

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, May 13, 2015

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of April 8, 2015**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - April 2015
- 3. Bills: 2014 – 2015 Budget: Claims #17, #18**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting
 - c. Foundation – Executive Directors Report – 05/05/15
 - d. Other
- 6. Ongoing Business**
 - a. Disaster Plan
 - b. Capital Program
- 7. New Business**
 - a. TBA

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
April 8, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Tim James. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James and Scherer. 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. Absent with notice were Trustees Connor, Matthews-Serra and Schwarz. Also in attendance was I/T tech, Ryan Jackson.

President James asked that Trustee Haynes act as pro tem secretary in the absence of Trustee Matthew-Serra for this meeting as well as for last month's meeting. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Furth, Trustee Haynes was approved as pro tem secretary.

Minutes of Regular Meeting of March 11, 2015

The minutes of the regular meeting of March 11, 2015 were approved as submitted on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Budget

The City Revenue & Expenditure Budget by Department as of March 2015 was reviewed and Library Director Kenney remarked there was nothing unusual to report.

Bills 2014 – 2015 Budget: Claims #15, #16

Trustee Furth reviewed the bills and noted a correction. On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, approved the payment of bill voucher, #15, and #16 as corrected.

Reports of Library Administration

Library Director Kenney discussed Librarian Baird's statistical highlight report as well as the corresponding reports and noted that the statistics supported the new re-design of the library's website. Mr. Kenney stated that we have a mix of programs, some are library programs from staff, others come to us through partnership with community organizations, and we have some rentals for meetings.

Trustee Reports & Business

WLS – Trustee Furth stated she was unable to make several meetings but could get the information for the Board if desired.

Friends – Assistant Library Director Degyansky remarked that the Friends were thinking about their succession plan and have created recruitment flyers which will be located on the first floor. Trustee Haynes suggested having an online version of the form.

Foundation –Ms. Hollahan remarked that she was preparing for the first 6th grade visit to The Edge which would be on April 29. She reported that 98 teens had attended the Teen Safe Driving class sponsored through a grant from Allstate and thanked Trustee Haynes and the staff for organizing the Trumble in the Trove.

Other –

Minutes of the April 8, 2015 meeting of the Library Board of Trustees, page 2**Ongoing Business**

Library Director Kenney discussed his concerns about the Capital Improvement Program and Phase 2 & 3 of the renovation of the library. Mr. Kenney advised the Board that he had requested more of a commitment from the Foundation Board which would be more in line with the support received for The Trove and The Edge. Library Director Kenney stated that previously the Foundation had committed to raising \$225,000 and he would like the Foundation to increase the amount to \$500,000, with the hope that this would help the project move forward. Library Director Kenney said the Foundation Board was concerned about City's commitment to the project and he recommended that members from both boards meet with Mayor Roach and John Callahan to explore the future of the Library's renovation. Mr. Kenney also stated that it would be useful for members of both boards, along with Library users, to meet with members of the Common Council to discuss the renovation and the impact it will have on adults. Director Kenney reminded the board of the floods, fires, and repairs the Library had undergone over the past three years, while at the same time library usage has increased by 20% each year.

New Business

Library Director Kenney stated that the library's website had not be updated in three years and asked I/T Tech, Ryan Jackson to demo the new library site. Mr. Jackson demonstrated the new website and noted some of the features and remarked that it would be launched on May 1. Mr. Kenney commented that the website converts very nicely to a mobile page.

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes, the 2014 New York State Report was approved with two minor corrections to Trustee address information.

Library Director Kenney reviewed the 2015/16 Library Hours & Holiday Schedule with the Board and recommended that the library be closed on Sunday, July 5th since the library was already closed on Friday and Saturday in observance of Independence Day. On a MOTION by Trustee Furth, seconded by Trustee Haynes, the 2015/16 Library Hours & Holiday Schedule was approved as amended to reflect the library's closure on July 5th.

On a MOTION by Trustee Haynes, seconded by Trustee Scherer, the Personnel Additions/Deletions 1-1/15-3/31/15 were approved.

Library Director Kenney discussed the upcoming Westchester Children's Book Festival event, planned for Oct. 17, and commented that 25 authors and illustrators would be invited to participate. Mr. Kenney stated that on Saturday, May 16 in a partnership with the Youth Bureau, the Library would host the first Westchester Comic Con. Library Director Kenney also noted that on June 18 the "Hidden in Plain Sight" exhibit, which consists of photographs of White Plains architectural details, would be open.

Library Director Kenney requested that the disaster plan topic be tabled for another meeting and the plan would be sent out prior to the meeting. President James noted that Councilman Dennis Krolian was heavily involved with emergency planning and suggested to Assistant Library Director Degyansky that she talk with him regarding the disaster plan.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:53 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Yuki Haynes, Pro-Tem Secretary
Library Board of Trustees

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: May 6, 2015

In the Budget Report as of April 2015 all monthly revenues and expenditures are normal with the following notations:

Revenue Code 02269 - we received our MTA tax refund of \$9,230

FOR 2015 10

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	122,685.26	11,465.91	.00	26,944.74	82.0%
1.150	MANAGERIAL SALARIES	212,625	212,625	174,327.47	16,293.44	.00	38,297.53	82.0%
1.153	M/C ATTENDANCE BONUS	600	600	600.00	.00	.00	.00	100.0%
1.200	CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,819,580.80	169,859.95	.00	395,243.20	82.2%
1.201	CSEA OVERTIME	46,000	46,000	43,935.01	4,488.33	.00	2,064.99	95.5%
1.203	CSEA ATTENDANCE BONUS	10,000	10,000	8,800.00	.00	.00	1,200.00	88.0%
1.800	PART-TIME/HOURLY WAGES	235,000	255,000	181,469.59	18,204.12	.00	73,530.41	71.2%
	TOTAL SALARIES & WAGES	2,942,169	2,888,679	2,351,398.13	220,311.75	.00	537,280.87	81.4%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	222,605	218,507	177,876.88	16,646.48	.00	40,630.12	81.4%
2.020	MTA PAYROLL TAX	9,997	9,823	8,015.64	739.83	.00	1,807.36	81.6%
2.101	NYS EMPLOYEE PENSION	549,140	529,976	435,078.47	38,064.36	.00	94,897.53	82.1%
2.201	EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	382,264.67	39,548.42	.00	86,288.33	81.6%
2.202	RETIRES HEALTH INSURANCE	178,890	178,890	147,538.56	.00	.00	31,351.44	82.5%
2.203	RETIRES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204	NYS HEALTH INS ADMN CHRGR	1,548	1,548	767.38	.00	.00	780.62	49.6%
2.205	RETIRES MEDICARE PAYMENT	50,000	50,000	46,575.60	9,566.40	.00	3,424.40	93.2%
2.206	ACTIVE HEALTH INS BUYOUT	24,281	26,927	26,927.00	.00	.00	.00	100.0%
2.301	DENTAL INSURANCE PLAN	43,010	41,770	33,716.95	3,459.50	.00	8,053.05	80.7%
2.407	OPTICAL INSURANCE	11,764	11,422	9,407.26	965.24	.00	2,014.74	82.4%
2.501	GROUP LIFE INS-MANAGEMENT	3,135	3,135	2,341.44	.00	.00	793.56	74.7%
2.601	MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	.00	.00	-165.00	116.1%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	448.75	.00	.00	701.25	39.0%
2.603	TRAVEL AND TRANSPORTATION	1,000	2,000	961.90	46.00	.00	1,038.10	48.1%
2.703	UNIFORMS	350	350	680.00	.00	.00	350.00	100.0%
2.905	EMPLOYEE ASSISTANCE PROG.	1,360	1,360	680.00	.00	.00	680.00	50.0%
	TOTAL EMPLOYEE BENEFITS	1,620,411	1,549,586	1,276,940.50	109,036.23	.00	272,645.50	82.4%

3. MATERIALS & SUPPLIES

FOR 2015 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	7,973.56	1,762.52	.00	1,026.44	88.6%
3.003 PRINTING	4,000	4,000	654.91	.00	.00	1,315.09	67.1%
3.004 POSTAGE	0	0	214.41	16.49	.00	-214.41	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	98,729.96	559.40	.00	106,919.04	48.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	13,046.69	524.00	.00	1,513.31	89.6%
3.010 NON-BOOK MATERIALS	100,000	100,000	120,253.04	7,132.62	.00	-20,253.04	120.3%
3.011 PROGRAM SUPPLIES	4,000	3,000	2,367.20	91.98	.00	632.80	78.9%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	335.00	.00	.00	665.00	33.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	12,007.02	1,941.88	.00	-2,007.02	120.1%
3.016 REPLACEMENT MATERIALS	3,000	3,000	163.52	.00	.00	2,306.78	23.1%
3.022 PC SOFTWARE	2,004	2,004	1,908.00	.00	529.70	96.00	95.2%
3.301 BLDNG/FCLITY REPAIRS	12,000	12,000	7,252.75	2,340.00	.00	4,747.25	60.4%
3.302 BUID./FAC. EMERGENCY REPRS	3,325	3,325	925.00	.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	21,914.87	2,939.71	.00	-6,914.87	146.1%
3.601 ELECTRICITY	393,931	393,931	297,611.95	32,692.23	.00	96,319.05	75.5%
3.602 TELEPHONE	3,360	3,360	2,601.68	49.38	.00	758.32	77.4%
3.603 GAS	65,500	65,500	22,433.35	.00	.00	43,066.65	34.2%
3.604 WATER	4,000	4,000	3,302.35	.00	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	1,007.80	23.38	.00	348.20	74.3%
3.704 COPIER RENTAL	6,701	6,701	5,583.10	558.31	.00	1,117.90	83.3%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	.00	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	917,906	697,132.72	50,631.90	2,559.70	218,213.58	76.2%
4. DIRECT COSTS							
4.005 FINANCIAL/AUDITING COSTS	4,200	4,200	4,200.00	5,537.92	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	99,887.42	84,420.93	22,445.65	8,420.93	93.6%
4.016 SECURITY GUARDS	109,809	109,809	84,183.88	10,740.73	.00	25,625.12	76.7%
4.023 PROGRAM SERVICES	56,500	56,500	44,870.10	4,179.00	.00	11,629.90	79.4%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	14,124.22	15.16	.00	-1,648.22	113.2%
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	8,450.00	800.00	.00	1,550.00	84.5%
TOTAL DIRECT COSTS	364,889	364,889	296,865.62	21,272.81	22,445.65	45,577.73	87.5%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	376,246.07	.00	.00	78,565.93	82.7%
9.990 RESERVE FOR FINANCING	10,000	153,831	.00	.00	.00	153,831.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	608,643	376,246.07	.00	.00	232,396.93	61.8%

FOR 2015 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	4,998,583.04	401,252.69	25,005.35	1,306,114.61	79.4%
GRAND TOTAL	6,311,187	6,329,703	4,998,583.04	401,252.69	25,005.35	1,306,114.61	79.4%

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

FOR 2015 10

	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	-25,291.00	-10,836.10	.00	9,399.00	159.1%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-25,291.00	-10,836.10	.00	9,399.00	159.1%

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	-3,143.10	-369.77	.00	143.10	104.8%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-4,919.05	-369.77	.00	124.05	102.6%

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	-64,752.98	-5,814.64	.00	-35,247.02	64.8%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,639.40	-100.00	.00	-3,360.60	44.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-15,256.62	-1,802.05	.00	256.62	101.7%
06699 OTHER	-4,500	-4,500	-2,441.82	-228.90	.00	-2,058.18	54.3%
TOTAL MISCELLANEOUS	-125,500	-125,500	-89,458.82	-7,945.59	.00	-36,041.18	71.3%

09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-4,796,246.07	-400,000.00	.00	-1,332,269.93	78.3%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-4,796,246.07	-400,000.00	.00	-1,332,269.93	78.3%

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 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-4,915,914.94	-419,151.46	.00	-1,413,788.06	77.7%
GRAND TOTAL	-6,311,187	-6,329,703	-4,915,914.94	-419,151.46	.00	-1,413,788.06	77.7%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 17

Page 1

Claims Paid On: May 1, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	claim 4/9	Staples	\$ 276.19
	claim 4/6	W.B. Mason	48.58
3.004 Postage	138	United Parcel Service	16.49
3.005 Books	147	Baker & Taylor, Inc.	15,377.17
	139	Barnes & Noble	11.05
	140	Ingram Library Services	65.47
3.006 Periodicals	141	Magnotta's Supermarket	85.00
	142	Royal Scarlet Deli	439.00
3.010 Non Books	claim 4/15	Amazon	86.70
	PC-176	Midwest Tape	3,171.64
	PC-177	Overdrive	3,533.73
3.011 Program Supplies	PC-179	Michael's Pizza	40.00
	PC-180	Maribel Perez - reimburse	11.98
	March '15	Purchase - Supply Room	135.98
3.012 Equipment Maintenance	PC-186	Carl Viggiani	170.00
3.014 Library Supplies	claim 4/15	Amazon	504.13
	PC-181	Brodart Company	142.89
	PC-185	DEMCO	106.09
3.016 Replacement Materials	PO33151	Brodart Company	529.70
3.301 Facility Maintenance	PC-182	Door Control, Inc.	158.00
3.306 Maintenance Supplies	March '15	Purchase - Supply Room	190.52
	PC-183	Grainger	80.40
	PC-184	Walluer's	36.97

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 17
Page 2

Claims Paid On: May 1, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.601 Electricity	2/12 - 3/16	PASNY	\$ 32,692.23
3.602 Telephone	148	Nextel	10.46
	143	Verizon Wireless	49.24
3.703 Equipment Rental	April '15	USA Mobility Wireless	23.38
3.704 Copier Rental	PC-139a	Canon Financial Services	558.31
4.015 Service Contracts	PC-138a	Canon Solutions America	635.02
4.016 Security	144	Security Services of Connecticut	6,271.87
4.023 Program Services	PC-176	Midwest Tape	517.25
	PC-178	Baker & Taylor, Inc.	1,923.00
4.709 Library Programs	145	Mazarte Dance Company	300.00
	146	Naicy Pretill	500.00

Approved:

Denise Matthews-Serra, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 18

Claims Paid On: May 15, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	159	Sharon Rothman - reimburse	\$ 35.00
3.001 Office Supplies	claim 5/4	W.B. Mason	39.18
3.005 Books	158	Baker & Taylor, Inc.	6,356.80
	150	Bilingual Publications	214.56
	151	Ingram Library Services	129.91
3.006 Periodicals	152	Magnotta's Supermarket	68.00
	153	Royal Scarlet Deli	439.00
3.010 Non Books	PC-186	Midwest Tape	4,039.16
	PC-191	OverDrive	2,410.37
3.011 Program Supplies	PC-187	Michael's Pizza	20.00
3.306 Maintenance Supplies	PC-188	Dade Paper & Bag	410.85
	PC-189	Grainger	767.12
3.602 Telephone	154	Verizon Wireless	39.44
3.603 Gas	149	Con Edison	34,213.43
4.015 Service Contracts	PC-193	Canon Solutions America	456.12
	PC-190	Sound Water Treatment Center	335.00
4.016 Security	155	Security Services of Connecticut	4,485.14
4.023 Program Services	PC-186	Midwest Tape	509.75
	PC-192	Baker & Taylor, Inc.	1,773.50
4.058 Online Subscriptions	156	Cablevision	15.16
4.709 Library Programs	157	Saroya Marsh	150.00

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – April 2015
Date: May 3rd, 2015

Administrative

- Attended a Mayor's Youth Board meeting.
- Was interviewed by a Rutgers Library School student who had questions about evaluating reference services, staff, and collections.
- Assisted with the first of the 6th grade visits from Eastview.
- With Librarian Carlson and the Edge Staff, reviewed the applications for the PT Library Assistant position in the Edge and interviewed two of the candidates.
- Worked on getting the Library free passes to the Stone Barn Center in Pocantico Hills.
- Gathered statistics for Collection Management for Trove materials and Spanish materials.

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 webinar: "MATLAB to C Made Easy".
- Librarian Carlson attended a meeting at WPHS with the ELS department; met with City Officials to discuss the Teen Safe Driving PSA; was interviewed on Public Access television show "CAP Talks".
- Librarian Carroll attended webinar: "Partnering with the YMCA".
- Librarian Duffy attended a WLS workshop "Adult Mental Health First Aid".
- Librarian Rothman attended a Westchester Library Association Board meeting.
- All staff were invited to attend a remote printing demonstration before this service became available to the public.
- Librarian Himmelfarb was asked to present at the upcoming NYLA Conference in Lake Placid. He will be on a Local History panel.
- Librarian Himmelfarb was appointed to the ALA RUSA History Section Local History Committee.
- Librarian Himmelfarb has been attending Beginning Conversational Spanish classes here at the Library.

- Librarian Perez attended the WLS Spanish Book Fair

Customer Service:

- Library Staff conducted 12 1-1 trainings. This included business research and computer/ebook instruction.
- Library staff offered 13 computer classes/computer help and 1 demonstration on coding.
- 5 Homebound deliveries in April. A new volunteer, Jake Agosto, will assist Librarian Duffy and the Friends with deliveries.
- Starting in April, Media Specialist Olney added an evening Drop-in computer session on Tuesdays to go along with his Wednesday morning sessions.
- Librarian Himmelfarb answered 9 Local History questions and worked on a regular basis with one patron who is doing a project on the history of street names in WP.
- Staff gave Library to ESL students.

Community Outreach:

- Elizabeth Hughes led a book discussion of Phil Hogan's "A Pleasure and a Calling" at Gilda's of Westchester.
- Media Specialist Olney and Librarian Perez hosted a table, including our 3D Printer, at the Galleria Mall.
- Library hosted first of 4 visits from the Eastview 6th grade academy. Edge and Adult Staff assisted as over 130 students spent the day at the Library.
- Librarian Rothman gave a demonstration of ReferenceUSA at a SCORE Workshop.
- Please see Librarian Perez's Outreach report for more details about Outreach efforts.

Programs:

- The Page Turners read John Williams' "Stoner".
- Librarian Kunz hosted the annual Clarice Wilson Memorial concert.
- Librarian Wenglin continued the Spring Short Story series.
- Please see Edge Report for Teen programs.
- Business Programs included: Job Club, Networking Workshop, SBA: How to Write a Business Plan.
- Poetry Slam & Open Mic, Guest Poet Hieu Minh Nguyen.
- Librarian Himmelfarb hosted a WP History Roundtable and a People and Stories Interviewing training workshop.
- Please see the Outreach report for a summary of Spanish language programs offered at the Library.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for April 2015
Date: May 4, 2015

OUTREACH AND COLLABORATION

- Represented the Library at the Sustain White Plains street fair on April 18. Friends of the Library supplied donated books. Donations were requested for the books with \$29 raised as a result. More than 200 people visited our table.
- Coordinated partners meetings for the Latino Americans Grant project sponsored by the National Endowment for the Humanities and the American Library Association. ArtsWestchester and Casa Purchase (Latino American Studies division of Purchase College) are partners on a project to use the Latino American PBS series as a starting point for discussion of what it means to be a Latino American, specifically in White Plains. The grant was written and submitted April 30.

PROGRAMMING AND EXHIBITS

- Participated in a planning session on April 7 in preparation for Hidden in Plain Sight, an exhibition scheduled for the summer.
- Worked with the County Department of Social Services to schedule a “Heart Gallery” display of children in need of foster parents.in the second floor lobby/
- Participated in a planning session for the Comicon on April 16. Coordinating set up and notified Public Safety about the event.
- Participated in planning the Eastview sixth grade class visits. Organized a team of volunteers to stuff goody bags for the event.

STAFF AND VOLUNTEERS

- Coordinated scheduling of Employee Assistant Program and Non-harassment training for staff with the Personnel Department.
- Scheduled training for customer service staff on the new remote printing service.
- Deployed new volunteer who will provide one-on-one assistance in resume writing by appointment. Two patrons have already signed up for this service.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report -April 2015
Date: May 6, 2015

Outreach, Projects & Visits

- ◆ The JCS Parent/Child Home Program visited us for a storytime and tour. Terry Rabideau presented a special program for them, and also visited the Presbyterian preschool classes.
- ◆ Terry arranged for all the children who participated in the Lego club to get tickets to Legopalooza at Lyndhurst. Their Lego constructions were on display!
- ◆ Raquel Cavalcanti set up a display with her husband's collection of super heroes, and kids love it! We are looking towards our super hero summer and our displays of patrons' collections.
- ◆ The first of four visits from the Sixth Grade Academy was successful.

Programs

- ◆ During the school break, Deb Gaffey hosted two Book Bunch discussion groups at Uno Chicago Grill, thanks to Uno and the Friends.
- ◆ It was a short school vacation, but Bonnie Grant held Concentration and showed a film.
- ◆ Deb arranged for our popular therapy dogs to visit.
- ◆ Also popular was the Parent/Child Connection, with various professionals invited by Deb to speak to the parents.
- ◆ Tata Cañuelas presented a program based on her Spanish Target bag.
- ◆ Raquel also gave a storytime from her Target bag.

Staff

- ◆ Tata attended the Connecticut storytelling conference.
- ◆ Tata attended the Anne Izard Award meeting.
- ◆ Terry attended a WLS meeting.
- ◆ Deb attended the Friends of the Library meeting.
- ◆ Rosemary won a ticket to BEA, the Book Expo in May in Manhattan.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for April)
Date: May 6, 2015

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 13 Request a Purchase forms.

Book displays this month were "Play Ball" and "April Showers" (De Luca) and "National Poetry Month" and "Poem in Your Pocket Day" (myself). Brian Kenney, De Luca and I refreshed/merchandised New Books area.

Collection Management

Using a wide variety of print and online review sources, De Luca selected all adult print and AV materials, monitoring budgets for those fund lines. She reviewed White Plains and WLS Purchase Alert and Missing lists, ordering accordingly; updated NY Times Bestsellers available as ebooks on Overdrive page; added adult titles to Bookletters; weeded new books, paperbacks, DVDs, and audiobooks; and reviewed all nonfiction books slated for de-selection; decided which new books would get transferred to old; contacted publishers regarding author programs; submitted content for online newsletter.

I revised Library's "Collection Development Policy." With Kathleen Degyansky and De Luca, reviewed and evaluated circulation and turnover rate data for adult materials.

Technical Services

Susan Siegel, Mary Black and Theresa 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 catalog; shifted New Books to Old; and deleted missing materials from catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding. Department began a re-casing project of our DVD TV series; putting an entire season in one case will serve patrons better and make section easier to shelve. Weeding of the health and medicine books was completed. Reader's Digest, Perkins, and summer reading materials were ordered, processed and cataloged.

Seldom-used MP3 audiobooks were taken out of the Collection to be donated to Better World Books.

Having been trained in the procedures, teen Librarian Kathlyn Carroll finished processing and cataloging reference books for the Edge.

Other

Siegel and I attended the wireless printing demonstration by Systems staff. I led two English Conversation Groups and attended Ben Himmelfarb's White Plains History Roundtable on "Education, Race and Social Consciousness." De Luca went to the "2015 Fall Book Buzz" in New York City and watched webcast "Crime Fiction for Mystery Month."

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: April 2015

Programming

- Offered a WEDC program on “Valuing your customers “ in Spanish 12 people attended
- Offered Luz Barrera’s Personal finances program in Spanish 7 people attended
- Offered Carmen Pena’s life skills for women in Spanish 15 people
- Spanish classes 56 students
- Citizenship classes 22 people attended
- Offered White Plains Hospital program Breast Cancer: Myths vs Facts 3 people attended

Outreach

- Gave tour to 20 ESL students
- Attended the WLS book fair
- Visited My sister’s place spoke to 3 women
- Spoke to 20 parents from WJCS about adult services
- Outreach at the Galleria Mall
- Attended Health Fair at the Slater Center registered 10 people for library cards
- Contacted Open Door Amanda Cowell for possible Spanish Health programs in the Fall.

Meetings

- Met with Brian and Kathy to talk about Latino American Grant

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - April 2015

- The network reconfiguration that was planned to take place on Friday, April 1st had to be backed out due to an excessive number of issues that could not be resolved within the amount of available time. Further exacerbating the problem was the coincidental hardware failure of one of our most widely used gateway proxy servers. It was necessary to route network traffic through another gateway until the server was replaced the following day. While the reconfiguration was unsuccessful, the exercise resulted in the replacement of one server with upgraded hardware and software plus the installation of an upgraded backup server for one of our primary gateways. In addition, much information on how to better effect the reconfiguration has been learned and will be applied when it is next attempted.
- Ryan Jackson continues his development work on our new website while I have been preparing a server to which the new site will be migrated. We hope to launch the new site in mid to late May.
- To make fax service available to the public, the fax/copier that was located in the first floor workroom has been moved behind the Periodicals Desk and the phone line that it uses has also been rerouted to that location. The service quietly went live in mid-April along with the addition of a page to our website outlining guidelines for its use (<http://whiteplainslibrary.org/facsimiles/>).
- The relocation of the fax/copier caused it to come to light that the fax/copier in the Circulation workroom was without fax capability since the renovation of the area. Fax capability was restored after identifying the phone line that it uses and routing it to the phone jack nearest the copier.
- In addition to our fax service, our wireless/mobile print service also went live in mid-April. In support of the service, a page was added to our website (<http://whiteplainslibrary.org/mobile-printing/>) that provides a a FAQ, a video tutorial and other information on its use. The printer in The Edge was also moved out of the Media Lab next to the online public access catalog (OPAC) kiosk, and the kiosk system was replaced with one that serves as a print release terminal and a PCReservation station in addition to serving as an OPAC. One of the spare coin/bill acceptors from our old, now unused selfchecks is also connected to the system for payment of print jobs.
- The auditorium podium component that had failed in March was returned after being repaired; however, after a couple of weeks, it failed again. It was once again sent back to the manufacturer for repair.
- Two of the selfchecks by the lobby were repaired, specifically the case DVD case unlockers on them. One of those two is still in need of a forthcoming replacement computer, although it is currently operational due to us having installed a spare computer. We also resolved a support contract issue with the vendor Sentry Security who advised us that support for two of our five selfchecks had expired.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: May 13, 2015

Continue to plan Westchester Comics Festival (5/16) and the Westchester Children's Book Festival (10/17).

Attended and presented on the topic of library/school collaboration at Service Learning Conference, Washington, DC (4/9-10).

Assisted with program on Human Trafficking, 4/15.

With K. Degyansky, others, developed NEH/ALA Latino Americans grant application.

Participated in Non-Harassment/Discrimination Training (5/5).

Served as panelist at Westchester Library Association conference 5/8.

With L. Hollahan, others, planned and participated in Eastview Sixth Grade class visits.

Provided New York Lieutenant Governor Democrat Kathy Hochul with a tour of the Library's Trove and Edge.

Conducted book discussions and English conversation classes.

Attended Publishers Weekly Program on Library/Publisher relations and libraries as a resource for book discovery 4/28.

Continued to develop two upcoming exhibits: "Hidden in Plain Sight, Architectural Details of White Plains," in June and "What's Popping? Pop-up Books Today," in October.

Worked on retooling our capital request for phase two to support replacement of service desks.

Edge Report - April 2015

Teen Programs:

- Librarian Carlson
 - Safe Driving PSA, Comic Book Club, Book Review Club, Reusable Plastic Bags
- Digital Media Specialist (DMS) Olney
 - LAN Party, Coding Club, Video Making
- Librarian Carroll
 - Allstate Safe Driving Panel, Window Cleaning, Flashy Edgy Smart You (Make-Up for Job Interviews), Reusable Plastic Bags
- Librarian Himmelfarb
 - Hosted "Just Curly Fries" concert and recording

Training & Meetings:

- Librarian Carlson
 - Edge Staff meetings, 6th Grade visit meeting, WPHS ELA department meeting, PSA meeting with City Officials
- DMS Olney
 - Edge Staff meetings, 6th Grade visit meeting, attended "MATLAB to C Made Easy" Webinar
- Librarian Carroll
 - Edge Staff meetings, 6th Grade visit meeting, YALSA webinar "Partnering with the YMCA"

Other Projects:

- Librarian Carlson
 - Was interviewed on CAP Talks, interviewed part-time Library Assistant candidates, helped with 6th Grade visit
- DMS Olney
 - 3D Printing Demo at the Galleria, helped with 6th Grade visit
- Librarian Carroll
 - Helped with 6th Grade visit, processed and cataloged set of textbooks for new YA Reference collection

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: May 5, 2015
Re: Library Foundation Report

Fundraising:

At our April board meeting, the Foundation voted to raise the fundraising goal for Phases 2 and 3 of renovations to \$500K, from \$225K, and we are working on plans to move the Campaign forward.

Budget: I am working with the Foundation finance committee to develop the budget for next fiscal year, which will address resources for capital projects as well as operating and program expenses.

Grants:

--**Shinnyo-en Foundation:**

--Worked with Brian Kenney and Jody Kennedy and two high school seniors to prepare workshop presentation on the collaboration for the National Service Learning Conference on April 10. The workshop was well received.

--Eastview 6th grade visits to the Library funded through this grant are now underway, with groups of 125-150 students visiting on 4/29, 5/6, 5/15, and 5/21. These full day visits include a presentation to the full group by Jerry Craft, cartoonist, followed by small group workshops including an Edge tour and scavenger hunt; a 3D printing workshop; Poetry Slam workshop by Zork; and a service project (and a pizza lunch). The students have been enthusiastic and engaged.

--Will again offer the Summer TV Production Camp funded by this grant.

--**Allstate:** Edge staff is planning several safe driving workshops this spring. With Kathlyn Carroll, held a teen driving workshop on April 6 with 98 students in attendance. 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. New this year are ads at bus shelters at Purchase College.

--Working on renewal of grant funding for calendar 2016. Program is likely to include some new teen programming on career readiness and leadership development, as well as teen safe driving and financial literacy/career development for adults.

Events:

The Foundation-supported Clarice Wilson Memorial Concert, featuring pianist Adam Kent, was held on April 26.

Our Fall 2015 Gala will celebrate the Foundation's 20th anniversary. Jen DeMilio and Fred Singleton have graciously agreed to co-chair the Gala again this year! 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. The Fall Gala will support the renovations. Gala sponsorship solicitations and other marketing will focus on this goal.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
March 25, 2015

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Diane Tabakman at 9:08 a.m. at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Jen DeMilio, Yuki Haynes, Richard Hecht, Susan Hecht, Joan Kass, Beth Kava, Gregory Keenan, Brian Kenney, Marjolein Mooney, G. Frederick Perkins, Jr., Gail Schwartz, Diane Tabakman and Nick Wolff. Absent with notice were Richard Kaye, Barbara Loucks, Denise Serra and J. Frederick Singleton. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky and Secretary to the Library Director, Sandra McDaniel.

Minutes of Annual Meeting of March 4, 2015

The minutes of the annual meeting of March 4, 2015 were approved on a MOTION by Jim Benerofe, seconded by Nick Wolff.

Minutes of Regular Meeting of March 4, 2015

The minutes of the regular meeting of March 4, 2015 were approved on a MOTION by Jim Benerofe, seconded by Denise D'Ambrosio.

President Tabakman welcomed everyone and introduced new Board member, Jen DeMilio. Ms. DeMilio, who has co-chaired the Gala for the past two years, stated that she was honored to be on the Board. Ms. Tabakman also noted that based on the by-laws Library Board President, Tim James, had elected to appoint Trustee Denise Serra as his delegate for these meetings.

Library Director's Report

Library Director Kenney took the Board on a tour of the first floor where the future Adult Learning Commons area would be located. Mr. Kenney discussed the many areas of the library that needed to be repaired and where the capital projects money from the City would be spent in the next two to four years. Library Director Kenney noted that this year's capital project included replacement of the heating system but the following items would also need to be replaced: reception desk, entrance way, computer area (no privacy now), leaking roof over study area, and the small outdated classrooms where a large bulk of the ESL programming took place. Library Director Kenney noted that the capital project for Phase II & III was \$2.2M and was currently stalled but he thought he could move the project forward with more of a contribution from the Foundation. Mr. Kenney proposed to the Board that their contribution be raised from \$225,000 to \$500,000 which would be used solely for furniture and equipment. Mr. Kenney estimated the infrastructure costs to be about \$600,000. Treasurer Hecht asked Mr. Kenney how much it would cost to separate the phases in the project and Mr. Kenney responded that it would cost \$200,000 more. Ms. Hollahan remarked that \$95,000 had been raised and President Tabakman remarked that we had been in a holding pattern since the City pushed back the project and this would be a significant challenge. Several board members had received feedback from their peers in the community that the City should pay for the construction costs for the building. The Board discussed this and the implications of providing fundraising to enhance the library when the infrastructure was so old and wondered when this project would become a priority for the City. Ms. Tabakman asked Library Director Kenney what role the Library Board of Trustees played and Mr. Kenney explained that the best advocates to approach the City and talk about the library budget and capital projects were the Board of Trustees and library users.

Library Director Kenney advised the Board that the strategic plan for the library was created three years ago and he was working with the same consultants to develop a new strategic plan that would involve a day long retreat on September 24th with a variety of people. Mr. Kenney remarked that the consultants suggested that an additional ½ day retreat be held on September 25th for the Foundation Board and/or the Library Board. Library Director Kenney would go into more detail at the next meeting.

President's Report

President Tabakman remarked that further discussion would continue at the next meeting regarding the next steps for the Campaign. Ms. Tabakman reviewed the Board Committee list as of March 24th and noted that Fred Perkins needed approval to join the Finance Committee. On a MOTION by Richard Hecht, seconded by Nick Wolff, Fred Perkins was approved as a member of the Finance Committee. Ms. Hollahan noted the following: there was an opening for Campaign Committee Co-chair as Judy Nevins had stepped down and this was a great opportunity for some of you to get involved; the Business Committee was inactive, unfortunately, but hoped it would be reactivated with the upcoming Gala; and the Fall Gala Committee needed people. President Tabakman expected each board member to participate in some committee where they had an interest.

Libby Hollahan remarked that the Westchester Children's Book Festival would showcase about 20 children's authors and the City has asked the library to spearhead the event which needs sponsorship to underwrite the event as well as publicity.

Committee Reports

Ms. Hollahan stated that the Trumble in the Trove event was very well attended and made \$881 for the book and bake sale. Ms. Haynes reported that she had a small but active committee and thanked them for their hard work. Mr. Keenan stated that there was nothing to report on the Business Committee as they had not met. President Tabakman and Mr. Keenan agreed to discuss this committee.

Executive Director's Report

Ms. Hollahan discussed her written report as well as her concerns about the Fall Gala Committee. Ms. Hollahan would like to focus on the next phase of the renovation and the success of the Trove and Edge in the messaging for the Gala event. Greg Keenan stated that we need to craft a focal point for the next campaign (i.e., Learning Commons, Friends Bookstore) as well as a well-defined theme for the marketing campaign. Mr. Perkins would like to know the cost of the Trove and The Edge without the extras. President Tabakman requested this subject be revisited at the next meeting and be prepared to have specific amounts for the cost of the Trove and The Edge as well as how much the Foundation had contributed.

Treasurer's Report

Treasurer Hecht remarked that there was a detailed report on the finances included in the board packets and that he had reviewed the draft of the 990 annual tax form with the accountants and some modifications needed to be made. Mr. Hecht noted that at the next Finance Committee meeting the revised 990 would be reviewed and be ready in time for the next board meeting.

Ms. D'Ambrosio distributed a flyer on Human Trafficking which was a program sponsored by several organizations and being held at the library on April 15th.

President Tabakman stated that the Friends of the Library organization was looking for members and noted that we have gotten terrific support from them. Assistant Library Director Degyansky stated that a promotional flyer was being created to assist in their recruitment of volunteers.

Ms. Hollahan will email the dates of the 6th grade visits to the library to the Board.

On a MOTION by Denise D'Ambrosio, seconded by Gail Schwartz, the meeting was adjourned at 10:23 a.m.


Diane H. Tabakman, President/Secretary