

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, January 14, 2015

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of December 18, 2014**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - 01/07/15
- 3. Bills: 2014 – 2015 Budget: Claims #9, #10**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 12/11/14
 - c. Foundation – Executive Directors Report – 01/07/15
 - d. Other
- 6. Ongoing Business**
 - a. Capital projects
 - b. Hoopla launch
 - c. Vote on Library Trustee Association Membership
 - d. Security and The Edge Update
 - e. Code of Conduct for The Edge
 - f. Digital newsletter update
 - g. Programming partnership with Recreation and Parks
- 7. New Business**
 - a. Nominating Committee report
 - b. Showtime request to film pilot in the Library
 - c. Vote on Personnel Additions & Deletions – 10/1/14-12/31/14

White Plains Public Library Board of Trustees

Minutes of Regular Meeting

December 18, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:05 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Haynes, James, Matthews-Serra, Schwarz and Scherer. Absent with notice were Trustees Connors, D'Ambrosio and Furth. Also in attendance were Library Director Brian Kenney, Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, and Library Director's Secretary, Sandra McDaniel.

Minutes of Regular Meeting of November 12, 2014

The minutes of the regular meeting of November 12, 2014 were approved as submitted on a MOTION by Trustee Scherer, seconded by Trustee Haynes.

Budget:

City Revenue & Expenditure Budget by Department as of November 30, 2014 were reviewed.

Bills: 2014/15 Budget: #8

In Trustee Furth's absence, President Schwarz reviewed the bills prior to the meeting. Trustee Scherer, seconded by Trustee Haynes approved payment of bill voucher, #8 on a MOTION.

Report of Library Administration

Library Director Kenney discussed the Harlem Fine Arts show that would be returning next year. Trustee Haynes asked for more information regarding the solar panels project for the library roof and Mr. Kenney responded that it was a City initiative to investigate employing solar panels to generate energy; the main purpose was to provide charging stations for electric cars in the garage beneath the Library. Trustee James asked about the new service, Hoopla, and Library Director Kenney described the service that provides unlimited simultaneous use of items, including streaming and downloadable movies and TV shows, audio books, and music exclusively for White Plains cardholders. Mr. Kenney stated that the official launch date of the service is January 10th.

Library Director Kenney remarked that he was starting a digital newsletter in conjunction with the Library Foundation to keep our patrons informed about the library. Mr. Kenney also noted that he met with the mayor and discussed new initiatives the library would like to pursue, infrastructure issues in the Library, and opportunities for better communication among city agencies.

Trustee Reports & Business

WLS –.

Friends – President Schwarz remarked that the Friends of the Library were hosting a luncheon for the staff on January 15th.

Foundation –Ms. Hollahan stated that she was continuing her work on fundraising and mentioned the plans for the Trove which is celebrating its 10th anniversary. She also discussed the upcoming Spelling Bee at the Highlands campus on February 27th and noted that a flyer was posted to the Foundation's website. Ms. Hollahan remarked that they were preparing a banner for the library to capitalize on their recent NYLA (New York Library Association) award for the building.

Minutes of the December 18, 2014 meeting of the Library Board of Trustees, page 2

Other –

Ongoing Business:

Library Director Kenney discussed capital projects and stated that Phase II of the renovation has been pushed back another year: the earliest construction could now begin would be fall 2016. The Board was disappointed by the news.

President Schwarz researched the Library Trustee Association membership and shared his findings with the Board and said he would send the Board a link to their website so they could explore it further. Trustee Schwarz noted that 50% of Westchester library boards were members and the Board could make a decision at the January meeting as to whether to join the association and how to pay for it.

Library Director Kenney stated that there were a number of security issues in The Edge – some stemming from the large numbers of teens using the facility at one time and some behavioral. Mr. Kenney remarked that they were making changes by ordering more chairs with award money they received from NYLA and the Foundation; this would give more teens a place to sit as oppose to roaming around the space. They would also station a security guard outside The Edge between the hours of 3 and 6 p.m. Library Director Kenney will be developing a code of conduct that is more teen focused and will have the Board vote on it next month. Assistant Library Director Degyansky remarked that the issues were typical teenage behavior and would have a Community Policing Officer stop by to observe and give tips to the staff. Trustee Haynes asked what the maximum capacity for The Edge was and Mr. Kenney remarked that he thought it was flexible based on how space was configured but would review his notes.

New Business:

Library Director Kenney discussed the audits of public libraries in New York stated and stated overall we were in pretty good shape because we observed the policies and procedures developed by the City; it was likely that the Library would be audited in the next six months. Mr. Kenney did note that we did not have a disaster recovery plan and stated that Assistant Library Director Degyansky would be developing a plan and a draft would be available in the spring.

Mr. Kenney advised the Board that he was exploring with WLS, and eventually the City's IT department, providing free wireless access in downtown White Plains. This is a service WLS is interested in exploring.

Library Director Kenney commented on a one city, one book initiative that came out of his meeting with the mayor and other departments. Mr. Kenney stated that there is a lot of interest in one city, one book with the Youth Bureau and Recreation and Parks and the library may have the lead on this. Library Director Kenney stated that a potential partnership to expand adult programming with the Youth Bureau and Recreation and Parks also came out of the meeting with the mayor and he asked for the Board's thoughts. Mr. Kenney said the purpose of the partnership would be an opportunity to develop a better audience for senior and adult programs by having them in the Library.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:06 p.m. on a MOTION by Trustee Scherer, 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: January 7, 2015

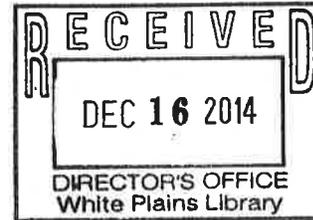
In the Budget Report as of December 31, 2014 all monthly revenues and expenditures are normal with the following note:

Expenditure line 3.716 (Library Software Lease): WLS implemented a 2 year pilot program with regard to Inter Library Loans, as detailed in the attached memo.

December 11, 2014

White Plains Public Library
100 Martine Avenue
White Plains, NY 10601

Attn: Brian Kenney



Dear White Plains Public Library.

The recently mailed invoices for January to June 2015 member library service fees included a payment variation based on a library's status as a net lender or net borrower for materials shared between the 38 Westchester Library System (WLS) member libraries.

This billing change was initiated by a recommendation from the Public Library Directors Association (PLDA) at the May 15, 2014 meeting. The recommendation was to launch a two-year pilot program that removed the debit/credit component from the funding model. This component of the model was self-funded (net borrowers' debits covered the net lenders' credits) and therefore did not impact the funding model's overall budget. This pilot project has the following goals:

- To recognize and compensate libraries that purchase materials to satisfy system-wide holds.
- To support local collection development initiatives and enable purchasing to support local holds.
- To promote resource sharing by creating a broader system-wide collection while getting materials into patron's hands more quickly.
- To be more environmentally friendly by reducing the number of items transferred between member libraries to meet local holds.

At their November 28, 2014 meeting, The WLS Board of Trustees reviewed and accepted PLDA's recommendation to support this pilot project in the WLS FY2015 budget.

In terms of the WLS member libraries' intra-lending/borrowing activities that occurred during the October 1, 2013 to September 30, 2014 time period, White Plains Public Library has been identified as a net lender and is eligible for reimbursement of library materials purchases up to \$20,696.50 in 2015. The purpose of the reimbursement is to support local collection development activities. Libraries are encouraged to purchase materials that support the needs of under-represented communities. *Please*

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	146,696	149,630	71,088.66	11,465.92	.00	78,541.34	47.5%
1.150 MANAGERIAL SALARIES	212,625	212,625	101,007.00	16,293.43	.00	111,618.00	47.5%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,055,051.85	169,673.82	.00	1,159,772.15	47.6%
1.201 CSEA OVERTIME	46,000	46,000	21,152.72	6,891.35	.00	24,847.28	46.0%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	101,018.82	17,189.91	.00	153,981.18	39.6%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	1,349,319.05	221,514.43	.00	1,539,359.95	46.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	218,507	102,140.06	17,925.89	.00	116,366.94	46.7%
2.020 MTA PAYROLL TAX	9,997	9,823	4,649.59	863.01	.00	5,173.41	47.3%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	251,043.30	41,436.52	.00	278,932.70	47.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	224,413.14	36,934.48	.00	244,139.86	47.9%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	110,635.20	19,565.10	.00	68,254.80	61.8%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	3,150.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHR	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	25,176.00	12,692.90	.00	24,824.00	50.4%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	26,927.00	26,927.00	.00	-2,646.00	110.9%
2.301 DENTAL INSURANCE PLAN	43,010	41,770	19,930.60	3,356.20	.00	21,839.40	47.7%
2.407 OPTICAL INSURANCE	11,764	11,422	5,560.72	936.40	.00	5,861.28	48.7%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	1,560.96	260.16	.00	1,574.04	49.8%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	200.00	.00	-165.00	116.1%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	291.25	174.50	.00	858.75	25.3%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	327.13	192.64	.00	672.87	32.7%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,360	1,360	680.00	.00	.00	680.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,620,411	1,545,940	777,674.95	164,614.80	.00	768,265.05	50.3%
3. MATERIALS & SUPPLIES							

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	4,310.09	115.25	704.86	3,985.05	55.7%
3.003 PRINTING	4,000	4,000	416.91	.00	.00	3,583.09	10.4%
3.004 POSTAGE	0	0	173.96	.00	.00	-173.96	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	79,510.30	23,656.36	.00	126,138.70	38.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	10,872.44	9,242.69	.00	3,687.56	74.7%
3.010 NON-BOOK MATERIALS	100,000	100,000	70,568.19	17,501.80	.00	29,431.81	70.6%
3.011 PROGRAM SUPPLIES	4,000	4,000	972.80	138.35	.00	3,027.20	24.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	135.00	.00	.00	865.00	13.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	8,660.65	.00	.00	1,339.35	86.6%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,004	2,004	1,080.00	.00	.00	924.00	53.9%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	3,546.00	1,770.00	.00	8,454.00	29.6%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	925.00	925.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	13,195.75	2,606.12	397.38	1,406.87	90.6%
3.601 ELECTRICITY	393,931	393,931	169,541.65	29,894.92	.00	224,389.35	43.0%
3.602 TELEPHONE	3,360	3,360	1,645.40	400.30	.00	1,714.60	49.0%
3.603 GAS	65,500	65,500	3,851.07	3,445.33	.00	61,648.93	5.9%
3.604 WATER	4,000	4,000	3,302.35	3,302.35	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	632.90	258.00	.00	723.10	46.7%
3.704 COPIER RENTAL	6,701	6,701	3,349.86	558.31	.00	3,351.14	50.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	48,233.62	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	453,536.88	142,048.40	1,102.24	464,266.88	49.5%
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4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	71,904.44	24,045.40	35,077.72	23,771.84	81.8%
4.016 SECURITY GUARDS	109,809	109,809	42,047.17	8,591.77	.00	67,761.83	38.3%
4.023 PROGRAM SERVICES	56,500	56,500	28,465.50	10,353.45	.00	28,034.50	50.4%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	13,766.28	5,716.94	.00	-1,290.28	110.3%
4.602 SIF CONTRIBUTION	41,150	41,150	41,150.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	5,900.00	1,750.00	.00	4,100.00	59.0%
TOTAL DIRECT COSTS	364,889	364,889	207,433.39	50,457.56	35,077.72	122,377.89	66.5%
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9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	129,741.24	12,396.51	.00	325,070.76	28.5%
9.990 RESERVE FOR FINANCING	10,000	156,477	.00	.00	.00	156,477.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	611,289	129,741.24	12,396.51	.00	481,547.76	21.2%

FOR 2015 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	2,917,705.51	591,031.70	36,179.96	3,375,817.53	46.7%
6,311,187	6,329,703	2,917,705.51	591,031.70	36,179.96	3,375,817.53	46.7%

GRAND TOTAL

TOTAL LIBRARY FUND

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

FOR 2015 06

	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	-1,795	-1,795	-1,775.95	.00	.00	-19.05	98.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,789.37	-367.12	.00	-1,210.63	59.6%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-3,565.32	-367.12	.00	-1,229.68	74.4%
06 MISCELLANEOUS							
06622 LIABILITY INSURANCE CLAIM	0	0	-4,368.00	.00	.00	4,368.00	100.0%
06651 LIBRARY FINES	-100,000	-100,000	-39,353.89	-7,374.67	.00	-60,646.11	39.4%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,099.40	-445.00	.00	-3,900.60	35.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-9,181.40	-1,847.05	.00	-5,818.60	61.2%
06699 OTHER	-4,500	-4,500	-1,548.63	-198.95	.00	-2,951.37	34.4%
TOTAL MISCELLANEOUS	-125,500	-125,500	-56,551.32	-9,865.67	.00	-68,948.68	45.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-2,474,741.24	-512,396.51	.00	-3,653,774.76	40.4%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-2,474,741.24	-512,396.51	.00	-3,653,774.76	40.4%
0A APPROP FUND BALANCE							
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	.00	-55,000.00	.0%

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-2,549,312.78	-522,629.30	.00	-3,780,390.22	40.3%
GRAND TOTAL	-6,311,187	-6,329,703	-2,549,312.78	-522,629.30	.00	-3,780,390.22	40.3%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 10
Page 1

Claims Paid On: January 9, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.601 Memberships	076	Cooper Hewitt Museum	\$ 100.00
2.602 Education	084	American Library Association	49.50
2.603 Travel	084a	Karyn De Luca - reimburse	30.50
	085	Mariel Perez - reimburse	19.75
3.001 Office Supplies	Sept '14	Crystal Rock Bottled Water	59.76
	Oct '14	Crystal Rock Bottled Water	22.41
3.005 Books	claim 12/11	Amazon	15.58
	093	Baker & Taylor, Inc.	3,886.44
	086	Regent Book Co.	29.46
3.006 Periodicals	087	Magnotta's Supermarket	85.00
3.010 Non Books	PC-85	Midwest Tape	3,355.37
	PC-101	Midwest Tape	1,439.52
	PC-103	Proquest Info & Learning	3,301.65
3.011 Program Supplies	PC-104	Blick Art Materials	20.82
	PC-105	Rosemary Rasmussen - reimburse	60.44
	PC-106	S&S Worldwide	17.45
3.301 Facility Maintenance	PC-107	Door Control	148.00
3.306 Maintenance Supplies	PC-107	Door Control	250.00
	PC-108	Circle Janitorial Supply	495.45
	PO32887	Grainger	397.38
	PC-109	Wallauer's	9.49
3.601 Electricity	10/10 - 11/10	PASNY	29,894.92

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 10
Page 2

Claims Paid On: January 9, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.602 Telephone	088	Nextel Communications	\$ 52.33
	11/22 - 12/21	Verizon	295.49
3.703 Equipment Rental	Sept '14	USA Mobility Wireless	23.38
	Oct '14	USA Mobility Wireless	23.38
	Nov '14	USA Mobility Wireless	23.38
	Dec '14	USA Mobility Wireless	23.38
3.716 Library Software	PC-99	Westchester Library System	48,233.62
4.015 Service Contracts	PC-99	Westchester Library System	16,665.88
	PC-110	Sound Water Treatment Center	335.00
4.016 Security	089	Security Services of Connecticut	4,481.07
	092	Security Services of Connecticut	3,711.84
4.023 Program Services	PC-85	Midwest Tape	447.55
	PC-101	Midwest Tape	223.25
	PC-111	Baker & Taylor, Inc.	978.50
4.058 Online Subscriptions	PC-99	Westchester Library System	2,809.48
	090	Cablevision	12.46
4.709 Library Programs	091	Chris August	150.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 9
Page 1

Claims Paid On: December 26, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	claim 11/12	Staples	\$ 286.47
	claim 11/18	W.B. Mason	13.16
3.005 Books	claim 11/14	Amazon	25.92
	083	Baker & Taylor, Inc.	5,701.12
	077	Bilingual Publications	280.47
	078	Ingram Library Services	187.04
	079	Mergent	1,556.00
	080	Regent Book Company	15.01
3.006 Periodicals	080a	Royal Scarlet Deli	442.00
3.010 Non Books	PC-89	Midwest Tape	3,935.41
	PC-90	OverDrive	1,472.37
3.011 Program Supplies	claim 11/12	Staples	90.35
3.014 Library Supplies	claim 11/12	Staples	233.97
3.302 Emergency Repairs	PC-91	DiFeo Glass & Mirror	475.00
3.306 Maintenance Supplies	PC-92	Atlantic Westchester	411.84
	PC-93	W.B. Mason	351.80
3.604 Water	081	City of White Plains	3,302.35
3.703 Equipment Rental	PC-96	Pitney Bowes	258.00
3.704 Copier Rental	PC-98	Canon Financial Services	558.31

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 9

Page 2

Claims Paid On: December 26, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
4.015 Service Contracts	PC-96	Pitney Bowes	\$ 168.00
	PC-88	Canon Solutions America	456.12
	PC-94	Sound Water Treatment Center	335.00
4.016 Security	081	Security Services of Connecticut	2,242.57
4.023 Program Services	PC-89	Midwest Tape	749.30
	PC-95	Baker & Taylor, Inc.	1,871.50
	PC-97	Foundation Center	1,990.00
4.709 Library Programs	082	Naicy Pretill	500.00

Approved:

Yuki Haynes, Secretary

By: Timothy Baird

Dept. Adult Services

Subject: Monthly Report – December 2014

Date: January 7th, 2015

Administrative

- Attended a Mayor's Youth Board meeting at the Youth Bureau.
- Compiled statistics for Collection Management on Music, DVD, Audiobooks, and 712s circulation.
- Did a YA circulation comparison for Director Kenney.
- Met with Librarian Deschamps on how to handle Circulation statistics for items purchased with funds from WLS that use Item Type NYSFUNDS.
- Submitted paperwork for hiring a new PT Library Assistant for the Edge.
- Attended a meeting with Director Kenney, Assistant Director Degyansky, and Edge Staff to discuss recent incidents in the Edge and security issues. A plan was developed and an Edge Code of Conduct created to improve the atmosphere in the Edge.

Staff Activities - Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson , Kathlyn Carroll, Ben Himmelfarb and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.

- Librarian Rothman attended a Westchester Library Association Board meeting.
- All staff received training in using Hoopla, the Library's new streaming and downloading service for movies, music, and audiobooks. This training was done by Digital Media Specialist Olney.
- Various staff worked a table in the Lobby promoting the new Hoopla service the first week it was released. Children's and Circ Staff also helped with the tabling and promoting.
- Librarian Carroll attended a White Plains Coalition of Living Wellness meeting.

Customer Service:

- SCORE held appointments at the Library to counsel individuals with small business questions.
- Computer Demo was offered: Debt-Free Holiday.
- 12 Local History queries were answered the majority via phone/email.

- Staff provided 6 1-1 computer trainings.

Community Outreach:

- Librarian Himmelfarb started conducting interviews with long time White Plains residents for his People & Stories program that is intended to collect WP Oral Histories. He conducted 4 interviews this month.
- Librarian Himmelfarb attended an Old Guard meeting, a WP Historical Society meeting, and a Rotary lunch. He talked about the Library's WP Collection at each of these events and also about the People & Stories program.
- Please see the Community Outreach and Edge report for more details.
- Staff held a Holiday Party for English Conversation Group attendees.

Programs:

- Poetry Slam with Open Mic and Guest Poet Bill MacMillan.
- Business programs this month: Job Club; SCORE Workshop: Effective Selling Skills
- Please see Edge Report for Teen Programming this month.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for December 2014
Date: January 6, 2015

OUTREACH AND COLLABORATION

- Continued discussions on the Harlem Art Show event in collaboration with the Youth Bureau and Delta Sigma Sorority. The meeting was held at the library on December 11.
- Participated in the White Plains re-entry panel at the Westchester County Jail on December 9. Eight inmates participated. Prepared a brochure describing library services for distribution at these monthly events.
- Met with a representative of RefUSA to discuss ideas for promoting patron usage. A networking breakfast and training for local small business people is scheduled for March.

PROGRAMMING

- Participated in a Creative Aging Webinar on December 3 to learn about successful recruiting techniques for program participants and teaching artists.
- Arranged for an author program with Dr. Ari DeLevie to be held on February 29. Dr. DeLevie's debut novel deals with the effects of Post-Traumatic Stress Disorder on returning combat veterans.
- Met with Pace program staff of the TIPS program on December 9 to finalize site plans for the Feel Good Cafe program to begin in March.
- Scheduled Citizenship classes for winter in collaboration with BOCES.

STAFF

- Attended two Collection Management meetings in December (17 and 30) to discuss various agenda items including weeding of the DVDs, budgeting issues, and the periodicals list.
- Met with Ben Himmelfarb, Local History Librarian on December 19, to discuss preparation of an American Library Association program grant. Grants have been made available to bring the Library of Congress' Story Corp model to libraries nationwide.
- Met with Edge staff on December 16 to discuss increased incidents. As a result, SSC Security will now assist at busy times. Additional discussions are planned to include Community Policing officers and White Plains Schools staff in an advisory capacity to prevent incidents and maintain a positive environment.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - December 2014
Date: January 7, 2015

Outreach, Projects & Visits

- ◆ Last month's rained-out classes from Post Road School finally were able to come for their visits.
- ◆ Laura Kapland from WIHD People With Disabilities came with a team to interview us and find out how we can be more open to children with special needs. They will return with ideas for staff training.
- ◆ N Y Presbyterian came to talk informally to parents about participating in a learning study for young children.

Programs

- ◆ We highlighted the month's holidays with Kwanzaa, Hanukkah and Christmas programs. Many of our holiday books were borrowed from our decorated displays.
- ◆ Terry Rabideau and Raquel Cavalcanti ran another successful Stuffed Animal Sleepover, where children drop off their teddy bears on Friday after a special storytime. The toys spend the night in The Trove getting into mischief, and the children come back on Saturday to pick them up at a second storytime. Thanks to Systems staff for helping with the fabulous slide show!
- ◆ Deb Gaffey organized another successful three session Parent / Child Connection which we run about every other month.
- ◆ Bonnie Grant emceed another Holiday Jeopardy during the school vacation.
- ◆ Every Wednesday night we have family night. Well attended were the Bilingual Storytime and a Christmas storytime both given by Tata Cañuelas.
- ◆ The Library Foundation funded a very popular performance by the Spring Valley Puppet Theater during the vacation.
- ◆ Uno Chicago Grill once again hosted two book discussion groups for the older children.
- ◆ Terry called in our Trove Squad summer volunteers for a special craft party. The teens made superhero capes out of tshirts, they decorated them with eye-catching stencils and markers. The 2015 summer reading game theme is super heroes, so the volunteers will be ready to help kids make capes over the summer.

Staff

- ◆ Rosemary Rasmussen attended the YWCA Children's Center party at the County courthouse.
- ◆ The Trove gave our annual holiday cookie party for the Library.
- ◆ The Trove staff were all trained in Hoopla and we have been letting parents know about the new service.
- ◆ Baker and Taylor reps came to check in with us and Christiane Deschamps, and they left gifts of book bags, calendars and mouse pads.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for December)
Date: January 7, 2015

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 14 Request a Purchase forms.

Book displays this month were "Best Books of 2014" (De Luca) and "New Year's Resolutions" (Deschamps).

Collection Management

De Luca reviewed a variety of journals and other sources and selected and deselected many titles for the adult collection -- print, a/v, digital, fiction, nonfiction, large print, paperbacks. Reviewed Purchase Alert and missing item lists.

I finished weeding travel collection and began 700s. Susan Siegel, Mary Black and Theresa Jattan continued helping with weeding of 800s.

Technical Services

Siegel, Black and Jattan placed orders, received, processed and cataloged materials; 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; refreshed New Books area; and deleted materials from Missing Lists. Jerrick Harris assisted with call number assignments, processing materials and weeding

Volunteer, Michael McGillicuddy, boxed and labeled materials for Better World Books.

3 boxes of book donations were prepared for the Valhalla Shelter.

Other

With Trove librarians, I met with sales reps from Baker & Taylor to discuss their collection services for teens and children. With De Luca, Tim Baird and Kathleen Degyansky, met with ReferenceUSA sales rep to discuss best ways of promoting this online business service. With Austin Duffy and Kathlyn Carroll, planned and attended Holiday Party for English Conversation Group. De Luca watched webinar "Listen Up: A Librarian-Focused Discussion of Trends, Development and Hot Titles from the E-Audio World." De Luca and I attended Sharon Rothman's December lunchtime program "How to Have a Debt-free Holiday."

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: December 2014

Programming:

- Spanish class 72 students
- Introduction to Quickbooks (Spanish) 20 ppl

Outreach

- YMCA
- Salvation Army
- Met Author Heather Arabadjis The story ***Monster Mas***
- Met with Britney Minutillo interested in offering American sign language
- 2 1-1 computer classes

Meetings:

- WLS Latino Committee to discuss outreach for community
- Attended Hoopla training
- Met with Kathy to discuss Outreach
- Conference call with Katherine Gebremedhin to talk about program in February
- Attended Hoopla Training

Laptop usage 10

MONTHLY REPORT

By: John Lolis

Dept. Library Systems

Subject: Monthly Activity Report - December 2014

- Our 10-year old CyberSpot Español computers have been upgraded with recommissioned staff workstations which are about five years old, yet much more powerful than those systems previously in use. At the same time, we took the opportunity to replace the now unsupported Windows XP operating system with Windows 7. We have begun work on upgrading the CyberPool computers to Windows 7 as well.
- The receipt printer in one of The Trove's selfcheck systems failed and was replaced under our maintenance contract with Sentry Technology; however, following replacement of the printer, the selfcheck has been displaying erratic behavior, rendering it unsuitable for use. A technical issue was opened with Sentry, but as they have been slow to respond and the selfcheck is sorely missed, we have spent an enormous amount of time trying everything possible to fix the problem, including reinstallation of the software and replacement of the computer. I have since contacted our Sentry sales representative, requesting that he expedite service for us.
- About to be deployed to The Edge is a print release terminal that will also serve as a public access catalog and PCReservation self-service station. Through the use of free open source software, a script has been developed that assigns function keys to each of the aforementioned services. Teens will be able to browse the catalog, release a print job or reserve a computer using the system. This same functionality will be deployed on the other public access catalog systems so that they may also serve multiple purposes, rather than solely for browsing the catalog. The system is awaiting roll-out pending the installation of the PCReservation and LPT:One print clients on The Edge computers.
- A web service that works in conjunction with PCReservation has been installed on one of our existing servers. It allows patrons to reserve a public access computer through a web browser. After some primarily cosmetic modifications to the software, it will be made accessible outside as well as inside the Library.
- The Symphony catalog server was down on Sunday, December 14th for approximately an hour but was back online shortly before we opened at 1pm.

Edge Report - December 2014

Programs:

- Librarian Carlson
 - Allstate PSA, 3D Snowflakes, Book Review Club, and Afternoon at the Movies
- Digital Media Specialist (DMS) Olney
 - Rap Battle, Roblox Game Making, Coding Club, Drop-in Computer Help, Intro to Linux, and Make-a-Lego-Movie
- Librarian Carroll
 - Smart Money, Sewing Workshop (2), and Knit a Square for Charity
- Librarian Himmelfarb
 - Music in The Edge

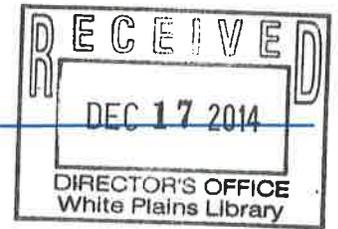
Training & Meetings:

- DMS Olney
 - Held staff training for hoopla application, appointment with patron for learning Windows 8, 3D printing training request
- Librarian Carroll
 - Attended White Plains Cares meeting

Other Projects:

- Librarian Carlson
 - Interviewed for Part-Time Edge Library Assistant
- DMS Olney
 - Created January Edge Calendar, created a Linux disc for patron,
- Librarian Carroll
 - Completed weeding of YA fiction collection

FRIENDS



MINUTES OF MEETING 12/11/14

ATTENDING:Zelda Ambrose, Betty Barone, Deb Gaffey, Libby Hollahan, Brian Kenney, Lee Palmer, Rhoda Phillips, Rita Poux, Faith Robinson

The meeting was called to order at 10 AM, the minutes were read and accepted and Rhoda reported a bank balance of \$38,196.92.

Learning of Clare's death saddened all of us and we signed a card to be sent to her son. He told Rhoda that when and if a memorial service is arranged he will inform us. Clare joined the Friends in 2001 and became our treasurer in 2007....and an excellent treasure she was. She will be missed.

The Klezma concerts are scheduled for January 25th, 2015.

A next-of-kin file is being formed to be given to Bill and updated as necessary. We realized its necessity when we found it so difficult to reach Clare during her illness.

Brian requested \$125 for a luncheon for the ESL students, Rhoda will purchase a calculator and Lee will buy large print labels. All requests were granted.

Libby then projected onto the large screen the virtual journal which had been played during the Gala. It captured all aspects of the evening and she said that she would provide us with a printed version for our files. We thank her again for the enjoyment of the evening and now for recapping the memories.

Rita told us about the men's shelter here in White Plains and asked if we could provide them with reading material. That we certainly can do. They are expanding their premises and she will let us know when they can accept our books.Maybe they'll even enjoy some of the jig saw puzzles we have. (The Trove has been using the puzzles to make "people". What will they think of next)

We miss Mary Leslie at our meetings and on Mondays when she fills the bookstore. She is recovering from a fall and must wear a surgical collar until January. She finds it difficult to maneuver with it and prefers to stay at home,. We look forward to her return.

Our Board is now in need of a Vice President and a Treasurer - not to mention more members. Deb is going to draw up a flyer requesting membership and we hope that we can expand. Many organizations are facing this situation. Times have changed and people who volunteered in the past are now pursuing other activities—like paying jobs.

Mark your calendars - January 15th, 2015 is Staff luncheon day, 12 to 2 PM in the auditorium

Our next meeting will be on January 8th, 2015 in the Board room at 10 AM.

Till then, happy and healthy New Year to everyone

A handwritten signature in cursive script that reads "Leatrice Palmer".

Leatrice Palmer
Secretary

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: Jan. 7, 2015
Re: White Plains Library Foundation Report

Fundraising:

Annual Appeal is winding down; on par with last year. We also have a Trove Birthday Technology Fund giving program set up in The Trove and have received a number of gifts from families and kids.

Grants:

--Shinnyo-en Foundation:

The application for a second year of funding for the Collaborative Grant program will be submitted this week. Grant request is \$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 6th grade visits to the Library this spring and a repeat of the Summer TV Production Workshops. Our 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. I will be submitting the final report on this grant by Jan. 31.

Part of our current "Collaborative Grant Program," there will be a Teen Community Service Film Festival in January 15 in The Edge. I am hoping some of you are able to attend. It will showcase the teen PSAs made in our summer TV production workshop, and include a community service activity benefiting Meals on Wheels of White Plains.

--Allstate: We recently co-sponsored an assembly at White Plains HS with a speaker, Mark Sterner, who talked about how he killed his three best friends in a drunk-driving accident during Spring Break. I will be working with Tim Baird and the Edge staff to plan safe driving programs for 2015.

--Target: Trove staff is using the \$2,000 grant to purchase new science-themed books.

Events:

Plans for our inaugural **Spelling Bee** are underway; Beth Roach and Beth Kava will co-chair. Scheduled for Friday, Feb. 27, 2015 (snow date Friday, March 6, 2015) at Highlands auditorium. Lawrence Otis Graham will be our "celebrity emcee." Sign-up deadline for teams is Jan. 31.

Our Fall 2015 Gala will celebrate the Foundation's 20th anniversary. The Foundation will be forming a Gala committee and a corporate outreach subcommittee in the next few weeks.

Communications:

Worked with Brian Kenney on a joint Library-Foundation newsletter and sent the first one in late December. Brian would like to do this monthly. The plan is to include Library content, links to events, etc., as well as information about Foundation events and news about Foundation-supported programs. We will be working on expanding the contact list.

Foundation Administration:

Audit is complete; was presented by Maier Markey at Dec. 17 Board Meeting. I am working with Diane Tabakman and Gail Schwartz to establish certain policies recommended by our auditors. A nominating committee, including Nick Wolff, Yuki Haynes and Paul Schwarz, has been set up and is in the process of putting together a slate of officers and directors for our Annual Meeting on March 4.

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
November 19, 2014**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:07 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Richard Hecht, Susan Hecht, Barbara Loucks, Beth Kava, Gregory Keenan, Marjolein Mooney, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, J. Frederick Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Denise D'Ambrosio, Yuki Haynes, Joan Kass, Brian Kenney, Richard Kaye and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meeting of October 22, 2014

The minutes of the regular meeting of October 22, 2014 were approved on a MOTION by Fred Perkins, seconded by Diane Tabakman.

President's Report

President Wolff remarked that the board meeting schedule for 2015 that was included in board packets had an incorrect date for October 2015: It should be Wednesday, October **21** at 7 p.m. Mr. Wolff also reminded the Board of the next Finance Committee meeting which will be held on December 2 at 10 a.m.

President Wolff stated that a Nominating Committee had been formed with Directors Haynes, Schwarz, and himself to prepare for the Annual Meeting on March 4. Mr. Wolff asked the board pass on any suggestions for board membership to the Nominating Committee.

Library Director's Report

In Mr. Kenney's absence, Ms. Hollahan commented that Library Director Kenney recently attended the New York Library Association's conference and the White Plains Public Library was awarded a 2014 PLS Building Award for a Library serving over 20,000 people for its cost-effective and innovative renovation project. Ms. Hollahan stated that Mr. Kenney informed her that usually the New York Public Library or the Brooklyn Public Library received this award. Mr. Keenan suggested that we put up a banner announcing that we won this prestigious award and also use it as a vehicle to advertise the Library.

Committee Reports

Mr. Singleton reported on the Gala and said that it was a fun evening and he was impressed with the spirit of the evening and noted that the honorees speeches were well received. Mr. Singleton thanked the Gala Committee and Ms. Hollahan for all their efforts. Ms. Hecht commented that a final announcement should be made prior to the closing of the silent auction and Ms. Hollahan responded that she would incorporate this into next year's Gala.

Ms. Kava stated that the Spelling Bee Committee met this week and the Spelling Bee will take place on February 27 at Highlands School and March 6 was the snow date. Mr. Keenan wondered if the Spelling Bee could be taped and maybe sponsorships offered. Ms. Hollahan would check with White Plains Cable to see if they would be able to tape it and she will send out the Spelling Bee flyer online.

Executive Director's Report

Ms. Hollahan reported that revenue for the Gala had increased over the previous year due to a large contribution from TBS, a corporate sponsor. Ms. Hollahan noted that attendance was a little lower than last year, but we were also below in the expense budget. Ms. Hollahan will be putting together a photo gallery and thanked photographer, Steve Morton, for the photos. Libby Hollahan finalized the appeal letters and has targeted December 1 and 2 as days for the Board to personalize the letters. She also stated that she

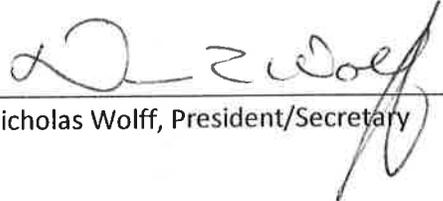
expects to reapply soon for the Shinyo-en grant for a collaborative program with the School District. This year it will also include funding for participation in the National Service Learning Conference in Washington, DC, in April. The Conference has accepted her proposal for a presentation on the collaborative grant. She noted that the Teen Community Service Film Festival, which was postponed from November 20 has a tentative new date of January 15, and the 6th grade visits have already been scheduled for May 2015.

Ms. Hecht asked if all monies had been received from the Doughraiser Event and Ms. Hollahan responded no and Mr. Keenan agreed to contact the restaurant to follow up.

Treasurer's Report

In Mr. Hecht summarized the restricted vs. non restricted accounts as well as his report. Treasurer Hecht noted that, as a follow-up to the recent Finance Committee meeting with Wells Fargo, they have reinvested certain funds into seven or eight different funds (ETFs) for more diversification as well as lower investment fees.

On a MOTION by Fred Perkins, seconded by Fred Singleton, the meeting was adjourned at 9:58 a.m.



Nicholas Wolff, President/Secretary

WHITE PLAINS PUBLIC LIBRARY

October 1, 2014 thru December 31, 2014

CIVIL SERVICE APPOINTMENTS (1)

Himmelfarb, Benjamin	Librarian I	10/14/14
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HOURLY STAFF APPOINTMENTS (3)

Monaco, Gabriella	Library Page	10/21/14
Papadacos, Naama	Program Coordinator	10/14/14
Varian, Miriam	Jr. Librarian PT	10/28/14

HOURLY STAFF RESIGNATIONS (3)

Fante, Aliza	Library Page	12/18/14
Guerrero, Jaime	Library Assistant PT	10/16/14
Soto de Guerrero, Maria	Library Assistant PT	10/16/14