

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: December 26, 2012
Re: White Plains Library Foundation Report

Annual Appeal:

Appeal letter was mailed Dec. 1 for our annual giving program, and gifts are continuing to come in.

Capital Campaign Launch:

The first floor campaign, **Building New Learning Opportunities: The Edge & Beyond**, is continuing. We recently received a \$15,000 pledge for a named area on the first floor, from a prominent individual who is a graduate of WPHS and is making the donation in honor of his parents. While we are well on our way to funding the Foundation's commitment for Phase I, significant fundraising will still need to be done to support the Foundation's Phase II and Phase III commitments.

Update on Existing/Pending Grants:

Allstate: The final program for 2012 was a teen safe driving open house on Sat. Dec. 15, featuring the WPHS honors string ensemble. I am working with teen and adult librarians to plan programs for 2013, the third year of support from The Allstate Foundation.

Foundation Board:

In preparation for our Annual Meeting on February 27, a Nominating Committee has been organized and candidates are being approached.

Events:

On behalf of the Foundation, I hosted the New Westchester Symphony Orchestra on Sunday, Dec. 16, for a holiday concert. About 90 people were in the audience.

Our Library Mini Golf event will be held on Saturday, March 16 (rather than January 12). Yuki Haynes is chairing the event committee, and the first committee meeting will be on Jan. 8.

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
November 14, 2012**

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, Eileen Bradley, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, Brian Kenney, Barbara Loucks, Judy Nevins, G. Frederick Perkins, Jr., Paul Schwarz, Gail Schwartz, Diane Tabakman and Nick Wolff. Absent with notice were: Richard Kaye and Gregory Keenan. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky, and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meetings October 17, 2012

The minutes of the regular meetings of October 17, 2012 were approved on a MOTION by Denise D'Ambrosio, seconded by Jim Benerofe.

President's Report

President Wolff thanked everyone for participating in the Gala and remarked that there were many people whom he had never seen before or weren't supporters of the library but came to the library because of the honorees. Nick Wolff and the Board thanked Libby for all her hard work at the Gala.

Mr. Wolff announced that a nominating committee was being established to determine candidates for the next election.

Nick Wolff asked Ms. Hollahan to review the Foundation's 2013 Meeting Schedule. Ms. Hollahan reviewed the meeting schedule and noted that two of the meetings were scheduled on Monday nights 7 p.m. (April 22 and November 18), based on the recent Board survey about meeting dates, while the remaining meetings would be on Wednesday mornings at 9 a.m. as usual.

Library Director's Report

Library Director Kenney stated that the Gala was terrific and he met new people some of who hadn't been in the library in years.

Brian Kenney reported the following library statistics: the library had 40% more visitors than last year at this time, circulation was up 11%, adult books usage was up 20%, and computer usage was up 15%. Mr. Kenney stated we offered 30% more programs and our meeting rooms were used 60% more by the community for programs. In addition, our ebook usage was up 80% from last October. Library Kenney attributed the increase in usage to our expanded hours since we are open 20% more than last year. Jim Benerofe suggested that this statistical information be put on the website. Mr. Kenney commented that the information was on the website but he would create a blog so that the information will be more meaningful. Diane Tabakman noted that the adult learning information would be very helpful and needed to be talked up to the community.

Library Director Kenney reported that the IMLS Learning Labs grant (federal funding) was turned down and that only seven libraries in the country were funded. Mr. Kenney also reported that the meeting with the architects and estimator to review the first-floor project budget, which had been postponed due to the hurricane, would be taking place later today.

Executive Director's Report

Ms. Hollahan reviewed her report and talked about the Gala. She stated that the library was very welcoming and that the honorees brought new prospects into the library. Libby Hollahan stated many people were focused on Superstorm Sandy and how it affected them but were grateful the library had been open during

the storm. Ms. Hollahan commented that, in light of the storm, it was challenging to focus guests' attention on funding needs for the project, but we have a good list of people for follow up with for the campaign. She noted that gala attendance was about 190, or 30 more than originally budgeted. She also stated that we raised \$2,091 via the "Fund-A-Chair" Giving Tree (one bar stool, 8 "Very" chairs, and one \$100 share-a-chair donation).

Ms. Hollahan also relayed the good news that she received an email approval from the Shinnyo-en Foundation for a \$50,000 grant spread over two years, with the first installment in December 2012. The funding would be restricted to the purchase of media lab equipment and furniture with a small amount for technology programming support for the launch of The Edge. The Board discussed various ways to recognize the Shinnyo-en Foundation for their grant and decided it would be low key, as the Shinnyo-en Foundation prefers the focus be on the community and programs.

Libby Hollahan stated that she received the fully executed Dormitory Authority grant paperwork back so the self-check machines can be ordered.

Ms. Hollahan has been working on the annual appeal letter, which will touch on teens, adults, and the community as well as include statistics and core programs funded by the Foundation. She planned to have the letters ready the week after Thanksgiving and letters for about 300 donors will need personalization. Libby Hollahan distributed a document with the names of the donors that received personalized letters in the past, and asked that the directors review the spreadsheet and send her any feedback on who we should focus on for the campaign or the appeal since there is a limited pool of donors.

Treasurer's Report

Ms. Bradley reviewed several financial reports and a letter from Paul Bronzo. Treasurer Bradley reported that the Gala financial goals were not met most likely due to the fact that sponsorships were down. Eileen Bradley stated that it was imperative that the annual appeal goals were met so that we would not have to make any programming changes.

Ms. Bradley remarked that she would keep an eye on the cash flow with regard to the Dormitory Authority grant.

Board News

Judy Nevins informed the Board that she would be moving before the end of the month to New York City but planned to stay on the Board until the annual meeting in February. Ms. Nevins has loved the Board and been a long time volunteer to the City of White Plains. President Wolff thanked Ms. Nevins for her leadership, professionalism and service to the board and wished her happiness in the next chapter of her life.

On a MOTION by Denise D'Ambrosio, seconded by Gail Schwartz, the meeting was adjourned at 9:56 a.m.



Nicholas Wolff, President/Secretary