

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Regular Meeting**

***Wednesday, April 10, 2013***

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of March 13, 2013**
- 2 Budget**
  - a) City Revenue & Expenditures Budget by Department – 04/03/13
- 3 Bills: 2012 -2013 Budget: Claim #17, #18**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
  - a) WLS
  - b) Friends Meeting Minutes – 03/14/13
  - c) Foundation – Executive Directors Report – 04/01/13
  - d) Other
- 6 Ongoing Business**
  - a) Memorandum of Understanding Between the White Plains Cable Commission and the White Plains Board of Trustees
  - b) First Floor Renovation
  - c) Library Budget
- 7 New Business**
  - a) Action on 2012 New York State Report
  - b) Approval of 2013/2014 Holiday Schedule
  - c) Personnel Additions/Deletions – 01/01/13 – 03/31/13
  - d) Presentation by Tim Baird, Head of Adult Services

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
March 13, 2013**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:01 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice was Foundation Executive Director, Libby Hollahan. Absent without notice was Trustee Clouet. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Librarian Christiane Deschamps and Sandra McDaniel, Library Secretary.

**Minutes of Annual Meeting of February 6, 2013**

The minutes of the annual meeting of February 6, 2013 were approved as presented on a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio.

**Minutes of Regular Meeting of February 6, 2013**

The minutes of the regular meeting of February 6, 2013 were approved as submitted on a MOTION by Trustee Tom Scherer, seconded by Trustee Denise D'Ambrosio.

**Budget:**

City Revenue & Expenditure Budget by Department for March 7, 2013 were reviewed. Library Director Kenney remarked that Librarian Deschamps reviewed the books and materials weekly to ensure we were spending our budget.

**Bills: 2012/13 Budget: #15, #16**

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #15, #16, was approved on a MOTION by Trustee Furth, seconded by Trustee Haynes.

**Report of Library Administration**

The Board reviewed and discussed the monthly reports. Library Director Kenney reported that we started spending the DASNY funds and that one of the two self-check machines were installed in the Trove today. Mr. Kenney remarked that the I/T department was working out any technology problems that they came across, as these would be the same machines that would be installed on our first floor.

Trustee Matthews-Serra asked about Mr. Kenney's meeting with a few other local library directors on areas of collaboration. Mr. Kenney responded that the Library was continuing to find ways to work collaboratively with other libraries. Library Director Kenney commented that there was an inequity in Westchester with a few libraries buying a lot of new books for their communities versus some who bought few new books. The Board discussed the disparity and Mr. Kenney remarked that White Plains residents did have preference over other residents for material purchased by WPPL. Trustee Furth noted that some of the population were unable to support their libraries but relied on system- wide lending to borrow materials.

**Trustee Reports & Business**

**WLS** – Trustee Furth stated she did not attend the meeting. President Schwarz encouraged the Board members to attend the April 3<sup>rd</sup> WLS Trustee Institute workshop being held at the Library on trustees roles and responsibilities.

**Minutes of the March 13, 2013 meeting of the Library Board of Trustees, page 2**

**Friends** – President Schwarz remarked that The Friends of the Library voted to contribute \$30,000, \$10,000 over the next three years, for the Friends Café and Bookstore. Trustee Schwarz thanked the Friends Board and Trustee Yuki Haynes agreed to attend the Friends Board meeting tomorrow to thank them on behalf of the Library Board for their contribution.

**Foundation** – Ms. Hollahan provided her written report but was unable to attend. Trustee Haynes reminded the Board that the Mini Golf event was taking place this Saturday, March 16 at the Library and encouraged the board members to bring their friends to the 19<sup>th</sup> Hole fundraiser in the evening or just stop by in the daytime.

**Ongoing Business:**

Library Director Kenney reported that the first floor renovation was moving along and that he had met on March 1 with DPW and the architects to review the plans. Mr. Kenney described some of the issues that had arisen during the meeting and stated that another meeting was scheduled on March 20 where the architects would present their revised plans to DPW. Mr. Kenney hoped to get the project on the Common Council's May agenda for approval. Library Director remarked that if all the approvals were received the new timetable for opening of The Edge would be November 1.

Mr. Kenney advised the Board that he had a template for the E-newsletter but preferred to publish it after he had a definite date on the opening of The Edge.

Library Director Kenney reported that he presented the Board approved budget to the Budget office and was informed that all departments must work with the budget they had been given. Mr. Kenney removed the additional monies that were in the materials budget as well as some funds from the electrical, gas and security lines in the budget. Library Director Kenney stated that the budget was now at \$100,000 over but felt that if anymore were reduced, the Library would have to reduce some of their services. Mr. Kenney requested an additional \$50,000 from the City and would use \$47,000 from the Library's existing fund balance (monies which have been accrued from vacant positions) to cover the shortfall.

Mr. Kenney stated that he hired Austin Olney for the Digital Media Assistant position and that he would be relocating to take this job. Mr. Olney has a B.A. in Adolescence Studies and a Masters in Social Studies and seemed like he would be a good fit to work with teens.

Library Director Kenney met with Mayor Roach and Max Rodriguez, Director of the Westchester Children's Book Festival, and a Barnes & Noble representative to discuss the upcoming festival. Mr. Kenney remarked that the City and Barnes & Noble would like to have a different type of event so discussions were ongoing.

**New Business:**

Mr. Kenney discussed the ALA Conference being held in June in Chicago and remarked that the Friends would also pay a portion of the library conference fees. On a MOTION by Trustee Furth, seconded by Trustee Haynes, approval was received for reimbursement of ALA expenses up to \$500.00 each for Erik Carlson and Karyn DeLuca.

**Minutes of the March 13, 2013 meeting of the Library Board of Trustees, page 3**

The Board discussed the draft of the Customer Service Policy that Library Director Kenney intended to be used in the following ways: 1) to inform the public of what they should expect from the Library and 2) to be used with the staff to inform them of what was expected of them in terms of their behavior and their interactions with the public. Mr. Kenney stated that he had received a surprising number of complaints and wanted the Library to be a more welcoming and friendly environment. One member of the Board felt that staff should receive training prior to the Customer Service Policy being adopted. Assistant Library Director Degyansky remarked that training would follow.

On a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio, approval was given to adopt the draft of the Customer Service Policy with the addition of the words nationality and sexual orientation in the first paragraph. (7 yes, 1 no)

Librarian Christian Deschamps described her duties as the manager of acquisitions and collections where she had responsibility for purchasing and processing our collection that included books, ebooks, DVDs, CDs, working with our WLS and third-party vendors and weeding our collections. Librarian Deschamps stated the library processed 17,000 items last year and still processed all audiovisuals in house. Ms. Deschamps also provided direct customer service at the Reference Desk where she was able to get information to help select for the collections. Librarian Deschamps remarked that the future of the library was moving toward more patron-driven services as such as Freeding and the recently instituted Request a Purchase form which is available on our website.

**Adjournment**

The meeting was adjourned at 8:35 p.m. on a MOTION by Trustee Denise D'Ambrosio, seconded by Trustee Denise Matthews-Serra.

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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:** April 3, 2013

The Budget Report as of April 3, 2013 is attached. All monthly revenues and expenditures are normal.

FOR 2013 09

ORIGINAL APPROP REVISED BUDGET YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

201 LIBRARY FUND

1. SALARIES & WAGES

|       |                          |           |           |              |            |     |            |        |
|-------|--------------------------|-----------|-----------|--------------|------------|-----|------------|--------|
| 1.100 | APPTD OFFICIALS SALARIES | 143,820   | 143,820   | 107,865.00   | 16,594.62  | .00 | 35,955.00  | 75.0%  |
| 1.150 | MANAGERIAL SALARIES      | 187,494   | 187,494   | 140,639.57   | 21,633.89  | .00 | 46,854.43  | 75.0%  |
| 1.151 | MANAGERIAL OVERTIME      | 0         | 0         | 121.04       | .00        | .00 | -121.04    | 100.0% |
| 1.153 | M/C ATTENDANCE BONDS     | 600       | 600       | 600.00       | .00        | .00 | .00        | 100.0% |
| 1.200 | CSEA SALARIES AND WAGES  | 2,222,852 | 2,171,837 | 1,640,359.26 | 247,439.55 | .00 | 531,477.74 | 75.5%  |
| 1.201 | CSEA OVERTIME            | 41,000    | 41,000    | 32,666.11    | 6,705.41   | .00 | 8,333.89   | 79.7%  |
| 1.203 | CSEA ATTENDANCE BONUS    | 10,000    | 10,000    | 6,600.00     | .00        | .00 | 3,400.00   | 66.0%  |
| 1.800 | PART-TIME/HOURLY WAGES   | 195,000   | 235,000   | 131,319.59   | 24,318.12  | .00 | 103,680.41 | 55.9%  |
|       | TOTAL SALARIES & WAGES   | 2,800,766 | 2,789,751 | 2,060,170.57 | 316,691.59 | .00 | 729,580.43 | 73.8%  |

2. EMPLOYEE BENEFITS

|       |                            |           |           |              |            |     |            |        |
|-------|----------------------------|-----------|-----------|--------------|------------|-----|------------|--------|
| 2.001 | SOCIAL SECURITY            | 212,635   | 211,794   | 156,387.20   | 23,964.97  | .00 | 55,406.80  | 73.8%  |
| 2.020 | MTA PAYROLL TAX            | 9,535     | 9,499     | 7,042.91     | 1,065.16   | .00 | 2,456.09   | 74.1%  |
| 2.101 | NYS EMPLOYEE PENSION       | 483,377   | 486,184   | 364,471.10   | 55,740.10  | .00 | 121,712.90 | 75.0%  |
| 2.201 | EMPLOYEE ACTIVE HEALTH INS | 459,521   | 445,573   | 335,094.16   | 38,722.28  | .00 | 110,478.84 | 75.2%  |
| 2.202 | RETIRES HEALTH INSURANCE   | 181,000   | 181,000   | 136,546.36   | 17,269.81  | .00 | 44,453.64  | 75.4%  |
| 2.203 | RETIRES HEALTH INS BUYOUT  | 1,650     | 1,650     | 1,650.00     | .00        | .00 | .00        | 100.0% |
| 2.204 | NYS HEALTH INS ADMIN CHRGR | 1,375     | 1,375     | 672.21       | .00        | .00 | 702.79     | 48.9%  |
| 2.205 | RETIRES MEDICARE PAYMENT   | 49,500    | 49,500    | 32,158.80    | 11,179.80  | .00 | 17,341.20  | 65.0%  |
| 2.206 | ACTIVE HEALTH INS BUYOUT   | 29,883    | 29,883    | 29,883.00    | .00        | .00 | .00        | 100.0% |
| 2.301 | DENTAL INSURANCE PLAN      | 41,615    | 39,732    | 29,934.24    | 3,270.96   | .00 | 9,797.76   | 75.3%  |
| 2.407 | OPTICAL INSURANCE          | 11,865    | 11,328    | 8,534.52     | 932.58     | .00 | 2,793.48   | 75.3%  |
| 2.501 | GROUP LIFE INS-MANAGEMENT  | 2,659     | 2,659     | 2,130.48     | 238.32     | .00 | 528.52     | 80.1%  |
| 2.601 | MEMBERSHIPS-FEES-DUES      | 141       | 141       | 40.00        | 40.00      | .00 | 101.00     | 28.4%  |
| 2.602 | EDUCATION-TRAINING FEES    | 1,150     | 1,150     | 238.45       | 150.00     | .00 | 911.55     | 20.7%  |
| 2.603 | TRAVEL AND TRANSPORTATION  | 1,000     | 1,000     | 191.97       | .00        | .00 | 808.03     | 19.2%  |
| 2.703 | UNIFORMS                   | 350       | 350       | 104.22       | .00        | .00 | 245.78     | 29.8%  |
| 2.905 | EMPLOYEE ASSISTANCE PROG.  | 1,225     | 1,225     | 1,190.00     | 577.50     | .00 | 35.00      | 97.1%  |
|       | TOTAL EMPLOYEE BENEFITS    | 1,488,481 | 1,474,043 | 1,106,269.62 | 153,151.48 | .00 | 367,773.38 | 75.1%  |

3. MATERIALS & SUPPLIES

FOR 2013 09

|                                 | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 3.001 OFFICE SUPPLIES           | 8,000           | 8,000          | 8,080.78     | 271.06       | .00          | -80.78           | 101.0%   |
| 3.003 PRINTING                  | 6,000           | 6,000          | 3,207.27     | 237.00       | .00          | 2,792.73         | 53.5%    |
| 3.004 POSTAGE                   | 4,000           | 4,000          | .00          | .00          | .00          | 4,000.00         | .0%      |
| 3.005 BOOKS-DAMPHELETS-MOVIES   | 259,000         | 259,000        | 132,098.07   | 12,902.93    | .00          | 126,901.93       | 51.0%    |
| 3.006 SUBSCRIPTIONS-PERIODICALS | 14,238          | 14,238         | 13,481.58    | 438.00       | .00          | 756.42           | 94.7%    |
| 3.009 BOOKBINDING               | 500             | 500            | .00          | .00          | .00          | 500.00           | .0%      |
| 3.010 NON-BOOK MATERIALS        | 45,000          | 45,000         | 81,114.08    | 14,437.88    | .00          | -36,114.08       | 180.3%   |
| 3.011 PROGRAM SUPPLIES          | 2,500           | 2,500          | 2,194.45     | 123.44       | .00          | 167.11           | 93.3%    |
| 3.012 OFFICE EQUIPMENT MAINT    | 1,000           | 1,000          | 397.00       | 125.00       | .00          | 603.00           | 39.7%    |
| 3.014 LIBRARY SUPPLIES          | 10,000          | 10,000         | 9,146.76     | 1,997.22     | .00          | 853.24           | 91.5%    |
| 3.016 REPLACEMENT MATERIALS     | 3,000           | 3,000          | 2,994.47     | 290.96       | .00          | 5.53             | 99.8%    |
| 3.022 PC SOFTWARE               | 500             | 500            | 2,240.00     | 232.00       | .00          | -2,172.05        | 53.4%    |
| 3.301 BLDNG/FCLITY REPAIRS      | 12,000          | 12,000         | 11,348.10    | 549.00       | 6,300.00     | -5,648.10        | 147.1%   |
| 3.302 BULD./FAC. EMERGCY REPRS  | 3,325           | 3,325          | 3,331.60     | 3,331.60     | .00          | -6.60            | 100.2%   |
| 3.306 MAINTENANCE SUPPLIES      | 15,000          | 15,000         | 21,302.64    | 4,815.17     | 340.00       | -6,642.64        | 144.3%   |
| 3.601 ELECTRICITY               | 392,721         | 392,721        | 173,901.50   | 28,063.29    | .00          | 218,819.50       | 44.3%    |
| 3.602 TELEPHONE                 | 4,500           | 4,500          | 2,518.85     | 560.18       | .00          | 1,981.15         | 56.0%    |
| 3.603 GAS                       | 87,290          | 87,290         | 26,116.70    | 8,094.25     | .00          | 61,173.30        | 29.9%    |
| 3.604 WATER                     | 4,000           | 4,000          | 6,859.82     | 602.72       | .00          | -2,859.82        | 171.5%   |
| 3.703 EQUIPMENT RENTAL          | 2,625           | 2,625          | 1,941.76     | 602.72       | .00          | 683.24           | 74.0%    |
| 3.704 COPIER RENTAL             | 10,190          | 10,190         | 5,919.93     | 558.31       | .00          | 4,270.07         | 58.1%    |
| 3.716 LIBRARY SOFTWARE LEASE    | 0               | 0              | 17,191.36    | .00          | .00          | -17,191.36       | 100.0%   |
| TOTAL MATERIALS & SUPPLIES      | 885,389         | 885,389        | 525,386.72   | 77,630.01    | 7,210.49     | 352,791.79       | 60.2%    |
| 4. DIRECT COSTS                 |                 |                |              |              |              |                  |          |
| 4.005 FINANCIAL/AUDITING COSTS  | 4,018           | 4,018          | 4,018.00     | 5,233.12     | .00          | .00              | 100.0%   |
| 4.015 SERVICE CONTRACTS         | 141,018         | 141,018        | 103,675.71   | 11,758.23    | 27,710.00    | 9,632.29         | 93.2%    |
| 4.016 SECURITY GUARDS           | 106,402         | 106,402        | 70,671.48    | 3,252.00     | .00          | 35,730.52        | 66.4%    |
| 4.023 PROGRAM SERVICES          | 31,500          | 56,500         | 35,975.50    | .00          | .00          | 20,524.50        | 63.7%    |
| 4.058 ON LINE SUBSCRIPTION SRVC | 27,451          | 27,451         | 14,193.58    | .00          | .00          | 13,257.42        | 51.7%    |
| 4.602 SIF CONTRIBUTION          | 44,765          | 44,765         | 44,765.00    | .00          | .00          | .00              | 100.0%   |
| 4.709 LIBRARY PRGM ACTIVITIES   | 5,000           | 5,000          | 4,597.90     | 1,700.00     | .00          | 402.10           | 92.0%    |
| TOTAL DIRECT COSTS              | 360,155         | 385,155        | 277,898.17   | 21,943.35    | 27,710.00    | 79,546.83        | 79.3%    |
| 9. OTHER FINANCIAL USES         |                 |                |              |              |              |                  |          |
| 9.302 TO DSF-LIBRARY FUND CONTR | 355,535         | 355,535        | 296,084.73   | 9,442.79     | .00          | 59,450.27        | 83.3%    |
| 9.990 RESERVE FOR FINANCING     | 0               | 39,325         | .00          | .00          | .00          | 39,325.00        | .0%      |
| TOTAL OTHER FINANCIAL USES      | 355,535         | 394,860        | 296,084.73   | 9,442.79     | .00          | 98,775.27        | 75.0%    |

FOR 2013 09

|                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| TOTAL LIBRARY FUND | 5,890,326          | 5,929,198         | 4,265,809.81 | 578,859.22   | 34,920.49    | 1,628,467.70        | 72.5%       |
| GRAND TOTAL        | 5,890,326          | 5,929,198         | 4,265,809.81 | 578,859.22   | 34,920.49    | 1,628,467.70        | 72.5%       |

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



FOR 2013 09

|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
| -----                              |                    |                   |               |              |              |                     |             |
| 201 LIBRARY FUND                   |                    |                   |               |              |              |                     |             |
| -----                              |                    |                   |               |              |              |                     |             |
| 02 INTERGOVERNMENTAL               |                    |                   |               |              |              |                     |             |
| 02269 LIBRARY-OTHER LIBRARIES      | -14,824            | -14,824           | -15,184.92    | .00          | .00          | 360.92              | 102.4%      |
| TOTAL INTERGOVERNMENTAL            | -14,824            | -14,824           | -15,184.92    | .00          | .00          | 360.92              | 102.4%      |
| -----                              |                    |                   |               |              |              |                     |             |
| 03 CHARGES FOR SERVICES            |                    |                   |               |              |              |                     |             |
| 03649 MISCELLANEOUS REIMBURSEMENTS | -1,971             | -1,971            | -1,601.08     | .00          | .00          | -369.92             | 81.2%       |
| 03650 REPLACEMENT MATERIAL FEE     | -3,032             | -3,032            | -2,810.84     | -132.47      | .00          | -221.16             | 92.7%       |
| TOTAL CHARGES FOR SERVICES         | -5,003             | -5,003            | -4,411.92     | -132.47      | .00          | -591.08             | 88.2%       |
| -----                              |                    |                   |               |              |              |                     |             |
| 06 MISCELLANEOUS                   |                    |                   |               |              |              |                     |             |
| 06651 LIBRARY FINES                | -100,000           | -100,000          | -62,903.25    | -6,567.77    | .00          | -37,096.75          | 62.9%       |
| 06695 RENTAL LIBRARY SPACE         | -4,500             | -4,500            | -1,895.00     | .00          | .00          | -2,605.00           | 42.1%       |
| 06697 COMMISSION COIN MACHINE      | -15,000            | -15,000           | -8,068.39     | -870.60      | .00          | -6,931.61           | 53.8%       |
| 06698 REFUND PR YR EXPENDITURES    | 0                  | 0                 | -1,113.24     | .00          | .00          | 1,113.24            | 100.0%      |
| 06699 OTHER                        | -4,500             | -4,500            | -2,824.38     | -266.64      | .00          | -1,675.62           | 62.8%       |
| 06700 MEDICARE PART D REIMB        | -15,250            | -15,250           | -8,281.10     | .00          | .00          | -6,968.90           | 54.3%       |
| TOTAL MISCELLANEOUS                | -139,250           | -139,250          | -85,085.36    | -7,705.01    | .00          | -54,164.64          | 61.1%       |
| -----                              |                    |                   |               |              |              |                     |             |
| 09 OPERATING TRANSFERS             |                    |                   |               |              |              |                     |             |
| 09910 GENERAL FUND CONTRIBUTION    | -5,701,249         | -5,740,121        | -3,476,084.73 | -409,442.79  | .00          | -2,264,036.27       | 60.6%       |
| TOTAL OPERATING TRANSFERS          | -5,701,249         | -5,740,121        | -3,476,084.73 | -409,442.79  | .00          | -2,264,036.27       | 60.6%       |
| -----                              |                    |                   |               |              |              |                     |             |
| 0A APPROP FUND BALANCE             |                    |                   |               |              |              |                     |             |
| 09999 APPROPRIATED FUND BALANCE    | -30,000            | -30,000           | .00           | .00          | .00          | -30,000.00          | .0%         |
| TOTAL APPROP FUND BALANCE          | -30,000            | -30,000           | .00           | .00          | .00          | -30,000.00          | .0%         |

FOR 2013 09

|                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
| TOTAL LIBRARY FUND | -5,890,326         | -5,929,198        | -3,580,766.93 | -417,280.27  | .00          | -2,348,431.07       | 60.4%       |
| GRAND TOTAL        | -5,890,326         | -5,929,198        | -3,580,766.93 | -417,280.27  | .00          | -2,348,431.07       | 60.4%       |

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

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 17  
Page 1

Claims Paid On: April 5, 2013  
Due in Finance : March 22, 2013

| <u>BUDGET CODE</u>         | <u>NUMBER</u> | <u>VENDOR</u>              | <u>AMOUNT</u> |
|----------------------------|---------------|----------------------------|---------------|
| 3.001 Office Supplies      | Feb '13       | Crystal Rock Bottled Water | \$ 59.76      |
|                            | Feb '13       | Purchase - Supply Room     | 354.55        |
|                            | claim 3/8     | Staples                    | 120.54        |
| 3.005 Books                | 106           | Baker & Taylor, Inc.       | 4,840.13      |
|                            | 102           | Ingram Library Services    | 81.57         |
|                            | 103           | Regent Book Company        | 13.74         |
| 3.006 Periodicals          | 101           | Royal Scarlet Deli         | 370.00        |
| 3.010 Non Books            | claim 3/13    | Bull Movie Outreach        | 37.44         |
|                            | PC-177        | Midwest Tape               | 2,784.03      |
|                            | PC-178        | OverDrive                  | 1,295.01      |
| 3.011 Program Supplies     | PO30978       | Oriental Trading Co.       | 60.44         |
|                            | PO30968       | S&S Worldwide              | 138.44        |
| 3.014 Library Supplies     | PO30945       | Clear-Vu                   | 1,436.96      |
| 3.022 PC Software          | 102           | Bill Deierlein - reimburse | 232.00        |
| 3.301 Facility Maintenance | PC-179        | American Independent Paper | 54.00         |
| 3.306 Maintenance Supplies | Feb '13       | Purchase - Supply Room     | 871.70        |
|                            | PC-180        | Burke & McCowen            | 28.79         |
|                            | PC-181        | Kent Supply Company        | 26.11         |
|                            | PC-182        | Peak Performance & Service | 1,460.00      |
| 3.601 Electricity          | 1/11 - 2/12   | PASNY                      | 28,063.29     |

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 17  
Page 2

Claims Paid On: April 5, 2013  
Due in Finance : March 22, 2013

| <u>BUDGET CODE</u>        | <u>NUMBER</u> | <u>VENDOR</u>                    | <u>AMOUNT</u> |
|---------------------------|---------------|----------------------------------|---------------|
| 3.602 Telephone           | 12/22 - 1/21  | Verizon                          | \$ 255.18     |
|                           | 1/22 - 2/21   | Verizon                          | 253.17        |
| 3.703 Equipment Rental    | PC-175        | Pitney Bowes                     | 576.00        |
| 3.704 Copier Rental       | PC-174        | Canon Financial Services         | 558.31        |
| 4.015 Service Contracts   | PC-175        | Pitney Bowes                     | 387.00        |
| 4.016 Security            | 104           | Security Services of Connecticut | 4,285.71      |
| 4.023 Program Services    | PC-183        | Baker & Taylor, Inc.             | 1,316.00      |
| 4.709 Library Programming | 105           | Naicy Pretill                    | 700.00        |

Approved:

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Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 18

Claims Paid On: April 19, 2013

Due in Finance : April 5, 2013

| <u>BUDGET CODE</u>         | <u>NUMBER</u> | <u>VENDOR</u>                    | <u>AMOUNT</u> |
|----------------------------|---------------|----------------------------------|---------------|
| 2.601 Memberships          | 106           | Public Library Director Assoc.   | \$ 40.00      |
| 3.005 Books                | 114           | Baker & Taylor, Inc.             | 9,029.89      |
|                            | 107           | Barnes & Noble                   | 28.83         |
|                            | 108           | Christiane Deschamps - reimburse | 20.00         |
|                            | 109           | Ingram Library Services          | 70.40         |
|                            | 110           | Regent Book Co.                  | 13.82         |
| 3.010 Non Books            | PC-185        | Midwest Tape                     | 3,813.66      |
|                            | PC-186        | OverDrive                        | 754.49        |
| 3.011 Program Supplies     | PC-187        | Erik Carlson - reimburse         | 15.79         |
|                            | PC-188        | La Bella Restaurant              | 36.00         |
| 3.301 Facility Maintenance | PC-189        | Sound Water Treatment Center     | 335.00        |
|                            | PC-192        | Peak Performance & Service       | 300.00        |
| 3.306 Maintenance Supplies | PC-192        | Peak Performance & Service       | 75.00         |
|                            | PC-190        | Atlantic Westchester             | 1,970.00      |
| 3.603 Gas                  | 111           | Con Edison                       | 7,357.75      |
| 4.016 Security             | 112           | Security Service Connecticut     | 4,354.90      |
| 4.023 Program Services     | PC-191        | Baker & Taylor, Inc.             | 1,541.52      |

Approved:

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Yuki Haynes, Secretary

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – March 2013  
Date: March 31st, 2013

### **Administrative**

- Assisted Business Manager Deierlein in collecting statistics for the NY State Annual Report.
- Attended a Mayor's Youth Board meeting.
- Completed Merit Evaluations for the Adult Services Department.
- New Berkeley College Work Study student Christina Beauvoir joined our Periodicals Department, 20 hours a week.
- Demonstrated Twitter at a Friends of the Library Board Meeting. Was also asked to give a twitter demonstration to the Technical Services Department.
- With Director Kenney and Librarians Carlson and Perez, met to discuss plans for doing outreach at the Galleria Mall.

**Staff Activities** - *Thanks to librarians Karyn DeLuca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report.*

- Librarians Carlson attended a White Plains Cares Coalition meeting.
- Librarians Carlson and Perez met with Ms. Puncar, Director of Marketing/Business Development, to look at opportunities for the Library to do outreach and programming at the Galleria Mall.
- Librarian Duffy attended a WLS Legal Research and Resources workshop.
- Librarian Varian attended a White Plains Historical Society board meeting.
- Librarian Varian identified Local History photos for an exhibit on White Plains in observance of ALA's Preservation Week.
- Librarian Kunz attended two METRO workshops: Operationalizing Social Media and Library Branding on a Shoestring.
- Librarians Hughes and Perez met with Director Kenney to discuss possible senior programming at the Library.
- Librarian Hughes attended a Friends of the Library Board meeting.
- Librarian Perez assisted WLS with the Spanish Book Fair that was held at the Library.

### **Customer Service:**

- Provided 8 1-1 e-reader trainings.
- Librarian Varian answered 19 Local History queries.
- 2 Spanish computer classes and 5 English computer classes were offered.
- The Spanish Conversation Classes continue to be very successful.

### **Community Outreach:**

- Librarian Carlson met with the SADD chapter at the White Plains High School.
- Librarian Duffy promoted our ebook collection at a library presentation to The Center For Aging in Place. Librarians Hughes and Perez promoted all aspects of the Library collection at the same presentation.
- Librarian Hughes led a book discussion group at Gilda's House.

### **Programs:**

- Poetry Slam with Guest Poet Jared Singer hosted by Librarian Varian.
- Teen Programs included: Video Game Design, Music Remix, Decoupage, two programs on teen Nutrition, and a Teen Advisory Group meeting.

- Librarian Kunz hosted Ladies Day Jazz Trio.
- 9 English Conversation Groups were offered.
- 2 Spanish language programs were offered: Child Care Council and Exploring Business.

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report – March 2013  
Date: March 28, 2013

## OUTREACH AND COLLABORATION

- Represented the Library on the White Plains re-entry panel at the Westchester County Jail on March 27<sup>th</sup>. Four inmates attended.
- Wrote and submitted to the White Plains Planning Department a Community Development Block grant application requesting funds for a mobile laptop lab.
- Coordinated tabling efforts for Family Services of Westchester Veterans' outreach program. They will be here April 15<sup>th</sup> and 26<sup>th</sup>.
- Began work on the "Then and Now" virtual exhibit of historic photos planned in celebration of the American Library Association preservation week, April 21-27. A virtual exhibit will be created by putting posters with QR codes in current "now" locations which, when scanned by people with smart phones, would show the "then" photo. The photos, from our Local History collection, are of prominent downtown locations.

## PROGRAMMING

- Met with the artists and staff from The Bristol Assisted Living residence on March 13 to work out details and logistics for the joint Creative Aging program. The first series of programs (creative writing) will be conducted in April and May with a culminating event at The Bristol on June 1.
- Planned several free programs with presenters to offer a recycling program for children (from Westchester Community College), a display and family program on Moon Rocks, and an adult discussion group, Brain Thirst.

## STAFF AND TRAINING

- Worked with Berkeley College to accept a Federal Work Study student who will assist in the Cyberspot 20 hours per week. Christine Beauvoir started work on March 4.
- Participated in a webinar offered by the South Central Regional Library Council (Ithaca, NY) as part of their Leadership Luncheon series. The topic, "Everyday Ethics" was presented on March 12.



# MONTHLY REPORT

**By:** John Lolis  
**Dept.** Library Systems  
**Subject:** Monthly Activity Report - March 2013

- Two new self-check systems have been installed in The Trove and after some configuration difficulties were worked out with Sentry Technology and WLS, they have been performing quite well. The fines and fees payment feature is still forthcoming, as Sentry Technology continues to develop the software interface that will send the transactions to our eCommerce server.
- In order to continue to provide self-service ability for patrons to pay fees or fines, we installed the EnvisionWare eCommerce client on our two existing PCReservation/Print Release Stations (the client licenses would have otherwise gone unused once the old self-checks were removed). Patrons may now pay fees or fines by credit/debit card or cash/coin at either the CyberSpot or the Compass Desk self-service stations. It should be noted that, even once the payment feature is programmed into the new self-checks, they will only provide the ability to pay fees or fines by credit/debit card.
- After testing use of the new Enterprise online catalog once again, we continued to experience sporadic errors to the point where we decided to again revert to the old catalog. While WLS has said that the problem only occurs with us, the specific error is a known bug according to SirsiDynix. I will be discussing the problem with Rob Caluori who heads the WLS IT Department in an attempt to arrive at a course of action and eventual solution to the problem.
- We have received nine new workstations, three receipt printers and five barcode scanners from WLS to replace those in use at our Circulation Desk and by our Circulation Staff. We are in the process of setting up four barcode scanners and two receipt printers at the Reference Desk, enabling checkout functions to be performed there if needed.
- One of the mirrored disk drives in our original catalog server has failed; however, the server continues to operate from the remaining drive. City Hall's IS Department is likely to provide us with their decommissioned MUNIS server, a newer version of our IBM server that can be used as a replacement. The old catalog has not been accessible to the public, but is occasionally accessed by staff when necessary to check materials that apparently did not migrate to the new catalog (primarily for weeding or inventory purposes). The availability of the additional server will allow us to use the older model for development and testing of potentially useful services and applications.
- Following the replacement of our T1 connection to the internet, we experienced intermittent performance problems that appeared to have been due to an external network misconfiguration. This required changing routing for both the private network and the internet on staff and public access systems. Several such changes were necessary over a period of time until the problem was corrected. As a result, there are no user session or sites visited statistics for Adult as well as Juvenile public access internet use for March.



## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: March 2013 Publicity  
Date: 4/1/13

What To Do with a Raspberry Pi (The New \$35 Computer That Could Replace Your Opac Terminals)  
<http://www.guardian.co.uk/technology/blog/2013/mar/04/technology-links-newsbucket>

Giving Them What They Should Want  
<http://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/56190-giving-them-what-they-should-want.html>

Historic Firefighting Equipment on Display in White Plains Library  
<http://scarsdale.dailyvoice.com/events/kids-family/480911/historic-firefighting-equipment-display-white-plains-library>

Nation's Libraries Adapting to Growing eBook Trend (video)  
<http://video.foxnews.com/v/2210255022001/>

Bristal at White Plains Announces New Arts Program  
<http://www.westchester.com/news/westchesternews/seniors/17699-bristal-at-white-plains-announces-new-arts-program.html>

\$7,500 Bristal grant to fund arts program  
<http://whiteplains.lohudblogs.com/2013/03/12/7500-bristal-grant-to-fund-arts-program/>

White Plains Library Plans Poetry Month Programs  
<http://newyork.newsday.com/westchester/white-plains-library-plans-poetry-month-programs-1.4868973>

White Plains Library Looks at Expanding Hours  
<http://whiteplains.patch.com/articles/white-plains-library-looks-at-expanding-hours>

White Plains Library to Celebrate National Poetry Month  
<http://www.westchester.com/news/westchesternews/entertainment/17755-white-plains-library-to-celebrate-national-poetry-month.html>

Matt Enis, Ed. "White Plains Public Library Builds \$50 OPAC Terminals" *Library Journal* March 15, 2013: 20. Print.

By: Christiane Deschamps  
Dept. Technical Processing/Collection Development  
Subject: Monthly Report  
Date: March 2013

## ADULT SERVICES

- Worked one or more hour a day, nights and two Saturdays at the Reference Desk.
- Did a one-on-one email training with a patron.

## COLLECTIONS

- Meet several times with selectors Austin Duffy, Sharon Rothman and Elizabeth Hughes to weed (or shift to new locations) reference items in their areas.
- With Jerrick Harris, planned back-shifting of materials in Reference Storage.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 18 "Request a Purchase" forms.
- Attended Spanish Book Fair at WPPL, contacting vendors and coordinating orders from children's and adult book selectors.
- Attended Library Board meeting, doing a presentation on acquisitions and collections at WPPL.

## ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- Worked with WLS and Midwest Tape to resolve problems with loading of records and slow delivery of materials.
- Gloria placed and received Adult and Children's orders. She cataloged and processed all Children's AV and some Children's books, brought in bibliographic records for Adult and Children's materials, and added unlinked items to the catalog.
- Susan Siegel handled payment of invoices, received and processed Adult AV materials, changed catalog and books in hand that were shifted to other areas of the collection. She also began weeding CD-ROMs with very low circulation, based on statistics from Director's Station.
- Theresa Jattan placed adult AV and book orders, received, processed and covered books, and changed catalog and books in hand that were being shifted to other areas of the collection.
- Jerrick, schedule permitting, assisted with finding bibliographic records and doing some processing of materials. He also spot checked processed books from Baker & Taylor.
- Tim Baird showed Gloria, Susan and Theresa how to use Twitter!

**By:** Rosemary Rasmussen  
**Dept.** The Trove - Children's Services  
**Subject:** Monthly Activity Report - March 2013  
**Date:** April , 2013

### Outreach, Projects & Visits

- ◆ Terry Rabideau and Raquel Cavalcanti performed at The Westchester's Kidgits Club, reading spring stories.
- ◆ Terry spoke at the George Washington PTA meeting about the Trove and Library services. She also visited three classes in the Chabad School.
- ◆ Seven groups came in to go on the Storywalk. Parks and Recreation Dept contacted us to help select a book for an Earth Day Storywalk, and Terry ordered the books for them.
- ◆ Over 1,000 people came into The Trove during the Mini Golf program!

### Programs

- ◆ The Westchester Children's Museum offered to run a workshop on making fairy houses. Raquel worked with them and made beautiful displays of the houses on loan. The children were able to take their own fairy houses home.
- ◆ The Kumar family generously offered to run a Holi program with Tata Canuelas, and it was a big success. Our part time clerk Menakshi Sundriyal performed Katak dancing as part of the program.
- ◆ Two local Audubon Society chapters funded a wonderful after school program by the Greenburgh Nature Center.
- ◆ Raquel and Terry gave a Fairy Princess program with a beautiful kit donated by the City Center Barnes & Noble.
- ◆ There were last minute changes to the White Plains Schools' spring break, but we still held the Book Bunch program at Chicago Uno Grill. Deb Gaffey ran the program, and Director Brian Kenney attended one of the two sessions.

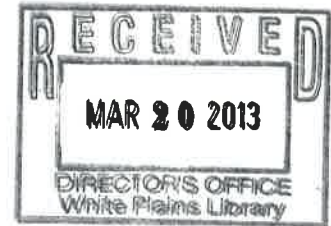
### Staff

- ◆ Lucy Hovis, who has been with us as a part time librarian for over 20 years, is retiring and moving to Louisville with her husband. Grandbabies will be close by.
- ◆ Terry ran our monthly meeting to plan the YSS conference here in April 2014.
- ◆ Tata attended a WLA committee meeting and coordinated the successful performers' showcase held here for the county youth librarians.
- ◆ Rosemary Rasmussen attended the Post Road PTA science fair to see the kinds of projects the students worked on after their meetings in The Trove.
- ◆ We received two new self check machines. After some tinkering by John Lolis and his staff, things are working fine.



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MINUTES OF MEETING 3/14/13

Attending: Zelda Ambrose, Tim Baird, Betty Barone, Mary Jane Hoag, Elizabeth Hughes, Brian Kenney, Mary Leslie, Lee Palmer, Rhoda Phillips, Faith Robinson, Cynthia Sammis, Gene Anne Smith, Clare Stuart.

The meeting was called to order and Tim took over to explain the hows and whys of Twitter. As always, he was to the point so that those of us who are among the unknowing were able to grasp the intricacies of this modern method of communicating. He also explained Texting which is perhaps a more intimate way of staying in touch with those of importance to us. It goes without saying that when he concluded his remarks most of us were a-twitter.

Minutes of the last meeting were accepted. Clare reported a bank balance of \$44,348.01.

Betty announced the slate of officers for the next two year term as follows:

Pres. Rhoda  
Veep. Gene Anne  
Treas. Clare  
Secy. Lee

The slate was accepted.

Faith said the newsletter is just about ready.

The annual meeting on April 28th is scheduled for Galaxy Hall from 1 to 3 PM --note the time change from the past. Please talk up this meeting, Mr. Century promises to be very interesting. Betty and Mary Jane will handle the hospitality. Faith, Mary, Zelda and Betty will be the cookie bearers,

It was noted that the book store finally got into the White Plains Guide. Thanks Nancy Kunz.

Elizabeth said the new refrigerator is in place. Looks good.

Deb requested \$207.70 for paperbacks for a Trove program. Request was granted.

Our next meeting will be on April 11<sup>th</sup> at 10 AM in the Board room.

*Leatrice Palmer*  
Leatrice Palmer  
Secretary

February 27, 2013

Dear Friends,

The Trove would like to request funds from The Friends in the amount of \$107.70 for 30 copies of paperback books for our "Book Bunch" program that we are offering during the last week of March. Also, we will be offering it again at the end of June and would like to request \$100.00 to purchase books for that program as well.

"Book Bunch" is a book club for third through sixth graders. When they register for the program, each child receives a free copy of the selected title, which is theirs to keep. They have 3 weeks to read the book, and then we meet at Uno Chicago Grill for a pizza party (donated by Greg and Pat Keenan) to discuss the book.

Thank you for your support and for considering our request.

Deb Gaffey  
Children's Librarian  
The Trove

207.70

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: April 1, 2013  
Re: White Plains Library Foundation Report

**Events:**

The Library Mini Golf event was held 3/16/13, and a great time was had by all. The event brought in net income of \$9,206 through sponsorships; food concessions and raffles (daytime); and ticket sales and a silent auction (evening). Many thanks to Yuki Haynes, event chair, and her great committee, as well as Foundation Board members, over 30 teen volunteers, and additional adult volunteers. Thanks also to the Library staff for helping the event run smoothly, and especially to the Library's maintenance staff for their incredible help. It would not be possible to do these in-house events without them. During the daytime, approximately 400-500 kids and family members played the 27 holes. Balloon artist Scott Kazan made about 225 balloon animals. We heard great feedback from families about the fun afternoon at the Library.

About 90 people attended the evening "19<sup>th</sup> hole party. Everyone enjoyed the buffet, with sincere thanks Greg and Pat Keenan of Uno Chicago Grill as well as Roasted Peppers Restaurant for their generous donations. All of the beverages were donated, as well (PepsiCo and a major beer company).

**Capital Campaign:**

Our Campaign continues, and we recently received a new pledge for \$1000, bringing the fundraising total to \$437,000 toward a campaign goal of \$700,000. Solicitations are ongoing and a Campaign committee meeting will be scheduled for mid-April.

**Other Fundraising:**

I am working on the spring appeal to donors who did not give to the end-of year appeal, as well as to business donors. This will go out right after Easter.

**Update on Existing/Pending Grants:**

Allstate: The video game design class series (creating a game about the risks of texting while driving) is finished. Next up will be a PSA video creation class for teens (also regarding teen safe driving). Erik Carlson is coordinating both of these. During the spring, there will be a series of personal finance workshops led by a business educator affiliated with WEDC; Sharon Rothman is working on these. Our ad campaign (funded by the grant) has begun, and will include "out-of-home" ads-movie theater posters, railway kiosks, and bus shelters. We will again be participating in the Loucks meet with a table and giveaways (Kathy will attend). I am collaborating with the WPHS PTA to bring a teen safe driving speaker (Jacy Good) to their May 9<sup>th</sup> board meeting (and will use the opportunity to speak to the parents about The Edge). Allstate representatives will be here for a site visit and belated presentation of their Gala Champions of Lifelong Learning award (they were unable to attend due to Hurricane Sandy).

**Other Grant Opportunities:**

Working with Library administration to determine funding priorities and possible grants. Needs include Reading Coach, specific Trove reading programs or activities, teen tutoring, teen summer activities and after school programs, and teen programs involving technology.

**Outreach:**

Recently hosted the League of Women Voters in a program co-sponsored by the Library on campaign finance reform in New York State, on Weds., March 13. Participated in a visit by Aging in Place on Weds., March 20. Working on spring program featuring 14-year-old WP chess prodigy Joshua Colas, for older elementary school students, especially those who participate in their school's chess clubs; was approached



to do this by Ray Ainsworth, a WP parent of two teens, who raises funds through the Foundation for Public Education in White Plains to support Joshua's chess coaching.

**Foundation Board:**

Recruited Fred Singleton, one of our Gala honorees, and an outstanding educator, youth mentor, track coach, and meet director of the Loucks Games, to serve on the Foundation board. He was confirmed by unanimous approval at our March 20, 2013, board meeting. We still have two vacancies to fill.

**White Plains Library Foundation  
Minutes of Board of Directors Annual Meeting  
February 27, 2013**

The annual meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:08 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, Brian Kenney, Barbara Loucks, Judy Nevins, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Jim Benerofe, Eileen Bradley, Richard Kaye, Gregory Keenan, G. Frederick Perkins, Jr., and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

President Wolff remarked that Eileen Bradley was not in attendance because her father had passed away.

**Election of Directors and Officers**

On a MOTION by Gail Schwartz, seconded by Denise D'Ambrosio, the Board unanimously approved the Slate of Directors, and the Slate of Officers, as listed below:

**1) Election of Directors**

**Slate of Directors (Three-Year Term: Annual Meeting 2013– Annual Meeting 2016)**

- |                              |            |
|------------------------------|------------|
| 1) G. Frederick Perkins, Jr. | 4) Vacancy |
| 2) Diane H. Tabakman         | 5) Vacancy |
| 3) Denise D'Ambrosio         |            |

**Directors Continuing Without need for Election**

**Class of 2011-2014**

- |                   |                      |
|-------------------|----------------------|
| 6) James Benerofe | 9) Gail Schwartz     |
| 7) Eileen Bradley | 10) Nicholas Wolff   |
| 8) Vacancy        | 11) Yuki Itoh Haynes |

**Class of 2012-2015**

- |                    |                  |
|--------------------|------------------|
| 12) Susan Hecht    | 15) Beth Kava    |
| 13) Gregory Keenan | 16) Richard Kaye |
| 14) Barbara Loucks |                  |

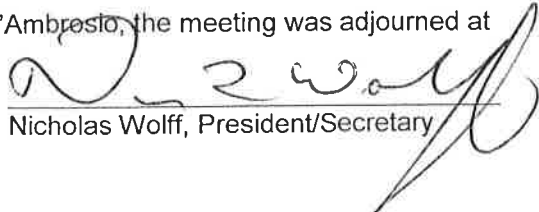
- 17) Paul Schwarz, President, Library Board of Trustees  
18) Brian Kenney, Library Director

**2) Election of Officers**

**Slate of Officers (One-Year Term: Annual Meeting 2013 – Annual Meeting 2014)**

Nicholas Wolff, President and Secretary  
Gail Schwartz, Vice President  
Eileen Bradley, Treasurer

On a MOTION by Gail Schwartz, seconded by Denise D'Ambrosio, the meeting was adjourned at 9:12 a.m.

  
Nicholas Wolff, President/Secretary

**White Plains Library Foundation  
Minutes of Board of Directors Regular Meeting  
February 27, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:12 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, Brian Kenney, Barbara Loucks, Judy Nevins, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Jim Benerofe, Eileen Bradley, Richard Kaye, Gregory Keenan, G. Frederick Perkins, Jr., 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 Meetings January 23, 2013**

The minutes of the regular meetings of January 23, 2013 were approved on a MOTION by Yuki Haynes, seconded by Barbara Loucks.

**President's Report**

President Wolff addressed Judy Nevins at her last board meeting and on behalf of the Board expressed their appreciation for all Judy's efforts for the Foundation. Mr. Wolff thanked Ms. Nevins for her professionalism, enthusiasm and her tenacity. Ms. Nevins responded by remarking that she had enjoyed her time on the Board, thanked everyone for the gift and would miss participating on the Board.

Mr. Wolff asked the members of the Board to bring forward any names for board recruitment and Ms. Hollahan responded that she was meeting with a prospective candidate after the Board meeting.

**Library Director's Report**

Library Director Kenney reported that he was entering into the budget process and the Library Board of Trustees had approved a budget with some alterations. Library Director Kenney distributed a document that contained library statistics that showed that visits increased 22% and usage continued to grow, which he attributed to being open more hours. Mr. Kenney remarked that the staff has improved programming and the funding comes from The Friends of the Library and the Foundation. Brian Kenney informed the Board that Foundation funding allows the library to experiment with new programming such as the Spanish conversation classes offered this past fall. These are being continued in the spring through the library budget. Library Director Kenney encouraged the board members to visit the Reference Desk and check out the flyers and calendars of library programming.

Mr. Kenney remarked that Mariel Perez, who was a teen librarian, was now an outreach librarian whose duties were to look at the demographics and connect the library with other organizations. Ms. Tabakman suggested that Ms. Perez get in touch with Council of Neighborhood Associations in White Plains as a source of gaining access to communities.

Library Director Kenney stated that the renovation plans were being reviewed by the Department of Public Works and they have requested a meeting with the architects to have some revisions made. Mr. Kenney remarked this delay would cause the approval needed by the Common Council to be pushed to April.

Mr. Kenney noted that the hiring process for the Digital Media Assistant Position was winding down and he would be making a decision on Friday.

**Executive Director's Report**

Ms. Hollahan discussed her written report in detail. Libby Hollahan commented on the recent gift from The Friends of the Library of \$30,000 over three years to the campaign, the second appeal to individuals and businesses, as well as the grant opportunities she was currently working on. Ms. Hollahan remarked that

she thought the registration for the mini golf 19<sup>th</sup> hole event was light so she encouraged the board members to reach out to their friends and family to attend. Libby also thanked the people who agreed to be sponsors.

#### **Campaign Update**

Ms. Tabakman inquired as to how would the delay in renovation project affect the campaign timing and The Edge opening and Library Director Kenney stated that board members could mention it if they happen to be speaking with Common Council members.

#### **Library Mini Golf Committee Report**

Yuki Haynes distributed sign up sheets and encouraged the Board to volunteer for some of the daytime and/or nighttime mini golf activities. Ms. Haynes would like to see the Board attend the evening event.

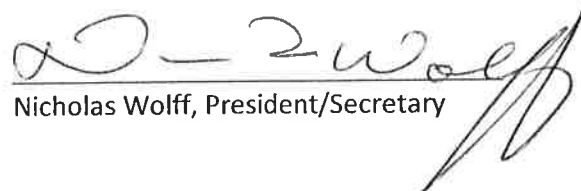
#### **Other**

Library Board President, Paul Schwarz reported that he and Assistant Library Director, Kathy Degyansky attended a kickoff event yesterday at the Bristol Assisted Living Center in White Plains where they announced the partnership with WLS and Lifetime Arts to offer a Creative Aging program. Mr. Schwarz stated that the program would connect older adults with real artists and that the program was open to their residents as well as White Plains residents.

#### **Treasurer's Report**

Due to Ms. Bradley's absence, review of the Treasurer's Report and the Report of the Finance Committee Meeting of February 21, 2013 were being tabled until the next meeting.

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

  
Nicholas Wolff, President/Secretary

# DRAFT

## **Memorandum of Understanding Between The White Plains Public WPPL and the White Plains Community Media**

The Memorandum of Understanding (“MOU”) is between the Board of Trustees of the White Plains Public WPPL (“WPPL”), a state chartered agency of the City of White Plains, and the White Plains Cable TV Access Commission (“WPCTAC”). This MOU sets forth the parties’ current understandings and principles for negotiating the move of WPCTAC into the WPPL.

### **1. Background**

WPPL was chartered by the State of New York in 1899. The nine-member Board of Trustees exists by virtue of the provisions of Chapter 356 of the Laws of 1915 of the State of New York as amended and as expressed in Article XI of the Charter of the City of White Plains, and exercises the powers and authority and assumes the responsibilities delegated to it under the said statute.

According to their by-laws, the Board of Trustees “have the exclusive care, custody, management and control of the White Plains Public Library and all property pertaining thereto.” The WPPL occupies one facility located at 100 Martine Avenue, White Plains, NY.

The White Plains Cable Television Access Commission was formed by resolution of the White Plains Common Council in 1981, with the goal providing access to the television medium to City residents.

The Commission’s by-laws state: “The commission is required to control and manage cable access channels provided to the City of White Plains under City franchise agreements with a cable-TV provider or providers; to equip, control and manage studio and other necessary production facilities for the use of said channels; to produce, or cause to be produced by White Plains community organizations and individual residents and the City Government, programming for the public and government access channels; and to assist the City Government to establish and operate other electronic communications facilities.”

In 2011 the Commission expanded its mission beyond cable TV and began providing locally produced programming on the Internet, essentially globalizing the local access channel. At that time the more inclusive name “White Plains Community Media” was adopted.

In 2012, the WPPL engaged in an extensive strategic planning process, resulting in three goals for 2012-2015: the WPPL will be an inviting and welcoming organization; the WPPL engages and develops teens, and the WPPL will be a Learning Commons for adults. The last two goals require that the WPPL integrate the use of digital media, especially audio and video content, into its programs and services, and provide the public

# DRAFT

with opportunities to become skilled in using and creating digital media. Having WPCTAC located within the Library will help WPPL achieve these goals.

In addition, the WPPL continues to position itself as the hub of the White Plains community, providing a venue where everyone in the City is welcome and can participate in a range of learning opportunities. WPPL is devoting more of its resources, both its staff and its facility, while partnering with other organizations, to provide classes, workshops, and programs. The renovation of the WPPL's first floor supports the roles of learning and interactivity.

WPCTAC also has a mission of public education, especially in the area of audio/video editing and production. However, its present facility has limited this role.

The WPPL is undergoing a significant increase in usage, and will close FY 2012-2013 having received over 500,000 visits. It is anticipated that the renovations, combined with the recent establishment of an outreach librarian, will attract new users. The heavy foot traffic at 100 Martine would help raise the profile of WPCTAC, make its activities more transparent while helping to market its services.

## **II. Principles of Understanding**

WPPL and WPCTAC have shared values. Both institutions value free speech, encourage diverse points of view, recognize the diversity of White Plains, foster community dialogue and self-expression, and aim to provide public education.

Both parties are motivated by a partnership that will provide better services to White Plains residents while maximizing the City's investments in each organization. There could be substantial financial and operating advantages to WPCTAC residing in the Library. In turn, by leveraging their complementary strengths, these public institutions could have a transformative impact on each other.

WPPL and WPCTAC will continue as independent organizations, but will work to integrate their programs and services when possible. The WPCTAC identity and brand will be preserved within WPPL.

## **III. Development of Definitive Documentation**

Both parties recognize that a more definitive written agreement is necessary to define and document the terms of partnership. Therefore, WPPL and WPCTAC agree:

1. They shall negotiate diligently and in good faith to prepare a definitive partnership agreement for WPCTAC to reside in the WPPL. The goal is to complete an agreement as promptly as possible, but no later than July 1, 2013.

# DRAFT

2. WPCTAC will need space for both a studio and staff offices. Potential spaces include the first floor (current Periodicals Workroom) and the third floor (empty office space, book storage room).

3. To house WPCTAC's offices and/or studio on the third floor will also require that the office space for two library departments (Systems and Collection Management) be reconfigured.

4. WPCTAC will consult with WPPL on the continued renovation of the first floor and the auditorium to ensure that there is no duplication of equipment and that WPCTAC's instructional and production needs are accommodated.

5. Both the Library's Board of Trustees and the WPCTAC's Commission will need to give the partnership agreement its review and support for it to go into effect.

**Memorandum of Understanding  
Between  
The White Plains Public WPPL and the White Plains Community Media**

The Memorandum of Understanding (“MOU”) is between the Board of Trustees of the White Plains Public WPPL (“WPPL”), a state chartered agency of the City of White Plains, and the White Plains Cable TV Access Commission (“WPCTAC”). This MOU sets forth the parties’ current understandings and principles for negotiating the move of WPCTAC into the WPPL.

**1. Background**

WPPL was chartered by the State of New York in 1899. The nine-member Board of Trustees exists by virtue of the provisions of Chapter 356 of the Laws of 1915 of the State of New York as amended and as expressed in Article XI of the Charter of the City of White Plains, and exercises the powers and authority and assumes the responsibilities delegated to it under the said statute.

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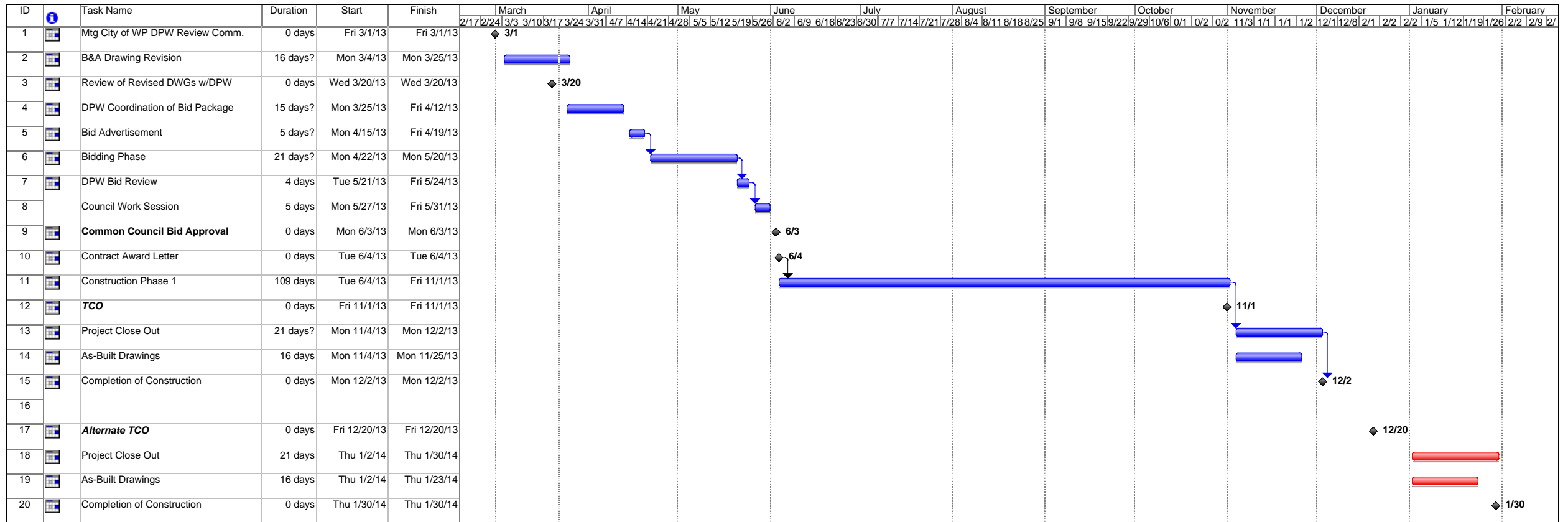
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**White Plains Public Library  
Library Interior Renovations First Floor Phase 1**

# White Plains Public Library

## Annual Report For Public And Association Libraries - 2012

### 1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2012, except for questions related to the current library director/manager (questions 1.35 through 1.40).

|      |  |                                       |
|------|--|---------------------------------------|
| 1.1  | Library ID Number  | 8800667060                            |
| 1.2  | Library Name   | WHITE PLAINS PUBLIC LIBRARY           |
| 1.3  | Name Status (State use only)   | 00 (for no change from previous year) |
| 1.4  | Structure Status (State use only)  | 00 (for no change from previous year) |
| 1.5  | Community  | White Plains                          |
| 1.6  | Beginning Fiscal Reporting Year  | 07/01/2011                            |
| 1.7  | Ending Fiscal Reporting Year   | 06/30/2012                            |
| 1.8  | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?   | No                                    |
| 1.9  | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.  | N/A                                   |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.   | N/A                                   |
| 1.11 | Beginning <u>Local</u> Fiscal Year   | 7/1/2011                              |
| 1.12 | Ending <u>Local</u> Fiscal Year  | 6/30/2012                             |
| 1.13 | Address Status   | 00 (for no change from previous year) |
| 1.14 | Street Address   | 100 MARTINE AVENUE                    |
| 1.15 | City   | WHITE PLAINS                          |
| 1.16 | Zip Code   | 10601                                 |
| 1.17 | Mailing Address  | 100 MARTINE AVENUE                    |
| 1.18 | City   | WHITE PLAINS                          |
| 1.19 | Zip Code   | 10601                                 |
| 1.20 | Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)  | (914) 422-1400                        |
| 1.21 | Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)  | (914) 422-1462                        |
| 1.22 | E-Mail Address to Contact the Library (Enter N/A if no e-mail address)   | bkenney@whiteplainslibrary.org        |
| 1.23 | Library Home Page URL (Enter N/A if no home page URL)  | WWW.WHITEPLAINSLIBRARY.ORG            |
| 1.24 | Population Chartered to Serve (per 2010 Census)  | 56,853                                |
| 1.25 | Indicate the type of library as stated in the library's charter (select one):  | PUBLIC                                |
| 1.26 | Indicate the area chartered to serve as stated in the library's charter (select one):  | City                                  |
| 1.27 | During the reporting year, has there been any change to the library's legal service area boundaries? Changes may be the result of a Regents charter action or due to a new contract to provide library services to residents of an area not served by a public library | N                                     |
| 1.28 | Indicate the type of charter the library currently holds (select one):   | Absolute                              |

|      |  |                            |
|------|--|----------------------------|
| 1.29 | Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter | 05/15/1908                 |
| 1.30 | Date the library was last registered   | 10/17/1907                 |
| 1.31 | Federal Employer Identification Number   | 136007339                  |
| 1.32 | County   | WESTCHESTER                |
| 1.33 | School District  | White Plains               |
| 1.34 | Library System   | Westchester Library System |

NOTE: For questions 1.35 through 1.40, report all information for the current library director/manager.

|      |   |                                |
|------|---|--------------------------------|
| 1.35 | Title of Library Director/ Manager (select one):  | Mr.                            |
| 1.36 | First Name of Library Director/Manager  | Brian                          |
| 1.37 | Last Name of Library Director/Manager   | Kenney                         |
| 1.38 | NYS Public Librarian Certification Number   | 16305                          |
| 1.39 | E-mail Address of the Director/Manager  | bkenney@whiteplainslibrary.org |
| 1.40 | Fax Number of the Director/Manager  | (914) 422-1462                 |
| 1.41 | Does the library charge fees for library cards to people residing outside the system's service area?  | N                              |
| 1.42 | For the fiscal reporting year (questions 1.6 and 1.7) was all or part of the library's budget either subject to a public vote(s) or from a previous appropriation(s) which was approved by public vote(s). Enter Y for Yes, N for No. If yes, please complete one record for each vote held. If no, go to question 1.44.  | N                              |
| 1.   | Name of municipality or district holding the vote   | N/A                            |
| 2.   | Indicate the type of municipality or district holding the vote  | N/A                            |
| 3.   | Was this a Chapter 414 (Ed. Law Â§259.1.b)?   | N/A                            |
| 4.   | Dollar amount   | N/A                            |
| 5.   | Was the vote successful?  | N/A                            |
| 6.   | Date the vote was held (mm/dd/yyyy)   | N/A                            |
| 1.43 | For the fiscal year that ended in 2012, indicate the total percentage of the library's local public funding that was either subject to public vote(s) <u>or</u> that came from a previous appropriation(s) approved by public vote(s) still in effect.  | 0%                             |
| 1.44 | Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.45.   | N                              |
| 1.   | Name of contracting municipality or district  | N/A                            |
| 2.   | Is this a written contractual agreement?  | N/A                            |
| 3.   | Population of the geographic area served by this contract   | N/A                            |
| 4.   | Dollar amount of contract   | N/A                            |
| 5.   | Enter the appropriate code for range of services provided (select one):   | N/A                            |
| 1.45 | For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the State note; if no, please go to Part 2, Library Collection. | N                              |

## 2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

### PRINT MATERIALS

#### Cataloged Books

|     |   |         |
|-----|---|---------|
| 2.1 | Adult Fiction Books   | 64,532  |
| 2.2 | Adult Non-fiction Books                                       | 121,552 |
| 2.3 | <b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>      | 186,084 |
| 2.4 | Children's Fiction Books                                      | 54,963  |
| 2.5 | Children's Non-fiction Books                                  | 36,805  |
| 2.6 | <b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b> | 91,768  |
| 2.7 | <b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>  | 277,852 |

#### Other Print Materials

|      |   |         |
|------|---|---------|
| 2.8  | Total Uncataloged Books   | 0       |
| 2.9  | Total Print Serials   | 6,504   |
| 2.10 | All Other Print Materials   | 0       |
| 2.11 | <b>Total Other Print Materials (Total questions 2.8 through 2.10)</b> | 6,504   |
| 2.12 | <b>Total Print Materials (Total questions 2.7 and 2.11)</b>           | 284,356 |

### ELECTRONIC MATERIALS

|      |  |        |
|------|--|--------|
| 2.13 | Electronic Books   | 16,181 |
| 2.14 | Local Databases  | 24     |
| 2.15 | NOVELNY Databases  | 9      |
| 2.16 | <b>Total Databases (Total questions 2.14 and 2.15)</b>   | 33     |
| 2.17 | Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, etc.) | 866    |
| 2.18 | <b>Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)</b>  | 17,080 |

### ALL OTHER MATERIALS

|      |   |         |
|------|---|---------|
| 2.19 | Audio - Physical Units  | 15,693  |
| 2.20 | Audio - Downloadable Titles   | 8,171   |
| 2.21 | Video - Physical Units  | 16,565  |
| 2.22 | Video - Downloadable Titles   | 120     |
| 2.23 | All Other Materials (includes microform, films, slides, etc.)             | 73,879  |
| 2.24 | <b>Total Other Materials Holdings (Total questions 2.19 through 2.23)</b> | 114,428 |
| 2.25 | <b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)</b>         | 415,864 |

### CURRENT SERIAL SUBSCRIPTIONS

|      |                                    |     |
|------|------------------------------------|-----|
| 2.26 | Current Print Serial Subscriptions | 444 |
|------|------------------------------------|-----|

### ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

|      |  |        |
|------|--|--------|
| 2.27 | Cataloged Books  | 15,793 |
| 2.28 | All Other Print Materials                                  | 0      |
| 2.29 | Electronic Materials                                       | 8,201  |
| 2.30 | All Other Materials  | 6,719  |
| 2.31 | <b>Total Additions (Total questions 2.27 through 2.30)</b> | 30,713 |

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.51 through 3.59 as of the end of the fiscal year reported in Part 1; report information on questions 3.11 through 3.50 for the 2012 calendar year.

#### LIBRARY SPONSORED PROGRAMS

|      |   |               |
|------|---|---------------|
| 3.1  | Adult Program Sessions  | 598           |
| 3.2  | Young Adult Program Sessions  | 84            |
| 3.3  | Children's Program Sessions   | 795           |
| 3.4  | All Other Program Sessions  | 0             |
| 3.5  | <b>Total Number of Program Sessions (Total questions 3.1 through 3.4)</b> | <b>1,477</b>  |
| 3.6  | Adult Program Attendance  | 7,464         |
| 3.7  | Young Adult Program Attendance  | 1,527         |
| 3.8  | Children's Program Attendance   | 19,430        |
| 3.9  | All Other Program Attendance  | 0             |
| 3.10 | <b>Total Program Attendance (Total questions 3.6 through 3.9)</b>         | <b>28,421</b> |

#### SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2012 (check all that apply):

|      |  |              |
|------|--|--------------|
| a.   | Program(s) for children  | Yes          |
| b.   | Program(s) for young adults  | Yes          |
| c.   | Summer Reading at New York Libraries name and/or logo used   | Yes          |
| d.   | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used | Yes          |
| e.   | N/A  | No           |
| 3.12 | Library outlets offering a summer reading program  | 1            |
| 3.13 | Children registered for the library's summer reading program   | 811          |
| 3.14 | Young adults registered for the library's summer reading program                                     | 15           |
| 3.15 | <b>Total number registered for the library's summer reading program (total 3.13 + 3.14)</b>          | <b>826</b>   |
| 3.16 | Children's program sessions - Summer 2012  | 166          |
| 3.17 | Young adult program sessions - Summer 2012   | 17           |
| 3.18 | <b>Total program sessions - Summer 2012 (total 3.16 + 3.17)</b>                                      | <b>183</b>   |
| 3.19 | Children's program attendance - Summer 2012  | 4,315        |
| 3.20 | Young adult program attendance - Summer 2012   | 182          |
| 3.21 | <b>Total program attendance - Summer 2012 (total 3.19 + 3.20)</b>                                    | <b>4,497</b> |

#### COLLABORATORS

|      |  |           |
|------|--|-----------|
| 3.22 | Public school district(s) and/or BOCES               | 1         |
| 3.23 | Non-public school(s)                                 | 4         |
| 3.24 | Childcare center(s)                                  | 0         |
| 3.25 | Summer camp(s)                                       | 2         |
| 3.26 | Municipality/Municipalities                          | 1         |
| 3.27 | Literacy provider(s)                                 | 1         |
| 3.28 | Other (describe using the State note)                | 1         |
| 3.29 | <b>Total Collaborators (total 3.22 through 3.28)</b> | <b>10</b> |

## EARLY LITERACY PROGRAMS

|      |  |       |
|------|--|-------|
| 3.30 | Did the library offer early literacy programs? (Enter Y for Yes, N for No) | Y     |
| 3.31 | Indicate types of programs offered (check all that apply)                  |       |
| a.   | Focus on birth - school entry  | Yes   |
| b.   | Focus on parents & caregivers  | Yes   |
| c.   | Combined audience  | Yes   |
| d.   | N/A  | Yes   |
| 3.32 | Number of sessions   |       |
| a.   | Focus on birth - school entry  | 86    |
| b.   | Focus on parents & caregivers  | 23    |
| c.   | Combined audience  | 194   |
| d.   | N/A  | 0     |
| 3.33 | <b>Total Sessions</b>  | 303   |
| 3.34 | Attendance at sessions   |       |
| a.   | Focus on birth - school entry  | 896   |
| b.   | Focus on parents & caregivers  | 545   |
| c.   | Combined audience  | 4,686 |
| d.   | N/A  | 0     |
| 3.35 | <b>Total Attendance</b>  | 6,127 |
| 3.36 | Collaborators (check all that apply):                                      |       |
| a.   | Childcare center(s)  | Yes   |
| b.   | Public School District(s) and/or BOCES                                     | Yes   |
| c.   | Non-Public School(s)   | Yes   |
| d.   | Health care providers/agencies   | Yes   |
| e.   | Other (describe using the State note)                                      | Yes   |
| f.   | N/A  | No    |

## ADULT LITERACY

|      |  |       |
|------|--|-------|
| 3.37 | Did the library offer adult literacy programs?         | Yes   |
| 3.38 | Total program sessions                                 | 273   |
| 3.39 | Total program attendance                               | 2,412 |
| 3.40 | Collaborators (check all that apply)                   |       |
| a.   | Literacy NY (Literacy Volunteers of America)           | No    |
| b.   | Public School District(s) and/or BOCES                 | Yes   |
| c.   | Non-Public Schools                                     | No    |
| d.   | Other (see instructions and describe using State Note) | Yes   |
| e.   | N/A  | No    |

## PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

|      |  |       |
|------|--|-------|
| 3.41 | Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) | Y     |
| 3.42 | Children's program sessions  | 12    |
| 3.43 | Young adult program sessions   | 0     |
| 3.44 | Adult program sessions   | 91    |
| 3.45 | <b>Total program sessions (total 3.42 + 3.43 + 3.44)</b>   | 103   |
| 3.46 | Children's program attendance  | 139   |
| 3.47 | Young adult program attendance   | 0     |
| 3.48 | Adult program attendance   | 1,145 |
| 3.49 | <b>Total program attendance (total 3.46 + 3.47 + 3.48)</b>   | 1,284 |



3.50 Collaborators (check all that apply):

|    |  |     |
|----|--|-----|
| a. | Literacy NY (Literacy Volunteers of America) | No  |
| b. | Public School District(s) and/or BOCES       | No  |
| c. | Non-Public School(s)                         | Yes |
| 4  | Health care providers/agencies               | No  |
| d. | Other (describe using the State note)        | No  |
| e. | N/A  | No  |

**LIBRARY USE**

|      |  |         |
|------|--|---------|
| 3.51 | Library visits (total annual attendance) | 462,958 |
| 3.52 | Registered resident borrowers            | 38,516  |
| 3.53 | Registered non-resident borrowers        | 539     |

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

|      |   |   |
|------|---|---|
| 3.54 | Does the library have an open meeting policy?                                     | Y |
| 3.55 | Does the library have a policy protecting the confidentiality of library records? | Y |
| 3.56 | Does the library have an Internet use policy?                                     | Y |
| 3.57 | Does the library have a disaster policy?  | Y |

**ACCESSIBILITY (Answer Y for Yes, N for No)/b>**

|      |  |   |
|------|--|---|
| 3.58 | Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? | Y |
| 3.59 | Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?   | Y |

**4. LIBRARY TRANSACTIONS**

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

**CATALOGED BOOK CIRCULATION**

|     |  |         |
|-----|--|---------|
| 4.1 | Adult Fiction Books  | 126,259 |
| 4.2 | Adult Non-fiction Books  | 100,891 |
| 4.3 | <b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>               | 227,150 |
| 4.4 | Children's Fiction Books   | 157,867 |
| 4.5 | Children's Non-fiction Books   | 39,728  |
| 4.6 | <b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>          | 197,595 |
| 4.7 | <b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b> | 424,745 |

**CIRCULATION OF OTHER MATERIALS**

|      |  |         |
|------|--|---------|
| 4.8  | Circulation of Adult Other Materials   | 227,143 |
| 4.9  | Circulation of Children's Other Materials  | 48,975  |
| 4.10 | <b>Total Circulation of Other Materials (Total questions 4.8 &amp; 4.9)</b>            | 276,118 |
| 4.11 | <b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.10)</b>           | 700,863 |
| 4.12 | <b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b> | 246,570 |

**REFERENCE TRANSACTIONS**

|      |                              |         |
|------|------------------------------|---------|
| 4.13 | Total Reference Transactions | 119,590 |
|------|------------------------------|---------|

**INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

|      |                          |        |
|------|--------------------------|--------|
| 4.14 | TOTAL MATERIALS RECEIVED | 31,902 |
|------|--------------------------|--------|

## INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.15 TOTAL MATERIALS PROVIDED 77,953

## 5. AUTOMATION AND TELECOMMUNICATIONS

Report all information as of December 31, 2012.

### SYSTEMS AND SERVICES

|     |   |                               |
|-----|---|-------------------------------|
| 5.1 | Automated circulation system?   | Y                             |
| 5.2 | Online public access catalog (OPAC)?  | Y                             |
| 5.3 | Electronic access to the OPAC from outside the library?                                     | Y                             |
| 5.4 | Annual number of visits to the library's web site   | 342,327                       |
| 5.5 | Does the library use Internet filtering software on any computer?                           | Y                             |
| 5.6 | Number of uses (sessions) of public Internet computers per year                             | 103,065                       |
| 5.7 | Name of the person at the library to contact regarding Information Technology (IT) services | John Lolis                    |
| 5.8 | IT contact's telephone number (enter 10 digits only and hit the Tab key)                    | (914) 422-1497                |
| 5.9 | IT contact's email address  | jlolis@whiteplainslibrary.org |

## 6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

|     |  |    |
|-----|--|----|
| 6.1 | The number of hours per workweek used to compute FTE for all paid library personnel in this section. | 35 |
|-----|--|----|

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

|      |  |       |
|------|--|-------|
| 6.2  | Library Director (certified)   | 1     |
| 6.3  | Vacant Library Director (certified)  | 0     |
| 6.4  | Librarian (certified)  | 15.41 |
| 6.5  | Vacant Librarian (certified)   | 1     |
| 6.6  | Library Manager (not certified)  | 0     |
| 6.7  | Vacant Library Manager (not certified)   | 0     |
| 6.8  | Library Specialist/Paraprofessional (not certified)                            | 2     |
| 6.9  | Vacant Library Specialist/Paraprofessional (not certified)                     | 0     |
| 6.10 | Other Staff  | 22.3  |
| 6.11 | Vacant Other Staff   | 6     |
| 6.12 | <b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>        | 40.71 |
| 6.13 | <b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b> | 7.00  |

### SALARY INFORMATION

|      |  |           |
|------|--|-----------|
| 6.14 | FTE - Entry Level Librarian (certified)    | 1         |
| 6.15 | Salary - Entry Level Librarian (certified) | \$54,256  |
| 6.16 | FTE - Library Director (certified)         | 1         |
| 6.17 | Salary - Library Director (certified)      | \$141,000 |
| 6.18 | FTE - Library Manager (not certified)      | 0         |
| 6.19 | Salary - Library Manager (not certified)   | \$0       |

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2012.

|      |  |   |
|------|--|---|
| 7.1  | 1. Is governed by board-approved written bylaws.   | Y |
| 7.2  | 2. Has a board-approved written long range plan of service.  | Y |
| 7.3  | 3. Presents an annual report to the community.   | Y |
| 7.4  | 4. Has board-approved written policies.  | Y |
| 7.5  | 5. Presents an annual written budget to appropriate funding agencies.  | Y |
| 7.6  | 6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.                         | Y |
| 7.7  | 7. Is open the minimum standard number of public service hours for population served. (see instructions)                       | Y |
| 8.   | Maintains a facility to meet community needs, including adequate:  |   |
| 7.8  | 8a. space  | Y |
| 7.9  | 8b. lighting   | Y |
| 7.10 | 8c. shelving   | Y |
| 7.11 | 8d. seating  | Y |
| 7.12 | 8e. restroom (see instructions)  | Y |
| 9.   | Has the equipment and connections necessary to facilitate access to information:   |   |
| 7.13 | 9a. telephone  | Y |
| 7.14 | 9b. photocopier (see instructions)   | Y |
| 7.15 | 9c. microcomputer or terminal  | Y |
| 7.16 | 9d. printer  | Y |
| 7.17 | 9e. telefacsimile capability (see instructions)  | Y |
| 7.18 | 10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.    | Y |
| 7.19 | 11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions) | Y |

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

|     |   |          |
|-----|---|----------|
| 8.1 | Main Library  | 1        |
| 8.2 | Branches  | 0        |
| 8.3 | Bookmobiles   | 0        |
| 8.4 | Other Outlets   | 0        |
| 8.5 | <b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b> | <b>1</b> |

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

|      |  |              |
|------|--|--------------|
| 8.6  | Minimum Weekly Total Hours - Main Library  | 60           |
| 8.7  | Minimum Weekly Total Hours - Branch Libraries                                    | 0            |
| 8.8  | Minimum Weekly Total Hours - Bookmobiles   | 0            |
| 8.9  | <b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b> | <b>60.00</b> |
| 8.10 | Annual Total Hours - Main Library  | 3,120        |

|      |  |          |
|------|--|----------|
| 8.11 | Annual Total Hours - Branch Libraries                                    | 0        |
| 8.12 | Annual Total Hours - Bookmobiles   | 0        |
| 8.13 | Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) | 3,120.00 |

## 9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

|     |  |  |
|-----|--|--|
| 1.  | Outlet Name  | White Plains Public Library                |
| 2.  | Outlet Name Status   | 00 (for no change)                         |
| 3.  | Street Address   | 100 Martine Avenue                         |
| 4.  | Outlet Street Address Status   | 00 (for no change)                         |
| 5.  | City   | White Plains                               |
| 6.  | Zip Code   | 10601                                      |
| 7.  | Phone (enter 10 digits only)   | (914) 422-1400                             |
| 8.  | Fax Number (enter 10 digits only)  | (914) 422-1462                             |
| 9.  | E-mail Address   | bkenney@whiteplainslibrary.org             |
| 10. | Outlet URL   | www.whiteplainslibrary.org                 |
| 11. | County   | Wetchester                                 |
| 12. | Outlet Type Code (select one):   | CE   |
| 13. | Public Service Hours Per Year for This Outlet  | 3,120                                      |
| 14. | Number of Weeks This Outlet is Open  | 52   |
| 15. | Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y  |
| 16. | Is the meeting space available for public use even when the outlet is closed?  | N  |
| 17. | Total number of non-library sponsored programs, meetings and/or events at this outlet                                  | 144  |
| 18. | Enter the appropriate outlet code (select one):  | LRF  |
| 19. | Who owns this outlet building?   | City                                       |
| 20. | Who owns the land on which this outlet is built?   | City                                       |
| 21. | Indicate the year this outlet was initially constructed  | 1974                                       |
| 22. | Indicate the year this outlet underwent a major renovation costing \$25,000 or more                                    | 2005                                       |
| 23. | Square footage of the outlet   | 82,000                                     |
| 24. | Total number of Internet terminals at this outlet used by the general public   | 68   |
| 25. | Type of connection on the outlet's public Internet computers   | Municipal Networks (wireless or other)     |
| 26. | Maximum <u>download</u> speed on the outlet's public access Internet computers <u>only</u> .                           | Greater than 10 mbps and less than 25 mbps |
| 27. | Maximum <u>upload</u> speed on the outlet's public access Internet computers <u>only</u> .                             | Greater than 3 mbps and less than 6 mbps   |
| 28. | Internet Provider  | Other (specify using the State note)       |
| 29. | WiFi Access (click the hyperlink for types of WiFi Access)   | Available only when the library is open    |
| 30. | Does the outlet have interactive videoconferencing capability for public use?  | N  |
| 31. | Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?                    | Y  |

|     |  |                                       |
|-----|--|---------------------------------------|
| 32. | Is every public part of the outlet accessible to a person in a wheelchair? | Y                                     |
| 33. | <i>LIBID</i>   | 8800667060                            |
| 34. | <i>FSCSID</i>  | NY0760                                |
| 35. | <i>Metropolitan Status Code</i>  | NC                                    |
| 36. | <i>Number of Bookmobiles in the Bookmobile Outlet Record</i>               | 0                                     |
| 37. | <i>Outlet Structure Status</i>   | 00 (for no change from previous year) |

## 10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2012. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

|      |   |    |
|------|---|----|
| 10.1 | Total number of board meetings held during calendar year (January 1, 2012 to December 31, 2012) | 12 |
| 10.2 | Number of voting library board positions stated in the library's charter.                       | 7  |
| 10.3 | Number of current <u>voting</u> positions on library board.                                     | 9  |

### BOARD MEMBER SELECTION

|      |   |  |
|------|---|--|
| 10.4 | Enter Board Member Selection Code (select one): | A - board members are appointed by municipality(ies) |
|------|---|--|

List Officers and Board Members for the current Calendar Year. Complete one record for each board member.

### BOARD PRESIDENT

|       |  |                      |
|-------|--|----------------------|
| 10.5  | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant | Mr.                  |
| 10.6  | First Name   | Paul                 |
| 10.7  | Last Name  | Schwarz              |
| 10.8  | Mailing Address  | 14 Easton Ave        |
| 10.9  | City   | White Plains         |
| 10.10 | Zip Code (5 digits only)   | 10605                |
| 10.11 | Phone (enter 10 digits only)   | (914) 428-2366       |
| 10.12 | E-mail Address   | pkschwarz1@gmail.com |
| 10.13 | Term Expires - Month   | December             |
| 10.14 | Term Expires - Year (yyyy)   | 2015                 |
| 10.15 | The date the Oath of Office was taken (mm/dd/yyyy)   | 02/07/2013           |
| 10.16 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 02/07/2013           |

|     |  |                             |
|-----|--|-----------------------------|
| 1.  | Title of Board Member (select one):                | Dr.                         |
| 2.  | First Name of Board Member                         | Christopher                 |
| 3.  | Last Name of Board Member                          | Clouet                      |
| 4.  | Mailing Address                                    | 53 Grandview Ave            |
| 5.  | City   | White Plains                |
| 6.  | Zip Code (5 digits only)                           | 10605                       |
| 7.  | E-mail address                                     | chrisclouet@wpcsd.k12.ny.us |
| 8.  | Office Held or Trustee                             | Trustee                     |
| 9.  | Term Expires                                       | N/A                         |
| 10. | Term Expires - Year (yyyy)                         | N/A                         |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A                         |

|     |  |                              |
|-----|--|------------------------------|
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A                          |
| 1.  | Title of Board Member (select one):  | Mrs.                         |
| 2.  | First Name of Board Member   | Denise                       |
| 3.  | Last Name of Board Member  | D'Ambrosio                   |
| 4.  | Mailing Address  | 66 Grandview Ave             |
| 5.  | City   | White Plains                 |
| 6.  | Zip Code (5 digits only)   | 10605                        |
| 7.  | E-mail address   | denisedambrosiolaw@gmail.com |
| 8.  | Office Held or Trustee   | Trustee                      |
| 9.  | Term Expires   | December                     |
| 10. | Term Expires - Year (yyyy)   | 2013                         |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 05/03/2011                   |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/03/2011                   |
| 1.  | Title of Board Member (select one):  | Mr.                          |
| 2.  | First Name of Board Member   | Timothy                      |
| 3.  | Last Name of Board Member  | James                        |
| 4.  | Mailing Address  | 300 Martine Ave #4K          |
| 5.  | City   | White Plains                 |
| 6.  | Zip Code (5 digits only)   | 10601                        |
| 7.  | E-mail address   | tigercub78@aol.com           |
| 8.  | Office Held or Trustee   | Trustee                      |
| 9.  | Term Expires   | December                     |
| 10. | Term Expires - Year (yyyy)   | 2014                         |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 03/06/2012                   |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/06/2012                   |
| 1.  | Title of Board Member (select one):  | Mrs.                         |
| 2.  | First Name of Board Member   | Hope                         |
| 3.  | Last Name of Board Member  | Furth                        |
| 4.  | Mailing Address  | 35 Platt Place               |
| 5.  | City   | White Plains                 |
| 6.  | Zip Code (5 digits only)   | 10605                        |
| 7.  | E-mail address   | hfurth@optonline.net         |
| 8.  | Office Held or Trustee   | Trustee                      |
| 9.  | Term Expires   | December                     |
| 10. | Term Expires - Year (yyyy)   | 2015                         |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 02/07/2013                   |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/07/2013                   |
| 1.  | Title of Board Member (select one):  | Ms.                          |
| 2.  | First Name of Board Member   | Luz                          |
| 3.  | Last Name of Board Member  | Barrera                      |
| 4.  | Mailing Address  | 30 N. Broadway               |
| 5.  | City   | White Plains                 |
| 6.  | Zip Code (5 digits only)   | 10601                        |
| 7.  | E-mail address   | lbarrera21@hotmail.com       |

|     |  |                         |
|-----|--|-------------------------|
| 8.  | Office Held or Trustee   | Trustee                 |
| 9.  | Term Expires   | December                |
| 10. | Term Expires - Year (yyyy)   | 2014                    |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 03/06/2012              |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/06/2012              |
| 1.  | Title of Board Member (select one):  | Mrs.                    |
| 2.  | First Name of Board Member   | Denise                  |
| 3.  | Last Name of Board Member  | Matthews-Serra          |
| 4.  | Mailing Address  | 12 Richbell Road        |
| 5.  | City   | White Plains            |
| 6.  | Zip Code (5 digits only)   | 10605                   |
| 7.  | E-mail address   | deniseomserra@gmail.com |
| 8.  | Office Held or Trustee   | Trustee                 |
| 9.  | Term Expires   | December                |
| 10. | Term Expires - Year (yyyy)   | 2013                    |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 05/03/2011              |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/03/2011              |
| 1.  | Title of Board Member (select one):  | Mr.                     |
| 2.  | First Name of Board Member   | Thomas                  |
| 3.  | Last Name of Board Member  | Scherer                 |
| 4.  | Mailing Address  | 111 Soundview Ave       |
| 5.  | City   | White Plains            |
| 6.  | Zip Code (5 digits only)   | 10605                   |
| 7.  | E-mail address   | scherer.tom@gmail.com   |
| 8.  | Office Held or Trustee   | Trustee                 |
| 9.  | Term Expires   | December                |
| 10. | Term Expires - Year (yyyy)   | 2013                    |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 05/03/2011              |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/03/2011              |
| 1.  | Title of Board Member (select one):  | Mrs.                    |
| 2.  | First Name of Board Member   | Yuki                    |
| 3.  | Last Name of Board Member  | Haynes                  |
| 4.  | Mailing Address  | 1 Wayne Ave             |
| 5.  | City   | White Plains            |
| 6.  | Zip Code (5 digits only)   | 10606                   |
| 7.  | E-mail address   | yookstah@yahoo.com      |
| 8.  | Office Held or Trustee   | Secretary               |
| 9.  | Term Expires   | December                |
| 10. | Term Expires - Year (yyyy)   | 2015                    |
| 11. | The date the Oath of Office (mm/dd/yyyy) was taken                           | 02/07/2013              |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/07/2013              |

## 11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST*

DOLLAR.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

|      |  |              |
|------|--|--------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (see instructions). | Y            |
| 1.   | Source of Funds  | City         |
| 2.   | Name of funding County, Municipality or District   | White Plains |
| 3.   | Amount   | \$5,502,179  |
| 4.   | Subject to public vote held in reporting year or in a previous reporting year(s).  | N            |
| 5.   | Written Contractual Agreement  | N            |
| 11.2 | <b>TOTAL LOCAL PUBLIC FUNDS</b>  | \$5,502,179  |

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

|      |   |          |
|------|---|----------|
| 11.3 | Local Library Services Aid (LLSA)   | \$14,825 |
| 11.4 | Central Library Aid (CLDA and/or CBA)   | \$0      |
| 11.5 | Additional State Aid received from the System                                   | \$0      |
| 11.6 | Federal Aid received from the System  | \$0      |
| 11.7 | Other Cash Grants   | \$0      |
| 11.8 | <b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$14,825 |

### OTHER STATE AID

|      |   |     |
|------|---|-----|
| 11.9 | State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants | \$0 |
|------|---|-----|

### FEDERAL AID FOR LIBRARY OPERATION

|       |  |     |
|-------|--|-----|
| 11.10 | LSTA   | \$0 |
| 11.11 | Other Federal Aid  | \$0 |
| 11.12 | <b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11) | \$0 |

|       |  |     |
|-------|--|-----|
| 11.13 | <b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b> | \$0 |
|-------|--|-----|

### OTHER RECEIPTS

|       |   |             |
|-------|---|-------------|
| 11.14 | Gifts and Endowments  | \$0         |
| 11.15 | Fund Raising  | \$0         |
| 11.16 | Income from Investments   | \$0         |
| 11.17 | Library Charges   | \$204,453   |
| 11.18 | Other   | \$19,390    |
| 11.19 | <b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)              | \$223,843   |
| 11.20 | <b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19) | \$5,740,847 |

|       |                     |     |
|-------|---------------------|-----|
| 11.21 | <b>BUDGET LOANS</b> | \$0 |
|-------|---------------------|-----|

### TRANSFERS

|       |  |     |
|-------|--|-----|
| 11.22 | From Capital Fund (Same as Question 14.8)              | \$0 |
| 11.23 | From Other Funds                                       | \$0 |
| 11.24 | <b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23) | \$0 |



|       |  |             |
|-------|--|-------------|
| 11.25 | BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 12.38 of previous year if fiscal year has not changed) | \$0         |
| 11.26 | <b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)             | \$5,740,847 |

## 12. OPERATING FUND DISBURSEMENTS

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

|      |  |             |
|------|--|-------------|
| 12.1 | Certified Librarians   | \$1,365,975 |
| 12.2 | Other Staff  | \$1,336,129 |
| 12.3 | <b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2) | \$2,702,104 |
| 12.4 | <b>Employee Benefits Expenditures</b>  | \$1,378,736 |
| 12.5 | <b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)                | \$4,080,840 |

### COLLECTION EXPENDITURES

|      |  |           |
|------|--|-----------|
| 12.6 | Print Materials Expenditures   | \$234,407 |
| 12.7 | Electronic Materials Expenditures  | \$17,166  |
| 12.8 | Other Materials Expenditures   | \$82,791  |
| 12.9 | <b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8) | \$334,364 |

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

|       |   |     |
|-------|---|-----|
| 12.10 | From Local Public Funds (71PF)                                    | \$0 |
| 12.11 | From Other Funds (71OF)   | \$0 |
| 12.12 | <b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11) | \$0 |

### OPERATION AND MAINTENANCE OF BUILDINGS

#### Repairs to Building & Building Equipment

|       |   |           |
|-------|---|-----------|
| 12.13 | From Local Public Funds (72PF)  | \$29,196  |
| 12.14 | From Other Funds (72OF)   | \$0       |
| 12.15 | <b>Total Repairs</b> (Add Questions 12.13 and 12.14)                                  | \$29,196  |
| 12.16 | Other Disbursements for Operation & Maintenance of Buildings                          | \$552,251 |
| 12.17 | <b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16) | \$581,447 |

### MISCELLANEOUS EXPENSES

|       |   |           |
|-------|---|-----------|
| 12.18 | Office and Library Supplies   | \$22,763  |
| 12.19 | Telecommunications  | \$11,345  |
| 12.20 | Binding Expenses  | \$521     |
| 12.21 | Postage and Freight   | \$8,106   |
| 12.22 | Professional & Consultant fees - All libraries enter total paid for professional and consultant fees. If the cost for any one professional or consultant's fee is over \$10,000, please describe in the State note. See instructions for definition of Professional & Consultant. | \$12,118  |
| 12.23 | Other Miscellaneous - If any expense exceeds \$10,000 or 5% of a library's budget, whichever is higher, indicate in a State Note how the funds were spent.  | \$333,026 |

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$387,879

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$27,728

#### DEBT SERVICE

##### Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$321,117

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$321,117

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$321,117

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$5,733,375

#### TRANSFERS

##### Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$7,472

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$7,472

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$5,740,847

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2012 \$0

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$5,740,847

#### ASSURANCE

12.41 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 04/10/2013

#### FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 11/05/2012

12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 7/1/2011-6/30/2012

12.44 Indicate type of audit (select one): City

#### CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

## REVENUES FROM LOCAL SOURCES

|      |  |     |
|------|--|-----|
| 13.1 | Revenues from Local Government Sources                                 | \$0 |
| 13.2 | All Other Revenues from Local Sources                                  | \$0 |
| 13.3 | <b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2) | \$0 |

## STATE AID FOR CAPITAL PROJECTS

|      |  |     |
|------|--|-----|
| 13.4 | State Aid Received for Construction                  | \$0 |
| 13.5 | Other State Aid                                      | \$0 |
| 13.6 | <b>Total State Aid</b> (Add Questions 13.4 and 13.5) | \$0 |

## FEDERAL AID FOR CAPITAL PROJECTS

|      |                          |     |
|------|--------------------------|-----|
| 13.7 | <b>TOTAL FEDERAL AID</b> | \$0 |
|------|--------------------------|-----|

## INTERFUND REVENUE

|       |   |     |
|-------|---|-----|
| 13.8  | Transfer from Operating Fund (Same as Question 12.35)   | \$0 |
| 13.9  | <b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)   | \$0 |
| 13.10 | <b>NON-REVENUE RECEIPTS</b>   | \$0 |
| 13.11 | <b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)   | \$0 |
| 13.12 | BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2012 (Same as Question 14.11 of previous year, if fiscal year has not changed) | \$0 |
| 13.13 | <b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)  | \$0 |

## 14. CAPITAL FUND DISBURSEMENTS

### PROJECT EXPENDITURES

|      |                         |     |
|------|-------------------------|-----|
| 14.1 | Construction            | \$0 |
| 14.2 | Incidental Construction | \$0 |

### Other Disbursements

|       |   |     |
|-------|---|-----|
| 14.3  | Purchase of Buildings   | \$0 |
| 14.4  | Interest  | \$0 |
| 14.5  | Collection Expenditures   | \$0 |
| 14.6  | <b>Total Other Disbursements</b> (Add Questions 14.3, 14.4 and 14.5)                                | \$0 |
| 14.7  | <b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)                               | \$0 |
| 14.8  | <b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)  | \$0 |
| 14.9  | <b>NON-PROJECT EXPENDITURES</b>   | \$0 |
| 14.10 | <b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)                   | \$0 |
| 14.11 | BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2012                            | \$0 |
| 14.12 | <b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13) | \$0 |

## 15. FEDERAL TOTALS

All questions in Part 15 are calculated. locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

|       |   |             |
|-------|---|-------------|
| 15.1  | Total ALA-MLS   | 15.23       |
| 15.2  | Total Librarians  | 16.98       |
| 15.3  | All Other Paid Staff  | 24.76       |
| 15.4  | Total Paid Employees  | 41.75       |
| 15.5  | State Government Revenue                                      | \$14,825    |
| 15.6  | Federal Government Revenue                                    | \$0         |
| 15.7  | Other Operating Revenue                                       | \$223,843   |
| 15.8  | Total Operating Revenue                                       | \$5,740,847 |
| 15.9  | Other Operating Expenditures                                  | \$997,054   |
| 15.10 | Total Operating Expenditures                                  | \$5,412,258 |
| 15.11 | Total Capital Expenditures                                    | \$0         |
| 15.12 | Print Materials   | 284,356     |
| 15.13 | Total Registered Borrowers                                    | 39,055      |
| 15.14 | Other Capital Revenue and Receipts                            | \$0         |
| 15.15 | Total Number of Internet Terminals Used by the General Public | 68          |

## **16. FOR NEW YORK STATE LIBRARY USE ONLY**

|      |                                       |            |
|------|---------------------------------------|------------|
| 16.1 | <i>LIB ID</i>                         | 8800667060 |
| 16.2 | <i>Interlibrary Relationship Code</i> | ME         |
| 16.3 | <i>Legal Basis Code</i>               | CI         |
| 16.4 | <i>Administrative Structure Code</i>  | SO         |
| 16.5 | <i>FSCS Public Library Definition</i> | Y          |
| 16.6 | <i>Geographic Code</i>                | CI1        |
| 16.7 | <i>FSCS ID</i>                        | NY0760     |

## **SUGGESTED IMPROVEMENTS**

|                                 |                             |
|---------------------------------|-----------------------------|
| Library Name:                   | White Plains Public Library |
| Library System:                 | Westchester Library System  |
| Name of Person Completing Form: | Bill Deierlein              |
| Phone Number:                   | (914) 422-1408              |

Please share with us your suggestions for improving the *Annual Report*. Thank you!

**WHITE PLAINS PUBLIC LIBRARY**  
January 1, 2013 thru March 31, 2013

**HOURLY STAFF RESIGNATIONS (1)**

Reichman, Michelle

Library Page

1/28/13