



WHITE PLAINS
PUBLIC LIBRARY

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TO THE HONORABLE MAYOR AND MEMBERS OF THE COMMON COUNCIL:

Over the past two years, the Library has been aggressively re-structuring how it delivers library services. Our goal is to improve service levels without increasing costs. There has required a shift from utilizing staff in clerical work, such as processing materials, to providing direct customer service. Elsewhere on the agenda are a communication and ordinance from the Personnel Department creating a new position title and eliminating an existing position that was vacated in the fall.

At this time, the Library is requesting that the Common Council authorize the transfer of \$25,000 from its Reserve for Financing which represents a significant portion of the savings from this now vacated position to the account for program services. This transfer would allow the Library to continue to obtain book processing services from an outside vendor. The transfer request is as follows:

TRANSFER FROM:

L001-9.990	Reserve for Financing (Library)	<u>\$25,000</u>
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TRANSFER TO:

L002-4.023	Program Services	\$18,000
L004-4.023	Program Services	<u>7,000</u>
		<u>\$25,000</u>

It is also requested that the commissioner of Finance be authorized to receive and disburse funds accordingly.

Respectfully submitted,

Brian Kenney
Library Director

Dated: December 12, 2012 for
January 7, 2013 Common
Council Meeting