

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, May 8, 2013

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of April 10, 2013**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 05/02/13
- 3 Bills: 2012 -2013 Budget: Claim #19, #20**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – 04/11/13
 - c) Foundation – Executive Directors Report – 05/01/13
 - d) Other
- 6 Ongoing Business**
 - a) Library Budget
 - b) First Floor Renovation
 - c) Community Media
- 7 New Business**
 - a) Approval of Board of Trustee Schedule
 - b) Presentation by Erik Carlson, Teen Librarian

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
April 10, 2013**

Call to Order

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

Minutes of Regular Meeting of March 13, 2013

The minutes of the regular meeting of March 13, 2013 were approved as submitted on a MOTION by Trustee Tim James, seconded by Trustee Yuki Haynes.

Budget:

City Revenue & Expenditure Budget by Department for April 3, 2013 were reviewed.

Bills: 2012/13 Budget: #17, #18

Mr. Kenney stated Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Trustee Haynes remarked that a correction should be made on Claim #17 to read Bully Movie Outreach. Payment of bill vouchers #17, #18, was approved as corrected on a MOTION by Trustee Haynes, seconded by Trustee James.

Report of Library Administration

Library Director Kenney reviewed the monthly reports. Trustee Tim James inquired about the Community Development Block grant application in Kathy Degyansky's report and Mr. Kenney responded that we did not qualify to receive the funding because we were unable to meet the demographic/economic criteria.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan reviewed her written report and stated that as of April Fred Singleton would become a new member of their board. Ms. Hollahan also remarked that representatives from Allstate would be coming to the library on May 3rd for a meet and greet.

Ongoing Business:

Library Director Kenney discussed the status of the White Plains Cable Commission moving into the building and requested input from the Board to determine how to proceed. Mr. Kenney shared his concerns regarding the type of relationship the cable commission would have with the library as well as the benefits of having the cable commission in the library such as creating more traffic in the library, shared goals, more access for the public to equipment and programs. Mr. Kenney believed the cable commission's lease expired in October 2014. The Board discussed the need for more financial information to be disclosed from the cable commission. Trustee Scherer suggested that other options be considered for the space before a decision was made.

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

Library Director Kenney noted that the space could be used for the local history collection or as another room for community use as we have been turning people away. On a MOTION by Trustee Clouet, seconded by Trustee D'Ambrosio, approval to enter into a Memo of Understanding with White Plains Community Media (WPCM) with the following modifications:

- White Plains Cable Television Access Commission (WPCTAC) be changed to WPCM throughout the document
- Paragraph III, 1.- to read as follows: They shall negotiate diligently and in good faith to consider an agreement for WPCM to reside in the WPPL. The goal is to complete an agreement as promptly as possible, but no later than July 1, 2013.

Library Director Kenney shared the revised schedule for the first floor renovation as well as a memo from the architects detailing the work they completed for the bid. Mr. Kenney remarked that DPW coordinated the bid package and the ads for the project would begin on April 15. Library Director Kenney advised the Board that the contract would be awarded after the bid had been approved by the Common Council on June 3. Mr. Kenney noted that the contractors would be submitting two completion dates for the Edge -- November 1 and December 2 -- so that a cost comparison could be done.

Library Director Kenney recommended that President Schwarz attend the Common Council meeting on April 17 at 5:30 p.m. where Mr. Kenney would review the proposed budget.

New Business:

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Scherer, The New York State Annual Report was approved for submission with an address correction for Trustee Clouet.

The 2013/2014 Library Hours and Holiday schedule was approved on a MOTION by Trustee Haynes, seconded by Trustee D'Ambrosio. Mr. Kenney noted that this schedule included the library now being open on Thursday's from 10 a.m. to 9 p.m.

Personnel Additions/Deletions from Payroll dated 1/1/13-3/31/13 were approved on a MOTION by Trustee Chris Clouet, seconded by Trustee Yuki Haynes.

Tim Baird, Head of Adult Services, reviewed his bio and remarked that the Periodical and Youth staff reported to him along with the Adult Librarians. Mr. Baird commented that staffing continued to be an issue during the summer and that he would be working on cross-training the staff. Librarian Baird was very enthusiastic about the opening of the Edge and looked forward to working with Austin Olney.

Adjournment

The meeting was adjourned at 8:26 p.m. on a MOTION by Trustee Tim James, seconded by Trustee Denise D'Ambrosio.

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: May 2, 2013

The Budget Report as of April 30, 2013 is attached. All monthly revenues and expenditures are normal, except for the following Revenue account:

02269 Library - Other Libraries

The Library received a Grant-in-aid reimbursement check from New York State for \$9,393, related to the passing of legislature which exempts Public Libraries from the MTA tax.

FOR 2013 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-24,577.92	-9,393.00	.00	9,753.92	165.8%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-24,577.92	-9,393.00	.00	9,753.92	165.8%
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	-3,127.73	-289.94	.00	95.73	103.2%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-4,728.81	-289.94	.00	-274.19	94.5%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-69,590.95	-6,366.64	.00	-30,409.05	69.6%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-2,151.95	-256.95	.00	-2,348.05	47.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-8,289.89	-229.00	.00	-6,710.11	55.3%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-3,138.78	-293.90	.00	-1,361.22	69.8%
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	-92,565.91	-7,146.49	.00	-46,684.09	66.5%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-4,536,264.73	-460,180.00	.00	-1,203,856.27	79.0%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-4,536,264.73	-460,180.00	.00	-1,203,856.27	79.0%
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 10

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-5,890,326	-5,929,198	-4,658,137.37	-477,009.43	.00	-1,271,060.63	78.6%
GRAND TOTAL	-5,890,326	-4,658,137.37	-477,009.43	.00	-1,271,060.63	78.6%

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

FOR 2013 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	143,820	143,820	118,928.08	11,063.08	.00	24,891.92	82.7%
1.150 MANAGERIAL SALARIES	187,494	187,494	155,062.18	14,422.61	.00	32,431.82	82.7%
1.151 MANAGERIAL OVERTIME	0	0	121.04	.00	.00	-121.04	100.0%
1.153 M/C ATTENDANCE BONUS	600	600	600.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,222,852	2,171,837	1,807,249.54	166,890.28	.00	364,587.46	83.2%
1.201 CSEA OVERTIME	41,000	41,000	35,791.49	3,125.38	.00	5,208.51	87.3%
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	146,573.11	15,253.52	.00	88,426.89	62.4%
TOTAL SALARIES & WAGES	2,800,766	2,789,751	2,270,925.44	210,754.87	.00	518,825.56	81.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	212,635	211,794	172,316.53	15,929.33	.00	39,477.47	81.4%
2.020 MTA PAYROLL TAX	9,535	9,499	7,750.89	707.98	.00	1,748.11	81.6%
2.101 NYS EMPLOYEE PENSION	483,377	486,184	406,289.40	41,818.30	.00	79,894.60	83.6%
2.201 EMPLOYEE ACTIVE HEALTH INS	459,521	445,573	373,816.44	38,722.28	.00	71,756.56	83.9%
2.202 RETIREES HEALTH INSURANCE	181,000	181,000	153,816.17	17,269.81	.00	27,183.83	85.0%
2.203 RETIREES HEALTH INS BUYOUT	1,650	1,650	1,650.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRGR	1,375	1,375	672.21	.00	.00	702.79	48.9%
2.205 RETIREES MEDICARE PAYMENT	49,500	49,500	32,158.80	.00	.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	33,205.20	3,270.96	.00	6,526.80	83.6%
2.407 OPTICAL INSURANCE	11,865	11,328	9,467.10	932.58	.00	1,860.90	83.6%
2.501 GROUP LIFE INS-MANAGEMENT	2,659	2,659	2,130.48	.00	.00	528.52	80.1%
2.601 MEMBERSHIPS-FEES-DUES	141	141	40.00	.00	.00	101.00	28.4%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	238.45	.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	.00	.00	35.00	97.1%
TOTAL EMPLOYEE BENEFITS	1,488,481	1,474,043	1,224,920.86	118,651.24	.00	249,122.14	83.1%
3. MATERIALS & SUPPLIES							

FOR 2013 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	8,138.05	57.27	2,031.52	-2,169.57	127.1%
3.003 PRINTING	6,000	6,000	3,207.27	.00	.00	2,792.73	53.5%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	259,000	259,000	142,413.16	10,315.09	.00	116,586.84	55.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	14,050.58	569.00	.00	187.42	98.7%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	85,682.23	4,568.15	.00	-40,682.23	190.4%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,384.68	190.23	.00	115.32	95.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	397.00	.00	.00	603.00	39.7%
3.014 LIBRARY SUPPLIES	10,000	10,000	9,458.72	311.96	.00	541.28	94.6%
3.016 REPLACEMENT MATERIALS	3,000	3,000	2,994.47	.00	.00	5.53	99.8%
3.022 PC SOFTWARE	500	500	2,672.05	432.05	.00	-2,172.05	534.4%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	12,372.10	1,024.00	6,300.00	-6,672.10	155.6%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	3,331.60	.00	.00	-6.60	100.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	23,347.64	2,045.00	340.00	-8,687.64	157.9%
3.601 ELECTRICITY	392,721	392,721	200,817.77	26,916.27	.00	191,903.23	51.1%
3.602 TELEPHONE	4,500	4,500	2,878.93	360.08	.00	1,621.07	64.0%
3.603 GAS	87,290	87,290	33,474.45	7,357.75	.00	53,815.55	38.3%
3.604 WATER	4,000	4,000	6,859.82	.00	.00	-2,859.82	171.5%
3.703 EQUIPMENT RENTAL	2,625	2,625	1,941.76	.00	.00	683.24	74.0%
3.704 COPIER RENTAL	10,190	10,190	6,478.24	558.31	.00	3,711.76	63.6%
3.716 LIBRARY SOFTWARE LEASE	0	0	17,191.36	.00	.00	-17,191.36	100.0%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	580,091.88	54,705.16	8,671.52	296,625.60	66.5%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	141,018	141,018	109,421.83	5,746.12	22,420.00	9,176.17	93.5%
4.016 SECURITY GUARDS	106,402	106,402	83,141.96	12,470.48	.00	23,260.04	78.1%
4.023 PROGRAM SERVICES	31,500	56,500	37,533.02	1,557.52	.00	18,966.98	66.4%
4.058 ON LINE SUBSCRIPTION SRVC	27,451	27,451	14,193.58	.00	.00	13,257.42	51.7%
4.602 SIF CONTRIBUTION	44,766	44,766	44,766.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	5,297.90	700.00	.00	-297.90	106.0%
TOTAL DIRECT COSTS	360,155	385,155	298,372.29	20,474.12	22,420.00	64,362.71	83.3%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	356,264.73	60,180.00	.00	-729.73	100.2%
9.990 RESERVE FOR FINANCING	0	39,325	.00	.00	.00	39,325.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	394,860	356,264.73	60,180.00	.00	38,595.27	90.2%

FOR 2013 10

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5,890,326	5,929,198	4,730,575.20	464,765.39	31,091.52	1,167,531.28	80.3%
GRAND TOTAL	5,890,326	4,730,575.20	464,765.39	31,091.52	1,167,531.28	80.3%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 19
Page 1

Claims Paid On: May 3, 2013
Due in Finance : April 19, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PO31117	CDW-Government	\$ 2,031.52
	March '13	Crystal Rock Bottled Water	57.27
	claim 4/17	Staples	35.80
3.005 Books		Amazon	65.84
	116	Baker & Taylor, Inc.	9,375.63
	117	Bilingual Publications	1,055.29
	118	Ingram Library Services	90.39
	119	Rainbow Books	1,086.31
3.006 Periodicals	120	Magnotta's Supermarket	153.00
	121	Royal Scarlet Deli	416.00
3.010 Non Book	PC-195	Midwest Tape	4,619.15
	PC-196	OverDrive	3,824.00
3.014 Library Supplies		Encore Data Products	198.00
	PC-198	Brodart Company	113.96
3.022 Software	PO31031	CDW-Government	432.05
3.301 Facility Maintenance	PC-199	American Independent Paper	54.00
	PC-200	Sound Water Treatment Center	335.00
3.601 Electricity	2/12 - 3/14	PASNY	26,916.27
3.602 Telephone	115	Nextel Communications	52.15
	124	Nextel Communications	52.08
	3/22 - 4/21	Verizon	254.58

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 19
Page 2

Claims Paid On: May 3, 2013
Due in Finance : April 19, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.603 Gas	125	Con Edison	\$ 8,126.97
3.704 Copier Rental	PC-194	Canon Financial Services	558.31
4.015 Service Contracts	PC-193	Canon Solutions America	456.12
4.016 Security	123	Security Services of Connecticut	8,115.58
4.023 Program Services	PC-201	Baker & Taylor, Inc.	3,936.93
4.709 Library Programs	122	Naicy Pretill	700.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 20

Claims Paid On: May 17, 2013
Due in Finance : May 3, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	127	Tim Baird - reimburse	\$ 55.00
3.005 Books	126	Baker & Taylor, Inc.	7,683.16
	128	Barnes & Noble	58.35
	129	Bilingual Publications	873.01
	130	Ingram Library Services	29.11
3.006 Periodicals	131	Royal Scarlet Deli	416.00
3.010 Non Books	PC-202	Midwest Tape	4,336.47
	PC-203	OverDrive, Inc.	1,634.16
3.011 Program Supplies	PC-204	American Library Association	65.00
3.301 Facility Maintenance	PC-205	American Independent Paper	54.00
3.306 Maintenance Supplies	PC-206	Burke & McCowen	14.39
3.703 Equipment Rental	March '13	USA Mobility Wireless	26.72
	April '13	USA Mobility Wireless	26.72
4.015 Service Contracts	PC-207	Open System Metro	1,962.00
4.023 Program Services	PC-208	Baker & Taylor, Inc.	1,814.08

Approved:

Yuki Haynes, Secretary

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: April 2013 Publicity
Date: 5/1/13

What's the Problem with Self-Publishing?

<http://lj.libraryjournal.com/2013/04/publishing/whats-the-problem-with-self-publishing/>

Best Selling Author to Speak at White Plains Library

<http://www.westchester.com/news/westchesternews/entertainment/17827-best-selling-author-to-speak-at-white-plains-library.html>

Simon & Schuster to Launch eBook Program with New York City Public Libraries

http://www.mediabistro.com/fishbowlny/simon-schuster-launch-ebook-program-with-new-york-city-public-libraries_b80493

White Plains Job Club Offers Skills, Support

<http://whiteplains.patch.com/articles/job-club-offers-employment-seekers-skills-support>

Testimony of the Human Spirit Screens at White Plains Public Library

<http://www.westchester.com/news/westchesternews/entertainment/17851-testimony-of-human-spirit-screening-at-white-plains-library.html>

Free Book for White Plains Kids at Fair

<http://whiteplains.patch.com/articles/free-books-for-white-plains-kids-at-fair>

Adventures with Raspberry Pi: A Librarian's Introduction

<http://acrl.ala.org/techconnect/?p=2962>

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – April 2013
Date: May 1st, 2013

Administrative

- Welcomed new full-time staff member to the Adult Services Department: Library Assistant – Digital Media Austin Olney. Worked with staff in all departments for his training.
- Created a job description for Austin Olney.
- Worked with John Lolis on possibility of having Guest Computer Passes and also a generic library email for patrons to email files to when no computers are available.
- Met with Assistant Director Degyansky, Head of Acquisitions Deschamps, and Circulation Clerks Black and Harris to discuss the use of the Adult Reference Desk for both Circulation and Reference purposes during the 1st stage of the First Floor renovation.
- Created weeding lists for librarians Duffy and Hughes as they continued work on their collection areas.
- Updated the Subscription Databases handout.
- Helped Librarians Varian and Wenglin as well as IT Staff Jackson with issues concerning the eVanced calendar.

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.*

- Librarian Hughes attended the Friends of the Library board meeting.
- Librarian Hughes attended Volunteer Appreciation Dinner at Gilda's Club.
- Librarian Rothman attended a local Toastmasters meeting. They may do a program here in the future.
- Librarian Rothman attended a Second Act Careers Workshop at Manhattanville College.

Customer Service:

- 5 1-1 ereader trainings and a 1-1 email training.
- 9 Spanish Conversation classes were held.
- 4 Homebound basket deliveries.
- Hosted 9 English Conversation groups.
- Librarian Rothman hosted a weekly Job Club series. An average of 11 patrons attended per session.
- Librarian Rothman conducted a Business Plan class for the Women's Enterprise Development Center.
- Librarian Varian answered 23 Local History queries.

Community Outreach:

- Librarian Perez promoted library services at the County Courthouse to a probation group.
- Fliers for library programs were delivered to St Bernard Church and Centro Hispano.
- Librarian Perez hosted a Bristol Assisted Living facility creative writing program.
- Librarian Perez attended the Slater Center Health Fair.
- Librarian Hughes led Red Door Readers book discussion group at Gilda's Club.

Programs:

- Librarian Kunz hosted the Clarice Wilson Memorial Concert featuring Brian Lam.

- Librarian Wenglin conducted two short story book discussions from the anthology Wonderful Town.
- In Celebration of National Poetry month, Librarian Wenglin hosted a Professor Schlesinger of Purchase College talk on “The Power of Poetry and Literature in Troubled Times” and also a reading and discussion from Professor Ehrenkranz of Pace University’s recent anthology “Explaining Life: The Wisdom of Modern Jewish Poetry”.
- Spanish Child Care Council program.
- White Plains Hospital Stroke Prevention.
- Friends annual meeting with author Douglas Century on Pros and Cons of Celebrity Culture.
- Still Here Thinking of You. Panel discussion by 4 Westchester authors.
- Librarian Rothman hosted a collaborative program: How to Approach a Foundation From Initial Contact to Getting Funded. Partners were Citi Community Development, Nonprofit Coordinating Committee of New York and Foundation Center.
- Librarian Varian hosted a Poetry Slam featuring guest poet Marty McConnell.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report – April 2013
Date: April 29, 2013

OUTREACH AND COLLABORATION

- Brian Kenney and I met with John Callahan and staff from the Youth Bureau, Planning Department, and Parks and Recreation on April 8 to discuss plans for the Winbrook Training Center.
- Represented the Library at the Safer Communities Forum, sponsored by Westchester County Executive Robert Astorino, on April 9.
- Together with Librarian Mariel Perez, made a presentation at the Westchester County Probation Department on April 10. Twenty-four people attended.
- Represented the Library at the Youth Bureau Open House on April 13. More than 300 people attended. Created a decorated library truck for the event.
- Along with Library Assistant Austin Olney, represented the Library at the Sustain White Plains street festival on April 27. 264 people stopped at our table for information. Three people registered for library cards.
- Completed work on the “Then and Now” virtual exhibit of historic photos in celebration of the American Library Association preservation week, April 21-27.

PROGRAMMING

- The first of two Creative Aging programs were conducted in April. The program, “Share, Shine, Celebrate!” is a creative writing program being taught by artist/writer/director Frank Ingrassiotta. This program is presented in partnership with The Bristol Assisted Living, WLS, and Lifetime Arts of New Rochelle.
- Worked with the Mayor’s Office and the Holocaust and Human Rights Education Center (HHREC) to show a film they produced, “Testimony of the Human Spirit” on April 28 in observance of Holocaust Remembrance Month.

STAFF AND TRAINING

- Attended the 1st Annual Urban Libraries Conference in Brooklyn on April 5.
- Chaired a committee to work out the logistics of issuing library cards offsite at community events. A paper form was created and a laptop will be upgraded for use in locations with wifi.
- Arranged for mandatory Customer Service Training for all full time staff through the Employee Assistance Program. The sessions will be May 2, 6, and 7.
- Full Time Circulation Clerk, Carol Nobile, submitted her resignation on April 23. Her last day will be Saturday, May 4. The announcement was posted on April 26.

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: 4.26.2013

Outreach Collaboration:

- Contacted Zoragina Castillo esq. From Westchester Hispanic Coalition to talk about offering monthly immigration workshops such as Dreamers Act and a Citizenship drive at the library.
- Visited Westchester County Court House to promote our services (20 people)
- Spoke to Ricardo Torres from Coachman to discuss visiting their facility for Library card registration.
- Contacted El Centro Hispano for library card registration.
- Met with Olina Salazar of Asociacion Peruana de Westchester to discuss future Spanish conversation classes in the library, the possibility of providing services through the Peruvian Consulate and offering a program in July in celebration of Peru's independence.
- Contacted Virginia Falcone and Anne Frank from Westchester Community College to service table.
- Contacted Kellie King to discuss Health programs in the Fall
- Delivered flyers to St. Bernard Church and Centro Hispano
- Contacted Judeson Saintil from the Haitian Resource Center to discuss ways WP can work with White Plains Haitian population.
- Contacted Shirley Acevedo, Director of Latino U College Access Inc. to discuss collaboration efforts.
 - Contacted John Mulqueen for Spanish Business classes in the Fall
 - Contacted Arline Wilson to discuss the possibility of offering a Scrabble program at the Library
 - Contacted Briana Puncar for Library table service at the Galleria Mall

Programming

- Child Care Council program 17 in attendance
- White Plains Hospital's Stroke Prevention 10 people
- Computer class 4 people
- Spanish computer class 1 person
- Attended workshop from the Bristol Assisted Living 6 people
- Attended the Slater Center Health Fair (200+ people)
- Spanish Computer class 1 person
- 9 Spanish conversation classes 108 ppl

Staff and Training

- Signed up for Reforma mini conference in May
- Signed up for Metro's , Building Successful Community Partnerships in May
- Signed up for Reforma Webinar in May

MONTHLY REPORT

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

- Our prototype experimental online catalog system based on the \$50 APC single board computer (SBC) has been performing quite well since its inception late last year. In an effort to not only gain better performance, but to also hopefully provide inexpensive express use public access computers, we have also purchased a Raspberry Pi SBC (\$35) as well as APC's top of the line SBC known as Rock (\$80). The Raspberry Pi is definitely out of consideration for use as an OPAC, as its performance was found to be unacceptably slow and unreliable; however, we may still find use for it in The Edge's makerspace for various projects. The APC Rock is as yet untested, but as it has greater memory and a faster processor than our current prototype system, I expect its performance to be quite good, and at this point will most likely be the model to be installed throughout the Library to serve as our new catalog kiosks. It is also hoped that it will be robust enough to serve as express use terminals.
- We were given a live demonstration of a Library app called Capira Mobile (<http://capiratech.com/>). The app, available for both Android and Apple iOS devices, would provide many convenient features for our patrons, including the ability to scan a book's ISBN barcode at a bookstore and then automatically search our catalog for that item. Also available for an additional cost is the ability for patrons to use their Apple or Android device as a mobile self-check device. It is under serious consideration for us to offer it as a valuable service to our patrons.
- Because funds are now forthcoming through the Dormitory Authority of the State of New York (DASNY) grant, the original quote from the audio-visual contractor, Bytec, has been referred back to them for re-specification. This is for the audio-visual renovation of the auditorium (due to the lengthy amount of time since the original quote was presented, some equipment models that were specified are no longer available). We will be reviewing new specifications with Bytec while doing our best to provide updated technology within the scope of the original grant proposal.
- We have updated the CyberSpot's coin/bill acceptor (CBA) to now accept currency up to ten dollar bills. This was to accommodate the new ability to pay fees and fines which tend to be greater in amount than what patrons usually pay for print jobs at the same coin/bill acceptor. The CBA at The Trove's Compass Desk will be replaced and reprogrammed to provide the same accommodation. We have a spare CBA on hand, so there is no additional cost involved in this upgrade.
- The IS Department has replaced several of the Library's phones which were functional but very problematic. They have also restored our ability to make conference calls.

April 2013 Report – Erik Carlson

Programs:

4/1 – Hosted Fashion Design Program: Tissue Textiles

4/3 – Hosted showing of the movie Bully to White Plains Middle School Students

4/3 – Ran the TAG meeting

4/13 – Hosted Childcare en Espanol

4/1, 8, 15 & 22 – Hosted & secured filming locations for the Safe Driving PSA

4/9, 16, & 23 – Hosted Yoga for teens

Computer Class:

4/9 – Helped teach computer class for SPARC; autistic adults

4/10 – Taught Web Browser Basics

Meetings:

Met with students from Young People Achieve about hosting a program at the library.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: May 8, 2013

- Kathy Degyansky and I met with John Callahan and staff from the Youth Bureau, Planning Department, and Parks and Recreation on April 8 to discuss plans for the Winbrook Training Center.
- Met with members of the White Plains Cable Commission to review potential space for Community Media
- Met with potential contractors and library movers as part of bid preparation
- Attended Makers Faire at Westport Public Library
- Participated in Friends Annual Meeting and Author event
- Attended WLS Book & Author lunch
- Worked on Phase One of the renovations: made changes to collection move, reviewed potential for food and beverages in advance of café opening in phase three
- Met with Foundation Subcommittee on corporate development opportunities
- Planned first round of technology spending with Shinnyo-en funding
- With Libby, hosted program for Allstate representatives to review grant activities, present award from Gala
- Organized and attended customer service training
- Joined Community Advisory Board for New York-Presbyterian

April 2013 Statistics – Erik Carlson

Community Contacts: 16

Programs:

4/1 – Fashion – 13 teens

4/3 – Bully Movie – 26 teens & 3 adults

4/3 – TAG – 5 teens

4/13 – Childcare – 20 adults

4/1, 8, 15 & 22 – Safe Driving PSA – 15 teens

4/9, 16, & 23 – Yoga for teens – 22 Teens

Class:

4/9 – SPARC computer class – 10 adults

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

ADULT SERVICES

- Worked one or more hour a day, nights and one Saturday at the Reference Desk.
- Did a one-on-one email training with a patron.
- Attended daylong “Urban Librarians Conference” at Brooklyn Public Library.
- Met with Austin Olney, new Digital Media Specialist, introducing him to Technical Services Staff and Acquisitions and Collections work at the WPPL.
- Attended Trustee Institute program “Assuming Responsibility for Tomorrow: Library Trusteeship in the New Normal” with Jerry Nichols.

COLLECTIONS

- Meet several times with selector Austin Duffy to weed (or shift to new locations) reference items in his 800s area.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 29 “Request a Purchase” forms.

ACQUISITIONS & TECHNICAL (TECH) PROCESSING

- 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 finished CD-ROM weeding project.
- 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 and shelveers also helped with backshifting materials in Reference Storage area.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - April 2013
Date: April 30 , 2013

Outreach, Projects & Visits

- ◆ Lots of classes and visits this month: Head Start put up a new art display every week and had the preschool students visit from most of the centers. The art work by the children was wonderful.
- ◆ Terry Rabideau, Raquel Cavalcanti and Deb Gaffey presented storytimes to 23 Head Start classes. Terry gave 9 additional classes to three other preschools.
- ◆ We continue to host the biweekly Socialization meetings of Head Start. Parents and babies who receive weekly home visits then come together twice a month here in The Trove for informational programs. We register everyone for library cards and give them a tour. The families become very comfortable here and do come in on their own.
- ◆ Tata arranged for an outside group to present a Cinco de Mayo program and they filled the gallery with art work in preparation.

Programs

- ◆ We began the month with a visit from the Disney Live! characters Minnie and Mickey Mouse who offered photo-ops for the attending families, and ended with an evening family storytime in honor of El Dia de los ninos, el dia de los libros. Tata Canuelas and Raquel gave a storytime in English, Spanish and Portuguese.
- ◆ For Earth Day, a group from Westchester Community College did a great program on recycling, Rosemary Rasmussen presented a family storytime also on recycling with a recycled craft at the end, and Terry had the children make hats out of brown paper bags on a school vacation day.
- ◆ Westchester Pediatric Dentistry presented a program on dental health. Chompers the puppet was a big hit.
- ◆ We had 9 visits from dogs who wanted to be read to by children who were eager to help!
- ◆ 214 children officially took the storywalk of Molly, By Golly! Thanks to Terry.
- ◆ The Thomas the Tank Engine play table and the toys on Saturdays have been enticing many families to stay awhile in The Trove.

Staff

- ◆ Terry continues to lead the YSS committee.
- ◆ The Trove staff met twice to work on summer preparations.
- ◆ Tata attended the Ann Izard award committee meeting, and Terry went to a WLS children's meeting.



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MINUTES OF MEETING 4/11/03

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

The meeting began at 10 AM and minutes of the previous meeting were accepted. Clare reported a bank balance of \$44,410.28.

Thank you notes from Faith and Deb were passed around and Betty finalized the hospitality arrangements for the annual meeting on April 28th.

Lee presented a word puzzle to be used as a give-away next October to mark the 16th anniversary of the book store.

Brian requested \$120 for expenses for Bonny and Raquel of the Trove to attend a School Library Journal event at Columbia. He announced the hiring of Austin Olney who will work with teens. Brian seems confident that The Edge will be ready for action in the Fall. He enthusiastically described the Book Bunch program for which we allocated funds last month. A maximum of 15 children register and receive the same paperback to read. Three weeks later they meet at Uno to discuss the book. Uno supplies pizza and Brian said the discussion was lively and thoughtful. It's a wonderful program, done twice a year.

Please talk up the program scheduled for the annual meeting. Douglas Century promises to be a most entertaining speaker.

Don't forget...we gather for lunch at Sam's on May 9th at 12:30 PM. It's our last meeting of the year. However, if any matter occurs requiring a meeting we'll contact everyone by phone.

So...until next September... have a pleasant summer.


Leatrice Palmer
Secretary-



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

Capital Campaign:

We recently received new pledges for \$31,000, bringing the fundraising total to \$467,000 toward a campaign goal of \$700,000. The next Campaign committee meeting is scheduled for May 8, at 9 a.m. With Phase I of the project about to start, our short-term focus will be reaching out to prior Edge donors to make an additional donation and get recognized on the plaque at a higher level.

Our next major goal is to secure support for Phase II-The Learning Commons. The committee would appreciate your suggestions about prospects for this phase—individuals, foundations, businesses who are interested in adult education, workforce development, assimilation and language learning for new immigrants, lifelong learning, engagement for seniors, and other outcomes of library service for adults.

Other Fundraising:

Spring appeal to donors who did not contribute to the Annual Appeal (Nov. 2012) is underway. A subcommittee of the Foundation Board has been established to cultivate local businesses for operating and campaign support.

Update on Existing/Pending Grants:

Allstate: A site visit from Allstate representatives is scheduled for Friday, May 3, and Library Staff Members involved in the grant will participate. Mayor Roach will attend part of the meeting to present the Champions of Lifelong Learning award (from the fall gala) to Allstate.

On May 9th, we are co-sponsoring a program at White Plains HS PTA meeting on teen safe driving (and will use the opportunity to speak about The Edge); and Kathy Degyansky will be tabling at the Loucks meet on May 11th, with giveaways and info on teen safe driving and general Library info. Our ad campaign (funded by the grant) has begun, and will include “out-of-home” ads—movie theater posters, railway kiosks, and bus shelters.

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.

Programs/Outreach:

--With Rosemary Rasmussen, organized and hosted program on April 27 featuring 14-year-old WP chess prodigy Joshua Colas. Thirteen kids (age 7-13) played chess, and about a dozen parents observed. Joshua was very impressive! He has offered to repeat this program next year.

--Attended Clarice Wilson Memorial Concert (supported by Foundation) April 21; Mini Maker Faire at Westport Public Library, with Brian Kenney, April 27; and Friends Annual Meeting, April 28.

Foundation Board:

We welcomed new Board Member Fred Singleton at our April meeting. We have two openings remaining on our board.

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
March 20, 2013**

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

Minutes of Annual and Regular Meetings February 27, 2013

The minutes of the annual and regular meetings of February 27, 2013 were approved on a MOTION by Barbara Loucks, seconded by Denise D'Ambrosio.

President's Report

President Wolff thanked Yuki Haynes and her Mini Golf team and Ms. Hollahan for all their efforts with regard to the Mini Golf event held on Saturday, March 16. Mr. Wolff was pleased to report that the attendees seemed to enjoy themselves and he had received very good feedback on the event.

On a MOTION by Paul Schwarz, seconded by Eileen Bradley, the Board elected J. Frederick Singleton to the Board to fill a vacancy in Class 2013-2016.

Library Director's Report

Library Director Kenney distributed several documents at the meeting. Mr. Kenney stated that the Library Board had adopted the Customer Service Policy and it would be used to inform the public of what to expect, as far as treatment and services from the library as well as also used internally with the staff to emphasize and evaluate their performance. Ms. Tabakman asked what prompted the policy and what was the feedback from the staff and Mr. Kenney responded that a policy was not unusual, and he wanted a better environment and library experience for the public and also wanted to empower the staff. Library Kenney remarked that the policy generated a lot of discussion with the staff.

Mr. Kenney handed out the "Request A Purchase" form which has been on the Library's website and advised the Board that if they were a White Plains resident, they could use the form to suggest a book for purchase and the Library would consider it and respond within 24 hours. Mr. Kenney remarked that this puts us more in touch with the needs of the patrons and Denise D'Ambrosio suggested the form be edited to create a separate entry for email addresses so that the Library could obtain more email addresses.

Library Director Kenney discussed the Proposed Budget document that he presented to the City and reviewed the commitments that the library would be providing to the public such as the opening of The Edge, increased usage and program attendance as well as opening the Library on Thursday evenings.

Mr. Kenney reported that he met with the architects and DPW to review the first floor renovation project. Library Director Kenney discussed the timeline document he distributed and stated that the plan was to get approval from the Common Council on June 3 following bid selection mid-May. Mr. Kenney also stated that contractors would be asked to bid on two alternate opening dates for The Edge: November 1 or December 20. Ms. Bradley stated that the Board needed to approve the contribution to The Edge at the May 22 meeting.

Mr. Kenney advised the Board that Austin Olney has been hired to fill the new Digital Media Assistant position and he would be starting on April 15. Library Director Kenney stated that Mr. Olney had a Bachelor

of Arts Degree in Adolescent Education and a Masters Degree in Social Studies and thought he would work really well with teens. Mr. Kenney informed the Board that he would primarily be working with teens on technology, workshops and one-on-ones as well as general training with adults.

Library Director Kenney stated that two new self-check machines were in the Trove and that the I/T department was working out the glitches now before the rest of the machines would be placed on the first floor. Mr. Kenney thanked Ms. Hollahan for all her hard work on handling the DASNY grant.

Mr. Kenney offered to have library staff members attend the board meeting and give a ten minute presentation on different areas of interest in the library and the Board agreed that they would welcome any opportunity to learn more about the library.

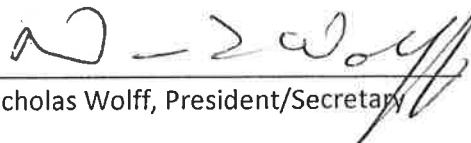
Executive Director's Report

Ms. Hollahan distributed and discussed her written report in detail. Ms. Tabakman asked about possible donor prospects at the Mini Golf event and Ms. Haynes responded that she had spoken with Ms. Hollahan about potential Campaign contributors.

Treasurer's Report

Ms. Bradley reviewed the financial reports and noted that the income was higher because of the Campaign and fundraising and expenses were up over last year. Ms. Bradley hoped to have a budget report next month and remarked that the Foundation will need to continue focusing on funding ongoing operations, which is a challenge given our efforts on the Campaign.

On a MOTION by Jim Benerofe, seconded by Fred Perkins, the meeting was adjourned at 9:54 a.m.



Nicholas Wolff, President/Secretary

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING SCHEDULE
JULY 2013 - JUNE 2014**

Meetings will be held at 7:00 p.m. in the Board Room, Library Administration on the 2nd Wednesday of the month or as designated.

July 10, 2013

September 11, 2013

October 9, 2013

November 13, 2013

December 11, 2013

January 8, 2014

February 5, 2014 (Annual Meeting & FY 14/15 Budget Request Approval)

March 12, 2014

April 9, 2014

May 14, 2014

June 11, 2014

From the By-Laws of the WPPL Board of Trustees, Article III. MEETINGS:

- Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its previous meeting. Written notice shall be sent to all Board members at least five days prior to the meeting date. The August meeting may be cancelled at the discretion of the Board.
- Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in February of each year, unless otherwise determined by the Board.