

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

## **Regular Meeting**

***Wednesday, June 12, 2013***

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of May 8, 2013**
- 2 Budget**
  - a) City Revenue & Expenditures Budget by Department – 6/4/13
- 3 Bills: 2012 -2013 Budget: Claim #21, #22**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
  - a) WLS
  - b) Friends Annual Meeting Minutes – 4/28/13
  - c) Foundation – Executive Directors Report – 6/5/13
  - d) Other
- 6 Ongoing Business**
  - a) Library Budget
  - b) First Floor Renovation
- 7 New Business**
  - a) Reorganization
  - b) The role of the Library in Adult Learning
  - c) Presentation by Rosemary Rasmussen, Head, The Trove

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
May 8, 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, D'Ambrosio, Furth, Haynes, Matthews-Serra, and Schwarz. Absent with notice was Trustee Clouet and James. Absent without notice was Trustee Scherer. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Libby Hollahan, Teen Librarian Erik Carlson and Sandra McDaniel, Library Secretary.

**Minutes of Regular Meeting of April 10, 2013**

The minutes of the regular meeting of April 10, 2013 were approved as submitted on a MOTION by Trustee Hope Furth, seconded by Trustee Denise D'Ambrosio.

**Budget:**

City Revenue & Expenditure Budget by Department for May 2, 2013 were reviewed. Library Director Kenney has been reviewing funds and discussed a library app he would like to purchase, if funds are available.

**Bills: 2012/13 Budget: #19, #20**

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #19, #20, was approved on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

**Report of Library Administration**

Library Director Kenney remarked that there was a very successful Cinco de Mayo event that approximately 700 people attended that was arranged, in part, by the artists that were on display in the Museum Gallery.

Trustee Furth remarked that the statistics were very positive and Mr. Kenney commented that the staff was doing a good job of programming.

**Trustee Reports & Business**

**WLS** –Trustee Furth reported that the Trustee Institute was held at the library on April 3<sup>rd</sup> with about 75 attendees and was very informative. Trustee Furth remarked at the next meeting she would provide handouts from the Trustee Institute regarding the responsibilities of the trustees, the library director and their joint responsibilities.

Trustee Furth asked Mr. Kenney to provide an overview on filtering and patron privacy policies. Library Director Kenney stated that the library does use a filter product called Untangle in the Cyberpool and The Trove. There is no filtering in the Adult area, although spyware and malware are blocked. Mr. Kenney noted The Edge (ages 12+) will not be filtered but will be monitored. Ms. Haynes remarked that parents may assume filtering would be in place in The Edge. The Board agreed with the current filtering policy at the library. Library Director Kenney noted that the staff had access to patron records and the circulation data disappeared from the system 12 hours after an item was returned.

**Minutes of the May 8, 2013 meeting of the Library Board of Trustees, page 2**

Mr. Kenney remarked that he would like to develop a schedule to review policies with the Board because many policies were outdated and in conflict with the way we run the library now. Library Director Kenney would like to revisit the Code of Conduct policy at the July meeting and the Computer Use policy at the September meeting. Mr. Kenney agreed to send the policies to the Board in advance of the meetings.

**Friends –**

**Foundation** – Ms. Hollahan reviewed her written report and remarked that the Foundation had raised 67% of their \$700,000 goal. Ms. Hollahan also reported that the Allstate reps visited the library, reviewed the PSA on distracted driving and were very pleased with their grant activities.

**Ongoing Business:**

Mr. Kenney stated on May 13 the bids for the first floor renovation would be opened and on May 20 the Common Council would vote on the budget. Mr. Kenney also noted that he had a walk through with the construction team, movers, and architects and received good feedback and based on the feedback made some slight changes to the project.

Library Director Kenney provided a walkthrough with some of the members of the Community Media Board and also had a brief meeting with new Chairman, Bill Brown and Councilman Dennis Krolian. Mr. Kenney stated that minor changes would be made to the MOU by the Cable Commission and it would be reintroduced to the library board. Mr. Kenney also advised the Board that a joint meeting should take place and would find out if operational information would be available from the Commission. President Schwarz said the key agreement now was that the cable commission should be on the first floor as long as it was not too expensive.

**New Business:**

Both Trustees Schwarz and D'Ambrosio had conflicts with two dates, but the Board of Trustees Schedule of Meetings for 2013-2014 was approved on a MOTION by Trustee Furth, seconded by Trustee Haynes.

Erik Carlson, Teen Librarian, joined the meeting and reviewed some of the teen programming, previewed the PSA against distracted driving and also reviewed the Library's tumblr account. Librarian Carlson noted he had increased teen circulation by displaying new books more prominently in the library, planned to focus on more community collaboration as well as kick off a summer reading program at the Galleria.

**Adjournment**

The meeting was adjourned at 8:24 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

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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:** June 4, 2013

The Budget Report as of June 4, 2013 is attached. All monthly revenues and expenditures are normal, except for the following Revenue account:

02201 Federal Emergency Management Assistance

This 75% of the Library's request for FEMA funds related to the Sandy storm in late October 2012. We are expecting a total of 90% but do not have a timetable of when to expect the rest of the funds.

FOR 2013 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02201 FEDERAL EMERGENCY MNGMNT ASST	0	0	-4,936.05	-4,936.05	.00	4,936.05	100.0%
02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-24,577.92	.00	.00	9,753.92	165.8%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-29,513.97	-4,936.05	.00	14,689.97	199.1%
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	-3,366.89	-239.16	.00	334.89	111.0%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-4,967.97	-239.16	.00	-35.03	99.3%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-75,425.83	-5,834.88	.00	-24,574.17	75.4%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-2,275.35	-123.40	.00	-2,224.65	50.6%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-9,277.89	-988.00	.00	-5,722.11	61.9%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-3,284.07	-145.29	.00	-1,215.93	73.0%
06700 MEDICARE PART D REIMB	-15,250	-15,250	-12,371.20	-4,090.10	.00	-2,878.80	81.1%
TOTAL MISCELLANEOUS	-139,250	-139,250	-103,747.58	-11,181.67	.00	-35,502.42	74.5%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-4,936,264.73	-400,000.00	.00	-803,856.27	86.0%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-4,936,264.73	-400,000.00	.00	-803,856.27	86.0%
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 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-5,890,326	-5,929,198	-5,074,494.25	-416,356.88	.00	-854,703.75	85.6%
TOTAL LIBRARY FUND						
-5,890,326	-5,929,198	-5,074,494.25	-416,356.88	.00	-854,703.75	85.6%

GRAND TOTAL

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

FOR 2013 11

	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	129,991.16	11,063.08	.00	13,828.84	90.4%
1.150 MANAGERIAL SALARIES	187,494	187,494	169,484.79	14,422.61	.00	18,009.21	90.4%
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	2,182,687	1,976,222.62	168,973.08	.00	206,464.38	90.5%
1.201 CSEA OVERTIME	41,000	41,000	41,764.83	5,973.34	.00	-764.83	101.9%
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	163,117.07	16,543.96	.00	71,882.93	69.4%
TOTAL SALARIES & WAGES	2,800,766	2,800,601	2,487,901.51	216,976.07	.00	312,699.49	88.8%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	212,635	212,624	188,721.71	16,405.18	.00	23,902.29	88.8%
2.020 MTA PAYROLL TAX	9,535	9,536	8,480.07	729.18	.00	1,055.93	88.9%
2.101 NYS EMPLOYEE PENSION	483,377	487,432	448,566.92	42,277.52	.00	38,865.08	92.0%
2.201 EMPLOYEE ACTIVE HEALTH INS	459,521	446,226	413,457.30	39,640.86	.00	32,768.70	92.7%
2.202 RETIREES HEALTH INSURANCE	181,000	181,000	171,085.98	17,269.81	.00	9,914.02	94.5%
2.203 RETIREES HEALTH INS BUYOUT	1,650	1,650	1,650.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHR	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	39,831	36,476.16	3,270.96	.00	3,354.84	91.6%
2.407 OPTICAL INSURANCE	11,865	11,356	10,399.68	932.58	.00	956.32	91.6%
2.501 GROUP LIFE INS-MANAGEMENT	2,659	2,659	2,607.12	238.32	.00	51.88	98.0%
2.601 MEMBERSHIPS-FEES-DUES	141	141	40.00	.00	.00	101.00	28.4%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	293.45	55.00	.00	856.55	25.5%
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	1,476,938	1,345,978.59	120,819.41	.00	130,959.41	91.1%
3. MATERIALS & SUPPLIES							

FOR 2013 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	10,917.83	2,368.47	.00	-2,917.83	136.5%
3.003 PRINTING	6,000	4,000	3,365.27	158.00	.00	634.73	84.1%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	259,000	259,000	170,097.61	27,684.45	.00	88,902.39	65.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	14,534.58	484.00	.00	-296.58	102.1%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	103,398.42	17,716.19	.00	-58,398.42	229.8%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,600.33	215.65	.00	-100.33	104.0%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	532.00	135.00	.00	468.00	53.2%
3.014 LIBRARY SUPPLIES	10,000	12,000	9,636.29	177.57	2,083.10	280.61	97.7%
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	.00	.00	-2,172.05	534.4%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	13,856.10	1,484.00	6,300.00	-8,156.10	168.0%
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	24,882.81	1,426.73	340.00	-10,222.81	168.2%
3.601 ELECTRICITY	392,721	392,721	233,987.65	33,169.88	.00	158,733.35	59.6%
3.602 TELEPHONE	4,500	4,500	3,132.54	253.61	.00	1,367.46	69.6%
3.603 GAS	87,290	87,290	33,474.45	.00	.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	1,968.48	26.72	.00	656.52	75.0%
3.704 COPIER RENTAL	10,190	10,190	7,036.55	558.31	.00	3,153.45	69.1%
3.716 LIBRARY SOFTWARE LEASE	0	0	17,191.36	.00	.00	-17,191.36	100.0%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	666,470.21	85,858.58	8,723.10	210,195.69	76.3%
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	122,802.17	13,380.34	13,502.22	4,713.61	96.7%
4.016 SECURITY GUARDS	106,402	106,402	87,423.60	4,281.64	.00	18,978.40	82.2%
4.023 PROGRAM SERVICES	31,500	56,500	44,698.03	7,165.01	.00	11,801.97	79.1%
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	6,397.90	1,100.00	.00	-1,397.90	128.0%
TOTAL DIRECT COSTS	360,155	385,155	324,299.28	25,926.99	13,502.22	47,353.50	87.7%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	356,264.73	.00	.00	-729.73	100.2%
9.990 RESERVE FOR FINANCING	0	25,580	.00	.00	.00	25,580.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	381,115	356,264.73	.00	.00	24,850.27	93.5%



FOR 2013 I1

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5,890,326	5,929,198	5,180,914.32	449,581.05	22,225.32	726,058.36	87.8%
GRAND TOTAL	5,929,198	5,180,914.32	449,581.05	22,225.32	726,058.36	87.8%

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

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 21  
Page 1

Claims Paid On: May 31, 2013  
Due in Finance : May 17, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	April '13	Crystal Rock Bottled Water	\$ 69.72
	April '13	Purchase - Supply Room	411.31
		Newark	43.51
		Pay Pal LAH	88.92
		Pay Pal APC	99.00
3.003 Printing	PC-211	Graphic Design Associates	158.00
3.005 Books		Amazon	62.51
	132	Baker & Taylor, Inc.	8,007.59
	133	Ingram Library Services	65.95
	134	National Learning Corp.	383.46
3.006 Periodicals	135	Magnotta's Supermarket	68.00
3.010 Non Books		Amazon	13.98
	PC-212	Midwest Tape Company	2,220.48
	PC-213	OverDrive Inc.	1,067.95
3.011 Program Supplies	PC-214	American Library Association	74.00
	PC-215	Bonnie Grant - reimburse	46.13
	PC-197	Rosemary Rasmussen - reimburse	30.52
3.012 Equipment Maintenance	PC-221	Hideaki Onishi	135.00
3.014 Library Supplies	claim 5/1/13	Staples	177.57
3.301 Facility Maintenance	PC-216	Atlantic Westchester	1,430.00

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 21  
Page 2

Claims Paid On: May 31, 2013  
Due in Finance : May 17, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.306 Maintenance Supplies	April '13	Purchase - Supply Room	\$ 108.44
	PC-216	Atlantic Westchester	336.15
	PC-217	Grainger	301.44
	PC-218	M&M Frankel	360.00
	PC-219	Sterling Sanitary Supply	414.75
3.601 Electricity	3/14 - 4/12	PASNY	33,169.88
3.704 Copier Rental	PC-210	Canon Financial Services	558.31
4.015 Service Contracts	PC-209	Canon Solutions America	456.12
4.016 Security	136	Security Services of Connecticut	4,281.64
4.023 Program Services	PC-220	Baker & Taylor, Inc.	1,398.00
4.709 Library Programs	136	Naicy Pretill	600.00
	137	WLS	500.00

Approved:

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Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 22

Claims Paid On: June 14, 2013

Due in Finance : May 31, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	140	Nancy Kunz - reimburse	\$ 55.00
2.603 Travel	140	Nancy Kunz - reimburse	24.00
3.005 Books	144	Baker & Taylor, Inc.	8,786.11
	138	Gale	10.00
	139	Regent Book Co.	13.82
3.010 Non Books	PC-222	Midwest Tape	3,232.23
	PC-223	OverDrive	2,429.06
3.011 Program Supplies	PC-224	La Bella Restaurant	82.00
3.014 Library Supplies	PO31239	Clear-Vu	1,902.50
3.301 Facility Maintenance	PC-225	American Independent Paper	245.00
	PC-226	Atlantic Westchester	2,665.00
3.306 Maintenance Supplies	PC-226	Atlantic Westchester	1,279.17
	PC-227	Grainger	108.24
3.602 Telephone	143	Nextel Communications	52.08
	4/22 - 5/21	Verizon	253.00
	as of 4/10	Verizon - business	0.63
	as of 5/10	Verizon - business	0.61
3.603 Gas	141	Con Edison	2,603.62
4.015 Service Contracts	PC-228	Sound Water Treatment Center	335.00
4.016 Security	142	Security Services of Connecticut	4,281.64
4.023 Program Services	PC-229	Baker & Taylor, Inc.	2,824.00

Approved:

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Yuki Haynes, Secretary

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – May 2013  
Date: June 5<sup>th</sup>, 2013

### **Administrative**

- Attended the Westchester Library Association Annual Conference in Tarrytown. Workshops included results of a Pew Study on library usage, Common Core and how it affects libraries, and the Washington Irving Book Awards.
- Formed a Committee to determine what basic computer skills all librarians and support staff who work a service desk should have. Librarians Varian and Gaffey [Trove] will help create a survey to determine what training will be needed so that all staff will have these skills.
- Met with the vendor from World Book to discuss renewal of the popular online resource.
- Worked with Director Kenney on the weed of unbound magazines on the third tier.
- Attended a Mayor's Youth Board meeting as the library representative.
- Attended the Long Island Library Conference in Melville. Was particularly interested in the presentation about mobile services to patrons created by the company Capira Technologies.

**Staff Activities** - *Thanks to librarians Karyn De Luca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarians Rothman and Carlson attended a meeting with representatives from Allstate as they do the programming that is funded by Allstate through the Foundation.
- Librarian Carlson and Media Specialist Olney attended a WLS Youth Services meeting.
- Librarians De Luca and Hughes attended Library Journal's Day of Dialog.
- Librarian Rothman attended the Book Expo America Librarian's Dinner at the Yale Club.
- Librarians De Luca, Hughes, Carlson, and Rothman attended Book Expo America in NYC.
- All staff attended a 3 hour Customer Service Training.
- Librarian Duffy attended an online webinar over two days entitled "What Do I Do Now?".
- Media Specialist Olney attended a WLS Workshop "Social Media".
- Librarians Rothman and Varian attended the Westchester Library Association annual conference.
- Librarian Varian attended the White Plains Historical Society Annual Meeting and Dinner.

### **Customer Service:**

- 7 Library tours for the new ESL classes.
- Offered 6 1-1 e-reader trainings.
- Were able to get 28 books from libraries outside of Westchester for patrons.
- 8 English Conversation groups were held.
- Librarian answered 24 Local History queries.

### **Community Outreach:**

- Librarian Carlson spoke at the High School PTA meeting and highlighted the upcoming Allstate programs.
- Librarian Carlson completed work on the Allstate Public Service Announcement and Video Game about Distracted Driving and distributed them.
- Media Specialist Olney and Librarian Perez did an Outreach event at the Galleria Mall.
- Media Specialist Olney assisted Assistant Director Degyansky in doing Outreach at the Loucks Meet at White Plains High School.

**Programs:**

- Teen Programs: Teen Advisory Group, Introduction to Babysitting, Peer-to-Peer Education seminar, Distracted Driving Panel [Allstate Program 70 teens attended].
- Incomparable Ethel Waters program. 36 attended.
- Our spring book series ended on a high note with facilitator Barbara Wenglin leading about 50 participants in a spirited discussion of two intriguing short stories from the series anthology, "Wonderful Town: New York Stories from the New Yorker." Patrons appreciated the support of the Friends of the Library for helping to make this program possible and for their hospitality and refreshments.
- Statistics: More than 90 patrons were registered for the series, with 35-50 attending each session
- Business programs led/hosted by Librarian Rothman included: Promoting Your Personal Brand, Second Act Careers Workshop, Art of Networking Career Fairs, e-Resumes.
- Librarians De Luca and Rothman hosted live stream of Dan Brown from Lincoln Center.
- Monthly Poetry Slam and Open Mic with Guest Poet Anthony McPherson.
- Hosted the Westchester Poetry Slam Finals.

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report – May 2013  
Date: June 3, 2013

## OUTREACH AND COLLABORATION

- Met with Elena Falcone of WLS on May 10 to discuss the GED Connect program and the Library's potential for hosting a Senior Benefits Information Center. This program provides trained volunteers to the Library, once a week, for drop-in assistance for seniors on Medicare and other benefit programs.
- Along with Library Assistant Austin Olney, represented the Library at the Loucks Track Meet on May 11. More than 400 teens and their families stopped at our table for information, a string bag and to pledge not to text and drive by putting their thumbprint on our banner. The White Plains Library Foundation's Allstate Grant funded this outreach.
- Represented the Library at a re-entry panel at the Westchester County Jail on May 15. Eleven people attended.

## PROGRAMMING

- Coordinated a program with science educator, Rose Sanders, to arrange a family presentation on the Moon, which featured a display of genuine moon rocks and asteroid samples. The program was held on May 7. Twenty-one people attended.
- Wrote and submitted a grant application to fund a computer programming workshop for teens this summer. The funder, HASTAC (pronounced Hay-stack) offers small grants for summer programs under the Project Connect name.

## STAFF AND TRAINING

- Together with Library Director, Brian Kenney, created a document listing the essential functions for the open Library Clerk position. Promoted the opening by posting the announcement on several library listservs and online job boards.
- Mandatory Customer Service Training for all full time staff through the Employee Assistance Program was conducted May 2, 6, and 7.
- Attended a training on serving women veterans, sponsored by the United States Department of Labor, at Westchester Community College on May 31. This workshop was required of all exhibitors who plan to table at the upcoming Stand Down at the College on June 7. Mariel Perez will represent the Library at the June 7 event.

By: Christiane Deschamps  
Dept. Collection Management  
Subject: Monthly Report  
Date: May 2013

## **ADULT SERVICES**

- Worked one or more hour a day, nights and one Saturday at the Reference Desk.
- Attended 3-hour Customer Service Training workshop presented by Pamela Jones-Brice of EAP.

## **COLLECTIONS**

- Finished shifting and/or weeding Reference Collection on the first floor.
- Met with Brian and Bill Deierlein to review year-end book and AV lines and plan how to best use remaining funds.
- All large-print books, ebooks and audiobooks using the yearly Reader's Digest Endowed Book and George F. & Lucia Perkins Senior Citizen Funds have been received and paid for.
- Working from Purchase Alert list and review media, ordered high-demand titles.
- Processed 25 "Request a Purchase" forms.

## **ACQUISITIONS & TECHNICAL (TECH) PROCESSING**

- Gloria Fernau 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.
- 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 Harris, schedule permitting, assisted with finding bibliographic records and doing some processing of materials. He helped with backshifting materials in Reference Storage area.
- Susan Siegel handled payment of invoices, received and processed Adult AV materials and standing order books, changed catalog and books in hand that were shifted to other areas of the collection and fixed labels on the smaller, newly established reference collection.



By: Mariel Perez  
Dept: Community Outreach  
Subject: Monthly Report  
Date: May 2013

### **Outreach Collaboration:**

- Met w/ Brian and Shirley Acevedo from Latin U to discuss ways we can work together.
- Had a service table with WPL info. at the Galleria Mall
- Met with Jude Saintil from the Hatian Resource Center to discuss ways we can work together.
- Met with Macys Store Manager, Gerard Guichard to discuss outreach at Macys.
- Gave 5 ESL Tours 75 people
- Met with Liat Altman from Hispanic Resource Center to talk about offering a Citizenship Drive at the library in September.
- Spoke to Kellie King about having a service table with our information at White Plains Hospital
- Had a service table at el Centro Hispano handed out 30 library cards
- Gave out library cards at the Coachman 25
- Met with Olinda Salazar to talk about "Viva Peru" program on July 14<sup>th</sup> and the possibility of having the Peruvian Consulate at the library in the future.
- Spoke to Mrs. Marta Perrone about offering a housekeeping program in September en Español

### **Programming**

- 2 Computer classes 9 people
  - Attended Spanish conversation ceremony class 30 people
- 7 Spanish conversation classes 90 people

### **Staff and Training**

- Customer Service training at WP
- Attended Reforma's 9<sup>th</sup> annual joint mini conference
- Listened to Reforma's Free Webinar for Library Services to Immigrants & Access to Information
- Attended White Plain's Mental Health Annual Meeting

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

- Purchased by the White Plains Library Foundation with grant funds from the Shinnyo-en Foundation, we have received 10 laptops and 8 iPads for use by teens in The Edge. The iPads and laptops are currently being configured with the appropriate apps and to ensure privacy and security.
- Adult and Children's Staffs now have full circulation capability in WorkFlows so as to accommodate patron needs for simple circulation functions, such as check out, changing user PINs, renewing items and changing due date notification preferences.
- We have been advised by IS Department Director Michael Coakley that the City will be migrating away from Novell GroupWise to Gmail as the email platform of choice. We are independently pursuing the same migration path in the hope of securing Google Apps and Gmail services without cost as a non-profit public library.
- After extensive collaboration with Novell tech support, problems with our authentication environment were corrected in order to solve two problems: making remote web-based access to our mail server once again available, and to successfully configure a new server to be recognized by our Novell environment. The server will replace our existing main fileserver and will provide much more storage space than our existing server. All data from our existing fileserver have been copied to it and it is currently undergoing testing before being put into production.
- Following the successful and much publicized implementation of a low power single board computer (SBC) for use as a catalog terminal, we purchased two other models to evaluate for the same purpose, as well as the possibility of being made available as express use terminals. One of them, the Raspberry Pi (list price: \$35), was found to be unacceptably slow; however, the APC Rock (list price: \$79.99) shows promise to be used not only as an public access catalog system, but also as an express use computer. We will most likely implement the Rock as our catalog terminals, and may also make them available for express use. The use and configuration of our current low-end APC model that has been in production since November will be featured in a summer program for teens.
- Funded by a portion of the Foundation's DASNY grant, the renovation of the audio/visual environment in the auditorium has been scheduled for early July. A revised quote with updated specifications was provided by Bytec Technology. Once the renovation is complete, we will be much better able to conveniently accommodate programs in which presenters bring their own device (eg., laptop or iPad), and no longer will we need to use a cart with a computer and projector, as the projector will be installed in the projection booth and the computer will be in a rack behind the auditorium stage. The Museum Gallery will also have ceiling speakers installed as part of the overall system. As a very nice plus, all components will be controllable through an iPad or Android app.
- After having reviewed the associated costs, we are investigating the possibility of scaling back on the number of PCs provided by WLS. While the systems are pre-configured, when compared to rolling out completely new PCs, it actually requires more work for the Systems Staff to further configure them for our environment.

## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: May 2013 Publicity  
Date: 6/1/13

So you think You Want to Become a Librarian (Brian's column)

<http://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/57090-so-you-think-you-want-to-be-a-librarian.html>

**MONTHLY REPORT  
AGENDA ITEM #4**

**By:** Brian Kenney  
**Dept.** Library Director  
**Subject:** Monthly Report  
**Date:** June 12, 2013

- Attended White Plains Historical Society Annual Dinner, 5/9.
- Developed new budget and funding for capital project: Bid opening on 5/13, Capital Project Board 5/28, Common Council Working Session 5/28, Common Council meeting 6/3, and work with the Library Foundation (5/21, 5/22).
- Met with Max Rodriguez, Mayor's office, others, on Westchester Children's Book Festival, 5/21.
- Participated in White Plains Read Celebration, 5/3.
- Spoke at the White Plains Council of Neighborhood Associations, 6/11.
- Attended WLS's Public Library Director's Association, 5/16.
- Conducted book discussion group at Gilda's Club, 5/16.
- Participate in the fourth Annual NYS Writers Hall of Fame, 6/4.

## **May 2013 Report – Erik Carlson**

### Events:

5/1 – Helped run Poetry Slam

5/6 – Hosted TAG meeting

5/19 – Hosted Babysitting Program

5/28 – Hosted Peer-to-Peer Education with Young People Achieve

5/29 – Hosted Distracted Driving Panel

### Library Tours:

5/15, 5/22 – Gave library tours to ESL classes

### Meetings:

5/3 – Attended meeting with representatives from Allstate

5/9 – Attended WPHS PTA meeting to talk about Allstate Programs

5/13 – Met with Briana Puncar from the Galleria to discuss the summer reading kick off party

5/21 – Attended Youth Services meeting at WLS

5/30, 5/31 – Attended Book Expo America

### Projects:

Finished and distributed Allstate PSA & video game

**By:** Rosemary Rasmussen  
**Dept.** The Trove - Children's Services  
**Subject:** Monthly Activity Report - May 2013  
**Date:** June 4, 2013

### Outreach, Projects & Visits

- ◆ Tata Canuelas gave a storytime and also distributed library information at the White Plains PTA book fair held at Eastview School. All children attending received a book.
- ◆ The Jr League arranged for a visit with the Head Start classes they have been working with at Slater Center. Terry Rabideau and Deb Gaffey presented a special storytime for them.
- ◆ Mamaroneck Avenue School first grade class also came for a storytime and tour.

### Programs

- ◆ Tata hosted a Cinco de Mayo program donated by some groups in the community. The art exhibit, the dancers and singers were all wonderful. The Library was full with spectators.
- ◆ Another donated program was kathak Indian dance by Barkha Patel. We will have her back again.
- ◆ The first of our spring series for the Parent/Child Connection filled up quickly. This three week play group with resource professional is very popular with young families.
- ◆ The Reading Coach finished up our spring series and parents are already asking when it will be repeated. We only have enough funding for two weeks right before school starts.
- ◆ Deb arranged for a lot of dog visits this month. The children love reading to the dogs, plus everyone in The Trove has to give at least one pat on the head.
- ◆ Two dozen people, adults and children, came to see the moon rocks exhibited by science teacher Rose Sanders.
- ◆ The Teacher In The Library program ended for this school year. Thanks to Beverley Brown and Joseph Fontane. The Manhattanville College students will continue to come and help with homework.

### Staff

- ◆ We attended the staff customer service training.
- ◆ Terry hosted the monthly YSS planning meeting, and then she and Rosemary Rasmussen attended the YSS conference in Rochester.
- ◆ Bonnie Grant attended the SLJ Day of Dialog, filled with authors and publishers.
- ◆ Tata went to a planning meeting for the Ann Izard Award to be held here in June.
- ◆ With Bonnie, met with Man-ching Tom of Manhattanville College to go over evaluations of the students who tutored here during the spring semester.

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: June 5, 2013  
Re: White Plains Library Foundation Report

**Capital Campaign/Renovation Project:**

Phase I contractor bids were opened on May 13. The low bid exceeded project estimates, and the Foundation stepped up to increase its contribution to Phase I from \$275,000 to \$400,000. The Foundation Board authorized this commitment at its May 22 board meeting.

Campaign fundraising totals \$467,000 toward a campaign goal of \$700,000. With Phase I of the project about to start, our current focus is 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.

**Events:**

- Planning groundbreaking ceremony for the Phase I construction, in late June or early July.
- Corx, a new wine shop in White Plains, is hosting a “Grand Tasting Afternoon” on Saturday, June 15, 2:30-5:30, to benefit the Foundation. This event will be a great opportunity to talk informally about the renovation project with people who stop by. Our board member, Richard Kaye, made the contact at Corx for us.
- Fall Gala scheduled for Saturday, November 2. Will soon establish committee and approach honorees. This will probably include a preview of The Edge, but will not be the official “Grand Opening” of The Edge.

**Other Fundraising:**

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

**Grants:**

**Allstate:** A site visit from Allstate representatives took place on Friday, May 3, and Library staff members involved in the grant participated. Mayor Roach attended part of the meeting to present the Champions of Lifelong Learning award (from the fall gala) to Allstate. Allstate is very pleased with our work, and expects to renew our grant for 2014. I submitted the renewal application on May 31.

Other programs under the Allstate grant:

- May 9, we co-sponsored a program at White Plains HS PTA meeting on teen safe driving, with Jacy Good as the speaker. Attended by 30 parents and 10 teens. The HS is willing to work with us on a safe driving assembly at the HS next year. (E. Carlson, L. Hollahan)
- May 11, outreach table at the Loucks meet on May 11<sup>th</sup>, with giveaways and info on teen safe driving and general Library info. (K. Degyansky, A. Olney)
- May 14, Women’s Personal Finance Workshop—Basics of Insurance, Saving & Investing, presented by Lew Tischler. (S. Rothman, L. Hollahan)
- May 29, “Dangers of Distracted Driving” program at Library with driver ed teacher from PAS Auto School and Susan Brownbill-Vega, Assistant District Attorney for Westchester County, attended by 70 teens. (E. Carlson, L. Hollahan)

--Our ad campaign (funded by the grant) has begun, and will include "out-of-home" ads-movie theater posters, railway kiosks, and bus shelters.

Shinnyo-en Foundation: We have started spending the first year's grant allocation for technology, purchasing 10 laptops, 8 iPads, and software and apps. These are already being put into service for teen programs and will be used this summer and into the future when The Edge comes online.

DASNY: We have been reimbursed for the two self-check units for The Trove, and are now buying \$38,000-worth of audio visual equipment for the Auditorium and Museum Gallery, which will be reimbursed through DASNY following the installation in mid-July.



**White Plains Library Foundation**  
**Minutes of Board of Directors Regular Meeting**  
**April 22, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 7:05 p.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Richard Kaye, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, Fred Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Eileen Bradley, Beth Kava 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 Meeting of March 20, 2013**

The minutes of the regular meeting of March 20, 2013 were approved as corrected on a MOTION by Denise D'Ambrosio, seconded by Jim Benerofe.

**President's Report**

President Wolff introduced Fred Singleton, our new board member, and remarked he was glad to have Fred on the Board. The Board members introduced themselves and welcomed him as well.

Mr. Wolff reviewed the schedule of upcoming meetings and noted that the budget would be voted on at the June 19<sup>th</sup> meeting. Since today's meeting was the first meeting held at night, President Wolff requested feedback on whether the Board preferred meetings at night vs. day.

**Library Director's Report**

Library Director Kenney reported that the Bid advertisement was published for the first phase of the renovation and the bidding would be closed on May 13<sup>th</sup> at 10:30 a.m. Mr. Kenney commented that the timeline was on schedule. Library Director Kenney informed the Board that he had been working with the City of White Plains Purchasing Department to order the furniture for the renovation (to be funded by the Foundation's contribution to the project). Mr. Kenney remarked that the furniture could be purchased by mid-summer (or when needed) and all of it was on a State contract.

Mr. Kenney stated that as part of the new Customer Service Policy all staff would be trained and he would be setting up five, three-hour training sessions in about a week for everyone in the building to attend.

Mr. Kenney noted that Austin Olney, the new Digital Media Assistant, had started working at the Library last week.

Library Director Kenney discussed the Budget meeting he had with the Common Council last week which Paul Schwarz also attended. Mr. Kenney remarked that the meeting was very positive, he discussed the future of the Library, and the Common Council was pleased that the Library would be open three more hours without increasing the budget.

Library Director Kenney informed the Board that there was a new movement called Maker's Faire (<http://makerfaire.com>) where people such as hobbyists, crafters or students who like to make things (often using digital media) get together to work and display their creations. Mr. Kenney would like to open the library up to this concept by purchasing a MakerBot (<http://www.makerbot.com>) 3D desktop printer for approximately \$2,000 and put it in the Edge so people could explore the new technology.

**Executive Director's Report**

Ms. Hollahan reviewed her report and also thanked Greg Keenan and his family for all their efforts at the mini-golf event held in March. She also met with Austin Olney to give him an orientation about the

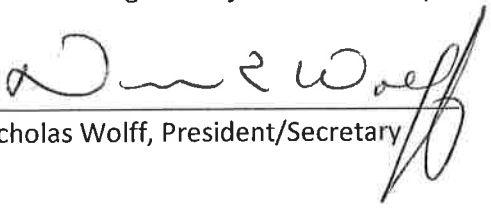
Foundation, and advised him that the digital equipment that he would be using in the Edge was part of a grant from the Shinnyo-en Foundation. Libby Hollahan noted that 50 people attended the Foundation funded Clarice Wilson Memorial Concert held on April 21 and that Joshua Colas, WPHS freshman and chess master, was scheduled to play chess at the Library this Saturday, April 27.

Ms. Tabakman reported that she met with Ms. Hollahan and Ms. Nevins on April 15<sup>th</sup> to review the Campaign and now that the timeline has been firmed up they would continue their efforts. Ms. Tabakman remarked that Ms. Nevins remained active as the Campaign co-chair although she was no longer part of the Board and thanked her for her hard work.

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

Ms. Hollahan stated that the review of the Treasurer's Report would be tabled until next month when Ms. Bradley was in attendance. Ms. Hollahan also reminded the Board that Ms. Bradley remarked, in a prior meeting, that action authorizing spending on Phase I of the renovation project must be taken at the next meeting.

On a MOTION by Fred Perkins, seconded by Greg Keenan, the meeting was adjourned at 7:54 p.m.

  
\_\_\_\_\_  
Nicholas Wolff, President/Secretary



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### MINUTES OF ANNUAL MEETING 4/28/13

With 38 in attendance in Galaxy Hall the event started at 1 PM with welcoming remarks from Director Brian Kenney. He generously mentioned the Friends many contributions to the Library. Next, President Rhoda Phillips introduced the members of the Board and offered thanks to Elizabeth Hughes, Library liaison to the Friends, who indeed is our best friend (large and small f) Her constant attention to our needs and wants is most appreciated. Vice President Gene Anne Smith introduced our guest, Douglas Century.

The floor was then his and all agreed that his manner was easy and casual - not "speachy" which made the program friendly and breezy - especially when he invited the audience to ask questions or make comments regarding the many books he has written or co-written. He spoke of Barney Ross, a famous boxer of the 40s and Sully, the Hudson River hero, the Mafia and the wives of same. Quite a cross section of era and people. Someone in the audience asked if his next book might be a novel to vary from the many biographies he has done - from his response there just may be one in the future. His experiences with movie and television people seemed very down to earth, he obviously has not been overwhelmed by celebrity. After his talk his books were offered for sale. He very generously gifted the Library a large number of his books for the collection and we thank him for that. His honorarium was \$250.

Refreshments were served and from comments heard everyone enjoyed the day.

By 3 PM the program was over and now we have to put our thoughts to next year's annual meeting. Let's start thinking of a guest who will be as well received as Douglas Century.

  
Leatrice Palmer  
Secretary

