

**OSSINING PUBLIC LIBRARY**  
**Director's Report**

**Karen LaRocca-Fels, Library Director**

January through June is normally my “busy time,” between budget work, trustee election prep, the annual report, annual meeting prep, and the regular ramping up on patron library use (and this is all on top of the normal work of managing the library!), but this January/February/early March took the cake. The building project work really does take up all the oxygen in the room and Molly Robbins and I are doing our very best to keep all the plates in the air, while maintaining some semblance of grace. In addition to all this (But wait! There's more!), the library hosted two major events – Foundation and Friends – both of which were successful and wonderfully well-received (more below).

**Board and Committee Work**

I reached out to a colleague from my past and received a very helpful Library Treasurer job posting. There is a school district public library as well, with a long-time treasurer position that has just been vacated. I passed this along to the Finance Committee of the Board for consideration in their work to move forward with a paid treasurer position.

Buildings and Grounds Committee information is below.

Information on the Employee Handbook project that is underway is below. Staff are also working on some minor revision proposals for the Use of Meeting and Performance Spaces policy. There are a few contradictory and problematic parameters in the policy that we'd like to clear up and propose to the Policy/Personnel/Bylaws Committee for consideration. More to come.

Stephen Hamilton and I worked together to prepare the trustee candidate packets for the upcoming trustee election. The packets are ready to go in the Business Office and we'll be putting out information to the public asap.

**Budget and Finance**

With a big thank you to Bob Majernik (and not only for his expertise, but for his endless patience with me and all my changes), we now have a budget proposal ready for board acceptance. I have reviewed the budget with the Finance Committee and will be reviewing it with the full board at their Special Meeting on March 13<sup>th</sup>, for approval at the Regular Meeting on March 17<sup>th</sup>. The budget is at the allowable tax levy limit (tax cap) and supports our library's programs, services, staffing, and building needs.

**Building and Grounds**

Much work and many meetings have been done and had over the course of the last month. Our Buildings and Grounds team met with Lothrop architects to review the final preliminary plans and to approve work going forward to the next stage of design. Phil Rice drafted a letter

to Lothrop approving going to the next stage, which was sent. The architects and engineers convened for a meeting on March 12<sup>th</sup> to go over details and to further investigate on-site so that they can proceed. Molly Robbins is working closely with the architects (and informing all involved) as they move ahead. (Goals 5.5 and 5.6)

We have had several meetings with SGH to go over the design for the parking lot. We are moving ahead with a preferred design, which will add back most of the “lost” parking spaces, reposition the accessible spaces so that they are closer to the building, and add an accessible ramp to the upper lot to serve as a pathway for strollers and a backup should the accessible spaces in the lower lot be full or inaccessible. (Goals 5.5 and 5.6)

Phil Rice requested, and we had a further meeting with SGH and Calgi to review the budget for SGHs design and construction administration work for the retaining wall and parking lot project. SGH is preparing a revised budget, which will be shared with Calgi and all involved. (Goals 5.5 and 5.6)

We need to send our project budget and projected tax impact figures to the school district for their information as soon as possible. I am waiting on the go-ahead to send these documents along so that we can keep them in the loop and so that they can advise us as to next steps for their purposes of planning school board resolutions and the vote. (Goals 5.5 and 5.6)

Noah Nadelson from Munistat and I checked in with each other about our progress. Noah will be updating the tax impact document with the new tax valuations, which may have a slight effect on the impact (up or down, depending on whether the valuation increased or decreased). He will get that to us as soon as possible. Noah is prepared to attend any community meetings that we schedule. (Goals 5.5 and 5.6)

Sarah Spencer from Bond Schoeneck and King worked with Lothrop, SGH, and Calgi to draft the preliminary SEQRA documents for a board resolution on March 17<sup>th</sup>. These have been completed and are ready to go. (Goals 5.5 and 5.6)

Lindsay Crocker from Bond Schoeneck and King worked with Calgi on a contract for pre-referendum construction management. A draft revised contract was sent back to Calgi for review. I also sent the draft to Phil Rice for his review. We are eagerly awaiting being able to sign this contract. (Goals 5.5 and 5.6)

Mallory Marinaro has been working with Ginnie Blake West to finalize the information sheet that we will provide with our letter to our legislators about the building project. I have a draft in my inbox as I write this waiting for my review. Althema Goodson is also putting together a list of contact information for me to use in sending these out. Once both things are in hand, I will send out the letters. (Goals 1.3, 5.5, and 5.6)

Mallory, Ginnie, Molly, Amanda Curley, and Meghan Huppuch met with Ginne Blake West to plan next steps. Leslie Allen of the Ossining Library Foundation joined us. We started planning a Community Leaders meeting at which to speak with our community leaders about our project. Several things need to be put into place to make this happen, such as planning the presentation, insuring the attendance and participation of our experts, and prior communication with the school district. We are currently navigating these planning steps. We had hoped to send a Save the Date the first week of March, but I have held off to get our planning steps in

place so that we don't take folks by surprise who need to be in the know – or who need to be there. (Goals 4.1, 4.3, 5.5, and 5.6)

Several staff members and trustees had a tour of Washington School/HORAC to see it as a possible alternate library location while our building project is underway. While HORAC may be renting the third floor to another agency in the meantime, we are hoping that it might be a possibility for us in the future. We will also need to consider other spaces. I recommend that we start working with a realtor to help us navigate this. (Goals 5.5 and 5.6)

Molly Robbins and I (mostly Molly) went over our building renovation planning at our departments' monthly meetings in January and February. We've discussed the project with almost all our staff and have gathered questions and comments along the way. By and large, our staff are excited, if apprehensive, and we were so thankful for their openness and care as we discussed the project with them. For most of them, this was not their first introduction to the project, but we were able to provide much more detail and a better understanding of the scope and scale. (Goals 5.5 and 5.6)

## **Foundation**

Congratulations to Leslie Allen and the Ossining Library Foundation board for their successful showing of *SingSing*, followed by a very well-received panel discussion. The tickets sold out in record time and folks were super excited about the opportunity to see the film and learn from the panel. Participants whom I spoke with afterwards were moved by the event and congratulatory to the Foundation. I was sorry to miss the event. We are so grateful to the Foundation for bringing this opportunity to Ossining.

## **Friends**

The Friends mini golf event was truly epic! Two library staff teams played during the Friday night golfing opportunity and we had such fun. Turn out for the event was excellent. Many families with young children participated – some on both days! The Friends worked incredibly hard to pull this off – a big “congratulations” and “thank you” to them. Thank you, too, to our library staff, many of whom stepped up to help, and all of whom showed grace and good will as we navigated disruption (all for a good cause!) and helped our non-golfing patrons on the day. The two most uttered phrases that I heard on site were “This is the best library!” and “when are they doing this again?”

## **Grants**

Unfortunately, we learned that the library didn't move on to the next stages for consideration for the Carnegie Corporation's “Libraries as Pillars of Education and Democracy” grant. Diana Lennon, Suzy Zavarella, and I made a herculean effort, with Tiffany Paovella's excellent start, and submitted what we thought was a good proposal by the deadline. We knew at the time that the odds were long, but I'm glad we tried. (Goals 1.3, 2.3, and 4.3)

Thanks to Allison Robbins's oversight and management, we completed our ERate application for discounted broadband for 2025/2026. (Goals 1.2 and 5.1)

## **Outreach**

Ignayra Lopez facilitated a staff field trip to Bethany Arts Community to have a guided viewing of their Black History Month exhibit. The beautiful and thoughtful exhibit, curated by Ossining Village Historian Joyce Sharrock Cole, brought to life the history and contributions of the local Black community, from Ossining and beyond. I was so thankful to be able to participate. A big thank you to Bethany Arts Community and Ignayra for providing this opportunity for us.

## **Personnel**

The draft Employee Handbook will be brought to the Personnel/Policy/Bylaws Committee as soon as possible for review.

Steve continues to follow up with Westchester County Department of Human Resources on a number of open questions and requests.

## **Projects, etc.**

Allison Robbins is working with Quipu/PITS, the online security incident reporting software. We look forward to rolling out the product this spring.

Stephen Hamilton, Bob Majernik, and I worked together on the New York State Annual Report this year. I was glad to have the opportunity to work with Steve on this so that he can take it on next year. We submitted the report in time to have the Board approve it at their March 17<sup>th</sup> meeting.

My son and I were pleased to attend the library fireside chat led by Joyce Sharrock Cole about the history of Black churches in Ossining. It was very enlightening. She also invited a singer from one of the churches to demonstrate two different styles of gospel. The acoustics for singing in the Cheever Room are amazing!

We were thrilled to host a brief marriage ceremony at the library in February! The couple was married by Village Clerk Sue Donnelly in front of the fireplace in the Cheever Room while library staff looked on delightedly.

## **News from the Public Library Directors Association and the Westchester Library System**

We are all very disappointed that the new WLS mobile app has had such a rocky rollout. Mobile self-check is still disabled and is missed by our patrons. We look forward to the product being fully operational.

## **Some Meetings, Trainings, Programs I attended:**

February 10: Board of Trustees Regular Meeting  
February 11: Quipu/PITS kickoff and planning meeting  
February 12: Meeting with Neighbors Link

February 12: Historic Black Churches Fireside Chat  
February 13: Review of plans with Lothrop  
February 13: Teen Services Department Meeting  
February 18: Community Outreach Committee Meeting  
February 19: Bethany Arts Community Black History Month exhibit field trip with the staff  
February 21: Marriage ceremony!  
February 24: Logically meeting  
February 25: Patron Services Meeting  
February 26: Patron Services Meeting  
February 26: Quipu configuration meeting  
February 26: Meeting with Eugenia Schatoff, Director of New Rochelle Public Library  
February 28: Finance Committee Meeting  
March 3: Buildings and Grounds Committee Meeting  
March 5: Long Range Strategic Planning Committee Meeting  
March 7: Friends of OPL Mini Golf  
March 8: Friends of OPL Mini Golf  
March 10: Meeting with SGH  
March 10: Tour of Washington School  
March 12: Understanding the Office of Facilities Planning webinar  
March 13: Board of Trustees Special Meeting

Below please find reports for our Leadership Team.

Respectfully submitted,

Karen LaRocca-Fels

### **Suzy Zavarella, Teen Services**

February was packed with exciting events, but the highlight of the month was definitely the Cheever Room wedding, which was a beautiful success!

We had a great turnout for the two SAT prep workshops, with some of the attendees returning from the first session. Feedback from participants was overwhelmingly positive, which was fantastic to hear. Teens also had a blast with our Cool Science Experiments, which sparked plenty of excitement and creativity. Edible bouquets for Valentine's Day were a favorite, and glow punch was a fun addition this month. Teens also showcased their creativity by decorating tote bags and making reusable mugs with the Cricut.

Our second Teen Advisory Board brought in a few new faces and a lot of fresh ideas for upcoming programs. It's great to see the group growing and brainstorming creative ways to attract their peers to programs at OPL.

The final event in our collaborative chess tournament series was held here, and we were pleased to see 10 participants from both lower and upper Westchester towns. It was a fantastic opportunity for teens/tweens to connect, learn and compete.

Attendance for the fun and challenging Escape Room programs has been lower than expected, so we're going to try hosting it on a Saturday in March to see if that helps increase participation.

This month's *Friday Night Flix* featured *Wicked*, which drew a decent crowd. However, the movie's length and late ending time may have been a factor in limiting attendance, so we'll consider starting earlier for future screenings of lengthy movies.

We wrapped up our Laser Tag season with the final event of the year. With Daylight Savings time pushing sundown too late, the darkness—which is key to making the event so cool—just isn't quite right starting in March. We've discussed trying a later start time in April, so you never know... there might be one more laser tag!

For Read Across America Week, Sudha and I took a group of students from the Project Lit Book Club to visit Brookside School to read *Roar for Reading* and lead a related craft with the students. The book tells the story of a young lion who takes a stand against book banning when his mother, the librarian, removes some books—including one of his favorites—from the library. It was a wonderful experience, with the students asking thoughtful and inquisitive questions about book banning. They truly enjoyed having the "big" kids read to them.

Max's display for the month was a clever one: "Short Stories for the Shortest Month," which was a big hit.

On a disappointing note, we were informed that we were not awarded the Carnegie Grant this time. While it's certainly a bummer, we remain optimistic and motivated to explore other opportunities.

### **Looking Ahead to March:**

- Teen Summit with ENU Builds
- Job Readiness program
- New time and location for chess instruction
- Teen Job Search: Tips, applications, resumes and more

### **Mallory Marinaro, Patron Services**

I say this with sincere gratitude that the days will be lighter longer and the temperature will start to climb (it's funny, isn't it, that a 60 degree day in October is cause for a sweater but in March, I symbolically throw my boots into hiding and wear short sleeves?), but: the first day of Daylight Saving Time wreaks havoc with my internal clock, as well as my coffee consumption, so if this report is more disjointed than usual, which I understand is saying something, it's because I am not entirely sure what day it is. This coming on the heels of a February that somehow seemed shorter than usual adds to the general sense of upheaval and uncertainty of time and space.

As Marie notes in her report, we had some staffing changes in Technical Services and have done some pivoting to train additional staff on projects, as well as shifting our desk schedule to accommodate this. This, and some lingering personnel issues, took up a fair amount of our time (mostly Marie's!) and my kids and I were all felled with strep throat (all in different weeks, because illness and convenience never go hand in hand), so I honestly could have used an extra day in February.

### ***Congratulations to the Friends and Foundation!***

Both the Ossining Library Foundation and the Friends of the Library had an impressive February.

Perfectly timed just ahead of the Academy Awards, The Foundation's screening of *Sing Sing* filled the Budarz Theater and made an important hometown story accessible for the entire community. Tickets for the event sold out in an hour, waitlist included, which is phenomenal. Foundation Chair Leslie Allen put together a panel, helmed by Sean Pica and featuring Charles Moore and Jermaine Archer, of Rehabilitation Through the Arts, and Peter Gomez, a Rehabilitation Through the Arts alumnus, and the discussion was incredibly moving. Attendees raved about both the film and the program, and it was a great success for the Foundation to have hosted it. Thank you to Leslie and her team who made this happen.

The Friends networked tirelessly to make their Mini Golf event—I so badly want to make a hole in one joke, but I am not going to, out of respect for everyone reading this—a smash. They were able to sell sponsorships for all of the holes at the event and garnered an impressive amount of donations to use for silent auctions and raffles. Friends Treasurer Michele Tagg had the event planned down to the smallest detail, and the organization of her notes and folio was absolutely impeccable. Hosting a fundraiser like this was a huge undertaking for this group, and I did my best this month to promote the program with email newsletters and posters around the building. The event was a hit, and I hope the Friends feel very proud of themselves for hosting such a special weekend!

### ***Building Project***

This was a month of many meetings and great progress on the upcoming bond vote. I attended the Building & Grounds Committee meeting and at this point, know more about our parking lot, and what lurks beneath, than I do some of my friends. I will also be attending the Community Outreach committee as we work towards an information packet for local legislators and community leaders—many thanks to Althema and Amanda for their work on this!

We met with Ginnie Blake-West, our marketing consultant, for a catchup meeting on February 21. Ginnie has been so patient as we worked internally on a timeline and has hit the ground running planning communications and outreach. We've been working together on the information packet to make sure it's all cohesively branded and have started planning the content for an April 30<sup>th</sup> Information Session for community leaders. We have a marketing timeline that, while intimidating, crystallizes my work for the next few months; it's a lot, but it nicely lends itself to a to-do list and we all know I love a (color-coded) to-do list.

### ***Miscellaneous Meetings and Planning***

Diana, Ignayra, Suzy and I continue to meet monthly to discuss intergenerational programming. We have a lot of great ideas for summer programming for all ages, and a fall community read, and the three of them are so creative and flexible; we've had a lot of fun brainstorming ideas and building off of each other's suggestions.

I was happy to be asked to join Allison, Karen, and Molly in kickstarting our work with Quipu, and our new incident reporting software. I love the idea of digital incident reports, which I think will be great for the entire staff.

### **Marie Trapasso, Circulation/Technical Services**

For such a short month, we sure did manage to pack a lot into February!

#### **Staff Resignations**

We had two staff people, Lidya Aulestia and Marion Moreno resign in the past month. Both Lidya and Marion worked in Technical Services, and I wish them well and will miss them. For those not familiar with Technical Services, they are the staff that process and catalog all the materials that come in from our vendors (link them in the computer, create spine labels, etc.). So, these members of our team are vital to the functioning of the library. Luckily, Sheena Glanville and Sumbul Faridi had already taken on Lidya's cataloging, and it has been going great. In addition to them, Jenny Meudt also agreed to take on some cataloging in addition to her other responsibilities. So, on February 18 I went over cataloging the Large Print, Paperbacks and YA Books with her. I can recognize a fellow perfectionist when I see one and Jenny's attention to detail is impeccable. She also has a strong desire to get things right which is a breath of fresh air. Additionally, she is also kind, eager to learn and willing to jump into any project which leads me to my next topic.

#### **Tech Services Revitalization**

Jenny, Sheena, and Sumbul had a brilliant idea to move some things around in the Tech Services office area along with clearly labelling some things that hadn't been labelled, or the labels were peeling, fading, etc. I also ordered small book carts for Sumbul and Jenny to have for their own projects. They also took this opportunity to do some Spring cleaning as well and they got rid of some clutter. Because of all of this, we now have a designated "Creation Station" where all the Cricut materials, laminator, etc. are located. I am excited to see these things coming together and being neater and more organized. I can't wait to see how this area looks once the entire space has been painted, and we have everything arranged the way it makes the most sense. The real highlight of this project, however, was seeing how well Sumbul, Sheena and Jenny work together and how organically they collaborate and share ideas with each other. I know the future of Technical Services is bright with these three rock stars.

#### **Book Covering Demo**

On February 25, I taught Tricia Sabini, Sheena, Sumbul and Jenny how to cover books that come in without covers on them. I had to reach way back in the recesses of my memory to teach this as it's been years since I had to cover a book, but it went well. It was nice to see my muscle memory kick in, and I remembered the entire process. I am hopeful that now that



four other staff people know the process, books that come in uncovered, will be on the shelves quickly.

### **Address Alerts in Evergreen**

I had been seeing mail returned to us that were missing apartment numbers. So, I reached out to Lindsay at WLS to see if there was a way we could activate Address Alerts in Evergreen. This would alert staff to the fact that certain addresses would need an apartment number added. For example: if staff typed 71 Charter Circle into Evergreen when registering a new card, there would be an alert that popped up that said it needed an apartment number. I thought this would be an awesome feature and it was easy to set up. But just like so many other things, there was a slight hiccup with this. Every time I added another address to the list of addresses, I wanted the alert to pop up for, it made the alert pop up an extra time. So, if I had 4 addresses in there, the alert would pop up 4 times and that was overkill. So, Lindsay is now looking into how we get it to just show up once.

### **WLS Technology Committee Meeting**

I attended the WLS Technology Committee meeting on February 19. The major takeaway was that the WLS app is still being worked on. It seems that the iOS version has more stumbling blocks than the Android. However, both instances take a very long time to load and open. While the headaches are being worked on, mobile checkout is still not available. There is no ETA on when it will be fixed. WLS is asking that people download the app and use it so that they can better troubleshoot the issues with the app vendor.

### **Department Meeting**

We had our department meetings on February 25 and 26 and we invited the B&G staff to join our meetings to hear Karen and Molly's presentations about the building renovations. The Patron Services staff was engaged and thoughtful during these meetings and they are excited about the future. I also enjoyed hearing the B&G staff's ideas which were ideas that hadn't come up before and they will be beneficial for more than one department. I cannot thank Molly and Karen enough for their presentations. Molly especially was very articulate about all the plans and explaining them in the easiest terms. This is no small project and Karen and Molly have been amazing at keeping the staff up to date about the plans and timeline.

### **Promotional Materials**

I created 13 screen graphics for promotion of February programs and schedule changes for the flatscreens around the building and 6 placards for program promotion in Aspen.

### **Circ Statistics:**

**Patrons added: 125**

**Interlibrary Loans: (received at Ossining): 1,554**

**(supplied to other libraries): 1,147**

**Total Circulation (including eBooks): 15,545**

There were 0 checkouts from the Mobile App as it's still not working.

**There were 5,246 total checkouts from Overdrive.**

**There were 623 checkouts on just Ossining Advantage titles.**

Our museum passes circulated 63 times.

**Tech Statistics:**

**Items Added: 776**

**Items Deleted: 1,400**

**Ignayra Lopez, Children's Services**

February's programming focused on celebrating Black History Month. Although for every program we try to focus on diversity and inclusion all year long, in February we amp it up! Tricia's I Heart Art focused on some great black artists such as Alma Thomas and Faith Ringgold. Kevin hosted a special Black Superhero Showcase where he highlighted our many books about black superheroes. He also put the children through superhero training which was a blast. I hosted my monthly Little Critics Book Club where we read the Coretta Scott King Children's awarded books. Our little critics decided their favorite was *My Daddy is a Cowboy* by Stephaine Seales and illustrated by C.G. Esperanza. I also partnered with NAACP to host an Abayomi Doll making program. (Goal 4.1) Abayomi dolls were made by African mothers, primarily during the era of slavery, to comfort their children. The children who attended were absolutely delighted with the doll-making activity. Their lit-up faces as they held up their dolls with pride really made this program worthwhile. (Goal 2.1)

For parents and caregivers, I hosted an OPLF David Swope grant funded 4-week miniseries called Baby Time Conversations. As an extension of our Friday Baby Time program, I offered up another day during the week where parents and caregivers could reunite to play and connect. During this time, Estefany Angeles, a certified bilingual doula from Birth a Mi Manera, was present so participants could ask questions, get advice and tips on caring for a new baby. The first 2 sessions of the program didn't do as well as I would have hoped.

Programs for people with babies could pose to be quite difficult as babies are very unpredictable (especially when's it's cold out). Estefany was great to work with and flexible. We decided to reevaluate and ask our patrons and families what days and times work for them. We changed the time to fit napping schedules. We also changed the messaging to be more informal, so we began to call it Baby Playdate. After doing some readjusting, I'm happy to say more families attended the last two sessions. (Goal 2.1 and 4.1)

Many thanks to Molly for ordering and coordinating for us 2 more new board book bins. The new bins now house our Spanish board books. Moving these books has created some extra shelving space. In this space we are expanding our favorite book character collection to include Pete the Cat, Pinkalicious, and Thomas the Train. These kinds of collections get lots of traction and make it super easy for children and their families to find some of their favorites! (Goal 2.2)

On Wednesday, February 19 Suzy and I coordinated a trip for OPL staff, board and friends to Bethany Arts Community to get a tour of the Black History Month Exhibit. A handful of library staff members attended, and we learned so much about the rich black history right here in Ossining and surrounding Westchester. I was thrilled to discover that, among the many remarkable historical moments and figures in Black history featured in the exhibition, OPL offers a book that highlights each of these significant moments and individuals. (Goal 4.1)

We just about wrapped up our Park School Pre-K trips to the library. Our last trip is on March 4<sup>th</sup>. That would be 13 Pre-K classes that visited OPL in the last 7 weeks which equals to over

200 preschoolers. What a joy we were able to host them and instill their love of reading and the library. And we were able to get most of them their own library card! This Spring I am back on the road visiting Park School once again on Mondays for Pre-K and Thursdays for Kindergarten. I look forward to my kindergarten visits where we explore Fiction vs. Nonfiction. (Goal 4.1)

The children's room has lots to look forward to in March. In addition to our regular weekly programs, we will be hosting some special programs. As part of the OPLF David Swope grant, I am partnering with Jenny from Patron Services to host a Baby and Me Cricut program. The first session is scheduled for March 25th at 10:30am. Kevin is hosting another Minecraft tournament on March 14 at 4pm. In addition, we have a Minecraft book display and a Minecraft scavenger hunt to create some buzz for the program. Lastly on March 31 at 2pm I will host my monthly Little Critics Book club where the group will elect OPL's Shero of 2025.

### **Allison Robbins, Technology and Training**

**Bibliotheca Pickup Lockers:** We found a good location for pickup lockers that should avoid any need to have them moved during building construction and remain accessible to patrons through most of our upcoming changes: outside the front of the building, near the book drop. We are submitting the purchase proposal to the board this month. Everyone involved is hopeful to see this 24/7 material pickup service begin soon. Mallory, Jenny, Marie and I are all working on coming up with a good design to put on the lockers that would help publicize the service and our library from the prominent placement. (Goals 2.3, 5.1, 5.2)

**Patron Computers:** The new computer tables for the Teen Room were delivered this month. These new, round tables were purchased in response to teen patron needs: more computers and a better space to use the computers as a social activity and for school. The round tables enable the teens to engage with one another more easily as they game, do homework, and otherwise enjoy the use of the computers. The tables are a more efficient use of space and can accommodate a total of 12 computers on the three tables, instead of the five that were previously installed. I have installed eight of the 12 thus far, working through some configuration issues that I encountered when getting some additional computers ready with Logically.

As a part of this process, I converted some of the Children's Room patron computers to Teen computers, which enabled me to install the new, all-in-one computers that we purchased to increase the number in the Children's Room. These all-in-one computers will make for a nice, "clean" setup with fewer cables and less visible hardware once we get delivery of the new tables for the Children's Room that Molly ordered last year. In addition, I was able to replace the very old keyboards and mice in the Children's Room with some bright, happy, and antimicrobial keyboards and mice designed for kids. Check them out, if you get a chance! (Goal 2.3)

**Quipu PITS:** We began our Patron Incident Tracking System (PITS) configuration in February—determining some of the internal reporting fields, such as locations in the building, and some of the administrative and reporting structures for reports and the system once set up. Quipu's onboarding process seems very organized thus far and I look forward to continuing our configuration and training on the system. (Goal 5.2)

**Granite/POTS Lines Conversion:** Work by Granite began on converting the communication of some vital systems from POTS lines to internet and cellular. The network setup that we have in place can accommodate this addition, which is great. However, Granite ran into issues moving the lines on some of our systems. Molly is working on coordinating a time when Granite and our alarm service providers can be on site together to resolve the issues and get everything sorted out. As it often happens, things sometimes don't go as quickly as planned! (Goal 5.1)

**Power Outage Impact:** Early in February, the library experienced a brief power outage. Though brief, the outage impacted a couple of our copiers by unexpectedly resetting some of their network settings and causing issues for the Fax service for several days. More impactfully, the outage "took out" our overhead speakers' connection to the announcement device. While disruptive, this has turned out to be a helpful catalyst for updating the system. Instead of sinking time, effort, and money into investigating and trying to repair the old system, I have begun updating the announcement speakers and setup. This began by projecting the announcements via phone handset speakers in the building while we await dedicated speaker placement. This increases the number of points at which the announcements are made and provides coverage wherever staff are working.

Replacing the existing speakers overhead, we purchased some wireless speakers produced by Grandstream, which makes the phones we currently use. These speakers are easy to set up and put anywhere there is a power outlet, enabling us to provide the best projection coverage possible as we experiment with placement. Ultimately, we should be able to ceiling mount them. Importantly, these new speakers can be monitored and adjusted via the same online dashboard and control system by which we control our phones. This means we can make quick changes as needed and more easily identify problems with the system in the future. Finally, these new speakers are portable! As is the advantage with our newer VOIP phone system, we can pick these devices up and move them to any location we need them to be, providing for flexibility when we have building construction. (Goals 5.1, 5.2)

### **Diana Lennon, Adult Services**

In February we celebrated some big events: Sarah Bracey White presented "An Afternoon of Live Theater" (see photos) which brought in over 75 people despite a pending snowstorm. We showed a Turkish film, and the Cine Club discussed the Oscar winning (for Zoe Saldña) "Emilia Pérez". For our Black History Month programming, the James Austin Trio entertained patrons, and with other libraries, we presented the virtual program "Groundbreaking Black Comedians". We also enjoyed Tanya Evans Johnson's art display and workshop "Cardboard Comes to Life" and we heard great comments about her exhibit! (Goal 2.1)

On February 28, James, Mark, Cristella and I attended the Westchester Library Association MidWinter meeting. We traditionally have hosted it for a number of years but with Covid, this is the first in-person MidWinter in five years! Although the Keynote speaker was ill, the legislators and other speakers were excellent. I was pleased to hear Sen. Shelley Mayer say that they are looking into support for having a Social Worker in NYS libraries, and of course we were pleased that Dana Levenberg gave us an OPL and Ossining shout out! With the theme "Overcoming Adversity: Taking the Lead in Libraries" the three speakers told the story of their library challenges. Hearing others' stories is good for resetting perspectives on what we are faced with every day. (Goal 3.2)

The staff Spanish class is moving along well, and I have seen the “students” use their new language skills at service desks! I applaud Guillermo for teaching, and Mark, Marci, Scott, and Angela for learning Spanish—it is so helpful at the library! We are grateful that Karen and the OPL Board fully support our professional development and staff training. (Goal 3.2) Karen and I met with a student representative from the Ossining High School Equity Team to discuss potential “Know Your Rights” programs at OPL. We also met with Neighbors Link about their legal resources and counseling services. The new Mariandale archivist visited to discuss a small display here about their history for later this year. The Dept. Heads are discussing spring and summer programming, and we plan to focus on intergenerational events, Summer Reading, and various off-site events—hopefully with nice weather after this long winter! (Goals 4.1, 4.3, 2.1)

We continue our work on the non-fiction audit, and while there have been some bumps along the way, we do see the proverbial light at the end of the tunnel. We will have a full report, a cataloging schema/guide, and a more balanced weeding/purchasing process—not to mention highly improved collections—when we finish this project. Now we are preparing to dive into the Fiction collection, and already have located several books that were previously marked as “missing” in the catalog. We take every single win with this task! (Goal 2.2)