrate the Foundation's 20<sup>th</sup> anniversary. The Foundation will be forming a Gala committee and a corporate outreach subcommittee in the next few weeks. Our honoree is Phil Klay, White Plains native and author of "Redeployment," the 2014 National Book Award winner.

## Other:

- --Working with Brian Kenney on monthly Library-Foundation e-newsletters, "This Month on Martine." We are trying to expand the mailing list by having signup forms at the service desks. As an incentive to sign up, we will be holding monthly drawings of Uno's gift cards, graciously donated by Greg Keenan.
- --Finalized the Record Retention Policy for adoption at March 4, 2015 board meeting; will next work on the Code of Conduct.