

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, July 10, 2013

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of June 12, 2013**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 07/03/13
- 3 Bills: 2012 -2013 Budget: Claim #23, #24**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – No meetings until September 2013
 - c) Foundation Report – 07/02/13
 - d) Other
- 6 Ongoing Business**
 - a) First Floor Renovation
- 7 New Business**
 - a) Discussion of Code of Conduct Policy
 - b) Personnel Additions/Deletions

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
June 12, 2013**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:07 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 Trustee Clouet. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Libby Hollahan, Head of Children's Services Rosemary Rasmussen and Sandra McDaniel, Library Secretary.

Minutes of Regular Meeting of May 8, 2013

The minutes of the regular meeting of May 8, 2013 were approved as submitted on a MOTION by Trustee Yuki Haynes, seconded by Trustee Tim James.

Budget:

City Revenue & Expenditure Budget by Department for June 4, 2013 were reviewed. President Schwarz inquired about the FEMA funds and Library Director Kenney responded the City would be receiving the reimbursement of those funds. Mr. Kenney reported that we were spending out the budget.

Bills: 2012/13 Budget: #21, #22

Trustee Furth reviewed the bills prior to the meeting and found them to be in order. Payment of bill vouchers #21, #22, was approved on a MOTION by Trustee James, seconded by Trustee Haynes.

Report of Library Administration

Library Director Kenney highlighted Librarian Tim Baird's Adult Services Report and remarked that they were assessing all librarians and support staff skills in the area of technology and would provide training so that everyone on a public desk would have the skills they needed.

Mr. Kenney also stated that everyone in the building except two people had attended the customer service training and that a makeup webinar would be held for the people who missed it. Assistant Library Director Degyansky responded to Trustee Schwarz's request to view the customer training information by stating that the next session was scheduled on June 20 and a link may be available to the training session after it took place. Ms. Degyansky remarked that the feedback from the presenter was overall positive.

Library Director Kenney noted that there was no policy established for volunteers so Ms. Degyansky and he would be creating a policy and would present it to the Board for approval. Mr. Kenney looked upon this as an opportunity to expand services in new ways with skills we do not presently have.

Library Director Kenney discussed John Lolis's I/T report that stated that we paid WLS \$30,000 for annual maintenance on 28 back office computers. Mr. Kenney was looking more closely at that part of the contract since we have our own I/T department and possibly purchasing new desktop computers (at approximately \$500 each).

Minutes of the June 12, 2013 meeting of the Library Board of Trustees, page 2

Trustee Reports & Business

WLS – Trustee Furth did not attend their last meeting, but had spoken to Executive Director, Terry Kirchner and he stated that the e-rate and filtering topics had been tabled until June 28.

Friends –

Foundation – Ms. Hollahan reviewed her written report and noted that the Campaign was ongoing and they would be switching their focus to Phase II soon. Ms. Hollahan stated that there was a fundraising event on June 15 at Corx, and the Fall Gala has been scheduled for November 2.

Ongoing Business:

Mr. Kenney advised the Board that the budget was approved with some minor changes and we would have funding to open Thursday nights.

Regarding the renovation, Library Director Kenney remarked that the City received only two bids and accepted the lower bid which was approximately \$250,000 over budget due to construction costs, contract administration and contingency fees. Mr. Kenney commented that the Library Foundation increased their support by \$125,000 for a total of \$400,000 for Phase I and thanked the Foundation for their support. Library Director Kenney stated that The Capital Board Committee agreed to increase the project overall to \$1.8M and the Common Council agreed to a \$1.216M increase in their bond funding on the project so we were fully funded.

Library Director Kenney noted that Phase II and Phase III may be more expensive as the estimates were done nine months ago. Mr. Kenney stated that the internal ground breaking ceremony would take place on June 24 at 10 a.m. and Ms. Hollahan would send out a flyer.

New Business:

Library Director Kenney distributed a revised organization chart and remarked that the Maintenance Department would be reporting to Mr. Deierlein and that Librarian Karyn DeLuca had moved to the Collection Management Department where she would devote her time to purchasing adult items for the collection. Library Director Kenney remarked that he would provide updates to the organization chart as it changed.

Mr. Kenney commented that adult programming was very popular and the learning opportunities were very successful with program attendance up over 40%.

Rosemary Rasmussen, Head of the Trove, reviewed the programming for Children's Services. Librarian Rasmussen remarked that they have found the best way that children learned was one-on-one with the parent, so a lot of their programming was focused on developing parents and caregivers. Ms. Rasmussen noted that speech therapy had been very successful as well as online homework help. Librarian Rasmussen remarked that they have hired a Reading Coach (reading recovery specialist) to work one-on-one with children who were having trouble reading. Ms. Rasmussen commended her staff

Minutes of the June 12, 2013 meeting of the Library Board of Trustees, page 3

and noted that they were willing to try new things. Librarian Rasmussen was currently involved in trying to work in programming for differently abled children as many people have asked us for this in the community. Ms. Rasmussen advised The Board that they have had various groups come in and present programming ideas (including Chinese New Year and Southeast Asians). In response to Library Director Kenney's question regarding demographics, Librarian Rasmussen noted that the demographics have changed with more Muslim and Southeast Asian families coming to The Trove.

Trustee James inquired if the Library had liaison council member and remarked that Councilman Dennis Krolan would be interested in becoming the liaison. The Board discussed the pros and cons and Trustee D'Ambrosio stated that she would like to see this as an agenda topic.

Adjournment

The meeting was adjourned at 8:15 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Scherer.

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: July 3, 2013

The Budget Report as of July 2, 2013 is attached. All monthly revenues and expenditures are normal.

FOR 2013 12

| | 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 | 143,820.01 | 13,828.85 | .00 | - .01 | 100.0% |
| 1.150 MANAGERIAL SALARIES | 187,494 | 187,494 | 187,493.81 | 18,009.02 | .00 | .19 | 100.0% |
| 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 | 2,178,110 | 2,182,332.65 | 206,110.03 | .00 | -4,222.65 | 100.2% |
| 1.201 CSEA OVERTIME | 41,000 | 41,000 | 47,374.73 | 5,609.90 | .00 | -6,374.73 | 115.5% |
| 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 | 189,882.98 | 26,765.91 | .00 | 45,117.02 | 80.8% |
| TOTAL SALARIES & WAGES | 2,800,766 | 2,796,024 | 2,758,225.22 | 270,323.71 | .00 | 37,798.78 | 98.6% |
| 2. EMPLOYEE BENEFITS | | | | | | | |
| 2.001 SOCIAL SECURITY | 212,635 | 212,274 | 209,198.32 | 20,476.61 | .00 | 3,075.68 | 98.6% |
| 2.020 MTA PAYROLL TAX | 9,535 | 9,520 | 9,390.14 | 910.07 | .00 | 129.86 | 98.6% |
| 2.101 NYS EMPLOYEE PENSION | 483,377 | 502,788 | 501,153.58 | 52,586.66 | .00 | 1,634.42 | 99.7% |
| 2.201 EMPLOYEE ACTIVE HEALTH INS | 459,521 | 449,000 | 453,750.94 | 40,293.64 | .00 | -4,750.94 | 101.1% |
| 2.202 RETIREES HEALTH INSURANCE | 181,000 | 181,000 | 188,440.30 | 23,659.57 | .00 | -7,440.30 | 104.1% |
| 2.203 RETIREES 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 RETIREES MEDICARE PAYMENT | 49,500 | 49,500 | 41,599.80 | 9,441.00 | .00 | 7,900.20 | 84.0% |
| 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 | 39,747.12 | 3,270.96 | .00 | -15.12 | 100.0% |
| 2.407 OPTICAL INSURANCE | 11,865 | 11,328 | 11,332.26 | 932.58 | .00 | -4.26 | 100.0% |
| 2.501 GROUP LIFE INS-MANAGEMENT | 2,659 | 2,659 | 2,845.44 | 238.32 | .00 | -186.44 | 107.0% |
| 2.601 MEMBERSHIPS-FEES-DUES | 141 | 141 | 40.00 | .00 | .00 | 101.00 | 28.4% |
| 2.602 EDUCATION-TRAINING FEES | 1,150 | 1,150 | 413.45 | 120.00 | .00 | 736.55 | 36.0% |
| 2.603 TRAVEL AND TRANSPORTATION | 1,000 | 1,000 | 215.97 | 24.00 | .00 | 784.03 | 21.6% |
| 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 | 1,494,575 | 1,491,626.75 | 151,953.41 | .00 | 2,948.25 | 99.8% |
| 3. MATERIALS & SUPPLIES | | | | | | | |

FOR 2013 12

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 3.001 OFFICE SUPPLIES | 8,000 | 8,000 | 11,006.91 | 89.08 | .00 | -3,006.91 | 137.6% |
| 3.003 PRINTING | 6,000 | 4,000 | 3,365.27 | .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 | 189,157.36 | 19,059.75 | .00 | 69,842.64 | 73.0% |
| 3.006 SUBSCRIPTIONS-PERIODICALS | 14,238 | 14,238 | 15,029.58 | 495.00 | .00 | -791.58 | 105.6% |
| 3.009 BOOKBINDING | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 3.010 NON-BOOK MATERIALS | 45,000 | 45,000 | 117,453.28 | 14,054.86 | .00 | -72,453.28 | 261.0% |
| 3.011 PROGRAM SUPPLIES | 2,500 | 2,500 | 3,033.11 | 432.78 | .00 | -533.11 | 121.3% |
| 3.012 OFFICE EQUIPMENT MAINT | 1,000 | 1,000 | 532.00 | .00 | .00 | 468.00 | 53.2% |
| 3.014 LIBRARY SUPPLIES | 10,000 | 12,000 | 11,538.79 | 1,902.50 | 180.60 | 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 | 16,766.10 | 2,910.00 | 5,800.00 | -10,566.10 | 188.1% |
| 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 | 26,653.14 | 1,770.33 | .00 | -11,653.14 | 177.7% |
| 3.601 ELECTRICITY | 392,721 | 392,721 | 263,014.08 | 29,026.43 | .00 | 129,706.92 | 67.0% |
| 3.602 TELEPHONE | 4,500 | 4,500 | 3,490.12 | 357.58 | .00 | 1,009.88 | 77.6% |
| 3.603 GAS | 87,290 | 87,290 | 44,205.04 | 2,603.62 | .00 | 43,084.96 | 50.6% |
| 3.604 WATER | 4,000 | 4,000 | 8,295.38 | 1,435.56 | .00 | -4,295.38 | 207.4% |
| 3.703 EQUIPMENT RENTAL | 2,625 | 2,625 | 2,571.20 | 602.72 | .00 | 53.80 | 98.0% |
| 3.704 COPIER RENTAL | 10,190 | 10,190 | 7,594.86 | 558.31 | .00 | 2,595.14 | 74.5% |
| 3.716 LIBRARY SOFTWARE LEASE | 0 | 0 | 17,191.36 | .00 | .00 | -17,191.36 | 100.0% |
| TOTAL MATERIALS & SUPPLIES | 885,389 | 885,389 | 749,895.70 | 75,298.52 | 5,980.60 | 129,512.70 | 85.4% |
| 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 | 129,010.29 | 6,208.12 | 9,112.22 | 2,895.49 | 97.9% |
| 4.016 SECURITY GUARDS | 106,402 | 106,402 | 99,483.01 | 12,059.41 | .00 | 6,918.99 | 93.5% |
| 4.023 PROGRAM SERVICES | 31,500 | 56,500 | 49,362.03 | 4,664.00 | .00 | 7,137.97 | 87.4% |
| 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 | 6,397.90 | .00 | .00 | -1,397.90 | 128.0% |
| TOTAL DIRECT COSTS | 360,155 | 385,155 | 347,230.81 | 22,931.53 | 9,112.22 | 28,811.97 | 92.5% |
| 9. OTHER FINANCIAL USES | | | | | | | |
| 9.302 TO DSF-LIBRARY FUND CONTR | 355,535 | 355,535 | 355,535.00 | -729.73 | .00 | .00 | 100.0% |
| 9.990 RESERVE FOR FINANCING | 0 | 12,520 | .00 | .00 | .00 | 12,520.00 | .0% |
| TOTAL OTHER FINANCIAL USES | 355,535 | 368,055 | 355,535.00 | -729.73 | .00 | 12,520.00 | 96.6% |

FOR 2013 12

| ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 5,890,326 | 5,929,198 | 5,702,513.48 | 519,777.44 | 15,092.82 | 211,591.70 | 96.4% |
| GRAND TOTAL | 5,890,326 | 5,702,513.48 | 519,777.44 | 15,092.82 | 211,591.70 | 96.4% |

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

FOR 2013 12

| | 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 | .00 | .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 | .00 | .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 | -3,657.01 | -260.12 | .00 | 625.01 | 120.6% |
| TOTAL CHARGES FOR SERVICES | -5,003 | -5,003 | -5,258.09 | -260.12 | .00 | 255.09 | 105.1% |
| 06 MISCELLANEOUS | | | | | | | |
| 06651 LIBRARY FINES | -100,000 | -100,000 | -81,247.09 | -4,892.21 | .00 | -18,752.91 | 81.2% |
| 06695 RENTAL LIBRARY SPACE | -4,500 | -4,500 | -2,775.80 | -450.00 | .00 | -1,724.20 | 61.7% |
| 06697 COMMISSION COIN MACHINE | -15,000 | -15,000 | -10,865.51 | -1,288.00 | .00 | -4,134.49 | 72.4% |
| 06698 REFUND PR YR EXPENDITURES | 0 | 0 | -25,925.98 | -24,812.74 | .00 | 25,925.98 | 100.0% |
| 06699 OTHER | -4,500 | -4,500 | -3,544.88 | -206.86 | .00 | -955.12 | 78.8% |
| 06700 MEDICARE PART D REIMB | -15,250 | -15,250 | -12,371.20 | .00 | .00 | -2,878.80 | 81.1% |
| TOTAL MISCELLANEOUS | -139,250 | -139,250 | -136,730.46 | -31,649.81 | .00 | -2,519.54 | 98.2% |
| 09 OPERATING TRANSFERS | | | | | | | |
| 09910 GENERAL FUND CONTRIBUTION | -5,701,249 | -5,740,121 | -5,335,535.00 | -399,270.27 | .00 | -404,586.00 | 93.0% |
| TOTAL OPERATING TRANSFERS | -5,701,249 | -5,740,121 | -5,335,535.00 | -399,270.27 | .00 | -404,586.00 | 93.0% |
| 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 12

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------|-----------------|----------------|---------------|--------------|--------------|------------------|----------|
| TOTAL LIBRARY FUND | -5,890,326 | -5,929,198 | -5,507,037.52 | -431,180.20 | .00 | -422,160.48 | 92.9% |
| GRAND TOTAL | -5,890,326 | -5,929,198 | -5,507,037.52 | -431,180.20 | .00 | -422,160.48 | 92.9% |

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 23

Claims Paid On: June 28, 2013

Due in Finance : June 14, 2013

| <u>BUDGET CODE</u> | <u>NUMBER</u> | <u>VENDOR</u> | <u>AMOUNT</u> |
|-------------------------|---------------|----------------------------------|---------------|
| 2.602 Education | 145 | Sharon Rothman - reimburse | \$ 65.00 |
| 3.001 Office Supplies | claim 5/31 | Staples | 34.30 |
| 3.005 Books | 146 | Baker & Taylor, Inc. | 5,782.54 |
| | 147 | Bilingual Publications | 239.54 |
| | 148 | Ingram Library Services | 53.43 |
| | 152 | National Learning Corp. | 1,775.97 |
| | 149 | Magnotta's Supermarket | 68.00 |
| 3.010 Non Books | PC-231 | Midwest Tape | 2,234.56 |
| 3.014 Library Supplies | PO31262 | Ellison | 180.60 |
| 3.601 Electricity | 4/12 - 5/13 | PASNY | 29,026.43 |
| 3.604 Water | 150 | City of White Plains Water Fund | 1,435.56 |
| 3.703 Equipment Rental | PC-235 | Pitney Bowes | 576.00 |
| | May '13 | USA Mobility Wireless | 26.72 |
| 3.704 Copier Rental | PC-234 | Canon Financial Services | 558.31 |
| 4.015 Service Contracts | PC-235 | Pitney Bowes | 387.00 |
| | PC-232 | American Independent Paper | 270.00 |
| | PC-230 | Canon Solutions America | 456.12 |
| 4.016 Security | 151 | Security Services of Connecticut | 3,496.13 |
| 4.023 Program Services | PC-232a | Baker & Taylor, Inc. | 1,176.00 |

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2012 - 2013

CLAIM LIST # 24
Page 1

Claims Paid On: July 12, 2013
Due in Finance : June 28, 2013

| <u>BUDGET CODE</u> | <u>NUMBER</u> | <u>VENDOR</u> | <u>AMOUNT</u> |
|----------------------------|---------------|----------------------------------|---------------|
| 3.005 Books | 158 | Baker & Taylor, Inc. | \$ 2,252.34 |
| | 153 | Ingram Library Services | 146.00 |
| 3.006 Periodicals | 154 | Royal Scarlet Deli | 427.00 |
| 3.010 Non Books | PC-236 | Midwest Tape | 2,506.01 |
| | PC-237 | OverDrive Inc. | 3,653.00 |
| 3.011 Program Supplies | PC-238 | Barnes & Noble | 160.72 |
| | PC-239 | Myrna Cañuelas - reimburse | 86.65 |
| | PC-240 | Grainger | 41.19 |
| | PC-241 | Austin Olney - reimburse | 20.72 |
| | PC-243 | Upstart | 41.50 |
| 3.306 Maintenance Supplies | PC-244 | Burke & McCowen | 42.92 |
| 3.602 Telephone | 155 | Nextel Communications | 52.08 |
| 3.603 Gas | 156 | Con Edison | 618.14 |
| 4.015 Service Contracts | PC-246a | CDW Government | 35.00 |
| | PC-246 | Sound Water Treatment Center | 335.00 |
| 4.016 Security | 157 | Security Services of Connecticut | 4,281.64 |
| 4.023 Program Services | PC-247 | Baker & Taylor, Inc. | 648.00 |

Approved:

Yuki Haynes, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – June 2013
Date: July 5th, 2013

Administrative

- Attended a PC Use Card meeting to discuss how to more efficiently handle patrons who do not have valid library cards and wish to use the computers
- Created a list of Trove VHS Tapes so that they can be discarded from the catalog
- During renovation, arranged for part-time librarians to use workspace on the Third Floor.
- New periodicals staff member Diego Bohorquez began training.
- Completed weed of back issue magazines on the Third Tier.
- PC Basic Skills Committee completed its survey and submitted to Director Kenney for review
- Created weeding lists as staff continue to refine their collections before the renovation.
- Attended a Code of Conduct Policy meeting.
- Attended a meeting with Director Kenney, DPW, the architects for the renovation, and the General Contractor as a first step towards the start of the Edge.
- Worked with Librarians De Luca and Deschamps on using Sirsi's Director's Station for gathering statistics to aid in Collection Development strategies.

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.*

- All staff attended training on Circulation functions that they will have to perform when the Reference Desk becomes a joint Reference/Circulation Desk.
- Librarians Perez and Carlson attended a Reaching the Spanish Community workshop.
- Librarian Carlson attended the ALA Annual Conference in Chicago.
- Librarian Hughes attended the Groundbreaking Ceremony for the Edge and Beyond.
- Digital Media Specialist Olney attended Windows 8 Basics training at the Yonkers Micro Center.
- Librarian Perez attended a WCC Supporting Skilled Immigrants workshop.
- Librarian Perez attended a Latino U program at the Library.
- Librarian Varian attended a White Plains Historical Society meeting.

Customer Service:

- 8 English Conversation Groups were held.
- 2 tours of the Library were given to the WCC ESL classes.
- 4 Spanish Conversation Groups were held.
- Librarians Kunz and Duffy updated the Kindle Fire ebook tipsheet.
- Librarian Varian answered 26 Local History reference queries.
- Librarian Varian and Media Specialist Olney created new scripts/outlines for a Drop-in e-reader session and a Freegal class.

Community Outreach:

- Librarian Hughes led a book discussion at Gilda's of Westchester.
- Librarians Rothman & Perez promoted the Library at WCC's Stand up Women Veterans program.
- The Mexican Consulate served over 580 citizens during their 5 days at the Library.

Programs:

- Librarian Carlson hosted a showing of the movie Bully for the Youth Bureau.
- YA Summer Reading kickoff party at the Galleria.
- A new program was developed by Librarians Hughes and Perez: Games On! A drop-in program for adults to play games like scrabble, chess, checkers.
- White Plains Healthy Habits program with White Plains Hospital.
- Poetry Slam with Guest Poet Ian Khadan.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report
Date: July 3, 2013

Customer Service

Worked one or more hour a day, nights, and a Sunday at the Reference Desk.

Processed 15 Request a Purchase forms.

Technical Services

Department finished year-end ordering and processing and cataloging of materials in all formats. Invoices were processed. Cancelled orders were taken out of Acquisitions module in preparation for the rollover of the Acquisitions orders/funds to new fiscal year.

Theresa Jattan was trained to create carts and order using Baker & Taylor's TitleSource.

Staff handled unlinked materials, items needing corrections, and removing items from the catalog.

Collection Management

Welcomed Karyn De Luca, Collection Management Librarian, to the Department, meeting with her to review responsibilities and develop proposed fund lines allocations.

Tim Baird demonstrated features of WLS Director's Station, WLS's IT Wiki, Overdrive's Contentreserve, and the Freading and Freegal sites for Karyn and me. Such statistical information will inform material selection and deselection choices.

Met with Mariel Perez to decide on budget, vendors and ordering processes for Spanish print and AV materials in the new fiscal year.

Met with Erik Carlson to discuss Young Adult (book and AV) funds needs and YA standing order titles.

Met with Bonnie Grant to discuss ebook allocations for the Trove.

Trimmed Baker & Taylor's list of standing orders—to allow shifting of funds to more heavily used areas of the collection.

Began weeding Large Print nonfiction section.

With Brian Kenney, reviewed and decided on fund line figures for new fiscal year.

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

OUTREACH AND COLLABORATION

- Represented the Library at the culminating Creative Aging event at The Bristol Assisted Living on June 1. Program participants read from their memoir writing projects. Friends President Rhoda Phillips participated in the program and read at the event.
- Worked with Millie Jasper of the Holocaust and Human Rights Education Center to create a display of items from their circulating collection, which is currently on view. Also, made contact with the Martin Luther King Freedom Library staff at the Slater Center to create a similar display from their new circulating collection.
- Met with Gerard Guichard, Macy's Store Manager on June 17th to collaborate on an exhibit of photos in the store from the White Plains Collection. As a result of this collaboration and work on the Then and Now project, the Library will be honored as a Local Hero at the store on July 6.

POLICIES AND PROCEDURES

- Formed and led a committee to review and revise the procedure for computer guest passes. The new procedure is designed to streamline the process for guests or new residents to gain access to the computers. The procedure goes into effect on July 1.
- Convened the first meeting of a committee to review and revise the Code of Conduct Policy. Additional work is needed before a review by the Board.

STAFF AND TRAINING

- Attended the Youth Bureau Summer Youth Employment Fair on June 4. Two candidates were selected to work with the Maintenance staff for six weeks beginning July 1.
- Arranged for a Webinar, "How to Deliver Great Library Customer Service" on June 20 for the staff who missed the training in May. The license for the training allows us to use it as needed for new staff or those needing a refresher.
- Per staff request, scheduled training on "Surviving an Active Shooter" for August 1. Capt. David Burbee of Public Safety will conduct the training.

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

Outreach Collaboration:

- Met with Milton David from One Stop Employment Center to talk about ways of working together to serve the latino population.
- Spoke to Tamara Greeley from the lighthouse International about our programs and services.
- Gave 2 WCC ESL Tours 30 people
- Spoke to Kellie King about having a service table with our information at White Plains Hospital
- Had a service table at WCC's Stand up Women Veterans 25 ppl
- Met with Olinda Salazar to talk about "Viva Peru" program on July 14th

Programming

- 4 Spanish conversation classes 50 people
- White Plains Healthy Habits 5 people
- Mexican Consulate 583
- Games On! 4 people

Staff and Training

- Attended La fuente meeting in WP
- Attended Supporting skilled immigrants WCC workshop
- Attended a Latino U event at the library

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: June 2013 Publicity
Date: 6/28/13

White Plains to Break Ground on New Teen Space

<http://newyork.newsday.com/westchester/white-plains-library-to-break-ground-on-new-teen-space-1.5484408>

Museum Hop with the Help of White Plains Library

<http://whiteplains.dailyvoice.com/lifestyle/museum-hop-help-white-plains-library>

White Plains, New Rochelle Libraries Get Grant Money

<http://newrochelle.dailyvoice.com/news/white-plains-new-rochelle-libraries-get-grant-money>
<http://whiteplains.dailyvoice.com/news/white-plains-new-rochelle-libraries-get-grant-money>

News 12 Westchester top stories for 06/24 (Video mention of groundbreaking for The Edge)

<http://westchester.news12.com/news/news-12-westchester-top-stories-for-06-24-1.4775557>

White Plains Public Library “Breaks Ground” on The Edge for Teens

<http://www.theexaminernews.com/white-plains-public-library-breaks-ground-monday-on-the-edge-for-teens/>

White Plains Library to Break Ground on New Teen Space

<http://westchester.news12.com/search/white-plains-library-to-break-ground-on-new-teen-space-1.5484408>

Community Leaders Start Construction of the WP Library First Floor Renovation, Celebrate the Start of The Edge

<http://whiteplainscnr.com/2013/06/24/9875/>

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

- Work has begun on the audio-visual renovation of the auditorium. It is expected to be completed by July 9th. It will accommodate many more presentation devices including tablets and should allow the Systems Staff more time to focus on other projects since they will no longer have to set up the projector cart and PC system in the auditorium.
- Our main fileserver has been replaced with one of our latest and fastest PC-class systems. I will be on-site on July 4th to physically move it into one of our server racks and also to work on three other servers, all of which must be done while we are closed. The previous fileserver was a virtual machine, whereas the new server is a conventional system that provides much better performance.
- Our anti-spam and anti-virus mail server has been replaced. During the process, we also corrected an anti-spam setting that was causing an inability to receive some messages due to time-out problems.
- Our WLS-provisioned Cablevision cable modem has been replaced following three failures within five days. Recycling power to the cable modem corrected the problem each time. While internet access was unaffected due to the multiple connections we have, WorkFlows was down during those times when the cable modem was out of order, causing us to have to resort to a manual checkout procedure each time.
- Also replaced was our firewall and web filter server for the The Trove's CyberPool. It had also been crashing frequently lately. It is also a PC-class system; however, it is a newer and faster system that we can easily replace.
- Through the technology donation program, TechSoup, we have ordered two servers, Adobe Creative Suite 6 and the operating system, Windows Server 2012. While the servers are refurbished, they can be used either for redundancy or for parts for one of our mainstay servers. The savings for all the items amounted to thousands of dollars.
- Much work has been and is being conducted in preparation for the "Hacker Academy" teen program that will begin on July 11th. Most of it entails installing and configuring the 10 laptops that will be used for the course. Except for the mice, we have received all of the equipment for the course, including the 10 APC small board computers. Despite the normal maximum order of two APCs per customer, the company made an exception for us and expedited shipment.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: July 10, 2013

- With Miriam Varian, Kathy Degyansky, worked on interim and final plans for the White Plains Collection. We will host a meeting 7/19 at 8:30 am with participants from local historical organizations to help define the mission and scope of the White Plains Collection.
- Met with Common Council member Milagros Lacouna to review renovation plans, especially integration of café, external seating.
- Attended Public Library Director's Association, participated in Active Shooter training. Active Shooter training is scheduled for all library staff August 1.
- Met with Midwest Tape to review the company's new model for streaming video.
- Met with Christiane Deschamps to review closing of the fiscal year and establish fund lines for next year's acquisitions.
- Met with Heather Miller, Slater Center to place summer workers at the Library.
- Met with Shirley Buontempo, executive director, LatinoU and Libby Hollahan to explore collaboration, funding opportunities.
- Worked with Michael Berse, Capira Technology, to plan new Library app.
- Held groundbreaking for Renovation 7/24.
- Participated in Pre-construction meeting 7/26/
- Attended American Library Association Annual Conference, Chicago, June 27-July 1. Attended programs on the library as disaster recovery center, how to tell the library story, new issues in collection management, library programming after hours. Was a panelist on best new library furniture program. Met with vendors regarding integrate library systems, cataloging, streaming media, scheduling software, online foreign language learning.

June 2013 Report – Erik Carlson

Programs:

6/7 – Hosted Bully Movie Showing for Youth Bureau

6/15 – Hosted Summer Reading Kick-off Party at the Galleria

Computer Classes:

6/10 & 6/12 – Taught Web Browser Basics

6/18 – Taught Intro to Mouse & Windows Skills

Meetings/Training:

6/6 – Attended circulation training session

6/12 – Attended Reaching the Spanish Community Workshop

6/28 & 6/29 – Attended ALA Annual Conference in Chicago

This month librarian Carlson hosted a viewing of the movie Bully with the Youth Bureau. He taught three basic computer classes for adults, covering mouse and windows skills, and web browser basics. He attended a training session to learn how to use circulation functions on WorkFlows. He also attended a seminar focusing on reaching the Spanish community. On June 15 he hosted the Summer Reading Kick-off Party for teens at the White Plains Galleria. Members of the White Plains High School Song Writer's Club performed, teens could sign-up for the library's summer reading game, and there was a table of free books and other prizes for teens. At the end of the month he went to Chicago to attend the ALA Annual Conference where he learned about new innovations in libraries and connected with other librarians and authors.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - June 2013
Date: July 3, 2013

Outreach, Projects & Visits

- ◆ We had 14 classes visit us during June. Sometimes the outings were combined with lunch at UNO Chicago Grill. We had trouble rescheduling some of the classes because of the rain storms. We also had a challenge with teachers understanding why we needed an official class list instead of asking each child for 2 forms of ID to get a card. But once the classes arrived, the librarians presented wonderful storytimes and gave tours of The Trove. One of the classes was Dr Karen Smith's graduate library school class from Queens College.
- ◆ Terry Rabideau spoke at the Mamaroneck Avenue School PTA meeting.
- ◆ Deb Gaffey attended the Youth Bureau volunteer recognition ceremony held here at the Library.
- ◆ The major set up for summer reading was completed before the last day of school. The librarians made displays of the books on the school district's recommended lists, making it easy for parents and children to find titles.
- ◆ We also prepared for the reading game. Prizes were ordered, animal cut-outs stockpiled, rules and passports copied. Terry decorated the bulletin board, Bonnie Grant arranged the display case with the prizes, Raquel Cavalcanti set up a Guess How Many Frogs contest in the Tree Trail display case. Terry set up a Dr Seuss guessing game.
- ◆ On the first day of the reading game, 170 children registered. Over 700 people came in to The Trove on June 24, and we had heavy attendance all week.

Programs

- ◆ We continued with our early childhood programs of Mother Goose Time, Toddler Fun, Time for Twos and Threes and the Parent/Child Connection.
- ◆ We took a break from the K2 Club, Stories and Stuff, and Silly Sing Along so we could get ready for the summer activities.
- ◆ The dogs kept coming to be read to by children, and will continue in the summer.
- ◆ For the first week of the summer programs, we kicked off with a magic show by Jim Vagias and also had the Sciencetellers. Rosemary Rasmussen performed her Little Red Hen puppet show

Staff

- ◆ Terry prepared a volunteer recruitment flyer for teens to help with the summer programs. She arranged for a training and scheduled the 35 teens who signed up.
- ◆ Deb & Bonnie attended the Youth Bureau job fair and interviewed teens who wanted to work in The Trove over the summer. Four workers start in July.
- ◆ Tata Canuelas helped arrange for the Anne IZARD Award ceremony held here, and Bonnie and Deb also attended the program.

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: July 2, 2013
Re: Library Foundation Report

Foundation Overview for Fiscal Year 2013-14:

The Foundation's top priority for the year ahead is to meet our commitments for the renovation project and The Edge. The Foundation has fully funded our Phase I commitment. However, the increase in our commitment from \$275,000 to \$400,000 to support the increased project cost, as approved at the May 22, 2013 Foundation board meeting, has required us to limit program and operating expenses for the coming year, and to step up fundraising goals for programs as well as our capital commitment. This is reflected in the budget approved by the Board at the June 19 meeting. Fortunately, many of our core programs are supported by designated funds or grants. This will be an exciting year, with the opening of The Edge, which should generate support for the Library. The Foundation is counting on all of our stakeholders to work together to meet the challenges ahead.

Capital Campaign/Renovation Project:

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 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:

--Groundbreaking ceremony was held Monday, June 24, with over 80 community members in attendance, including State Assembly Member David Buchwald, Mayor Thomas Roach, Common Council President Beth Smayda, Council Members Ben Boykin and Milagros Lecuona, Commissioner of Public Works Bud Nicoletti, and Commissioner of Recreation and Parks Wayne Bass. Following brief remarks by Brian Kenney, Paul Schwarz, Nick Wolff and Mayor Roach, a group of ceremonial "movers" rolled decorated book trucks out of the Young Adult area, clearing the space to start construction. The "Movers" included the Mayor, Paul Schwarz, Nick Wolff, Commissioner Nicoletti, Rhoda Phillips, Hope Furth, Rev. Koji Horiushi of Shinnyo-en White Plains, Judy Nevins and Diane Tabakman. Many thanks to all who participated. A video of the event is on the City's website: <http://whiteplainsny.swagit.com/play/06272013-541>

and here is a link to the photo gallery:

https://plus.google.com/photos/104912819928650113602/albums/5893647407874643937?authkey=CPflv_oap4fDHdA

--Corx, a new wine shop in White Plains, hosted a "Grand Tasting Afternoon" on Saturday, June 15, 2:30-5:30, to benefit the Foundation. The event was well attended and fun.

--Fall Gala scheduled for Saturday, November 2. Fred Singleton (Foundation board member and last year's honoree) will co-chair the event. I hope to report on honorees and additional co-chair soon. The Gala will probably include a preview of The Edge, but will not be the official "Grand Opening" of The Edge.

Grants:

--Allstate: I submitted the renewal application on May 31. Our ad campaign (funded by the grant) has begun, and includes "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
May 22, 2013

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:06 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Eileen Bradley, Yuki Haynes, Beth Kava, Richard Kaye, Gregory Keenan, Brian Kenney, Barbara Loucks, Gail Schwartz, Paul Schwarz, Fred Singleton, Diane Tabakman and Nick Wolff and Assistant Library Director Kathy Degyansky. Absent with notice were Denise D'Ambrosio, Susan Hecht, G. Frederick Perkins, Jr. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meeting of April 22, 2013

The minutes of the regular meeting of April 22, 2013 were approved on a MOTION by Gail Schwartz, seconded by Diane Tabakman.

President's Report

President Wolff remarked that several things were impacting the budget that would be explained prior to the budget vote at the next meeting on June 19.

Library Director's Report

Library Director Kenney discussed the First Floor Renovation Project-Phase I bids that were opened on May 13. He remarked that there were only two bids, and the low bid came in above project estimates. In reviewing existing resources to fund the project, he noted there was a shortfall of approximately \$250,000 due to the following reasons: an increase in the contingency fund, as recommended by DPW; an additional contract administration cost, since DPW prefers to have Bermello Ajamil (our architects) manage the project; and an increase of \$100,000 in construction costs in the bid as compared to the estimate. Mr. Kenney stated that in order to have The Edge completed by November 1 the contract must be awarded by June 4; otherwise the project would have to be postponed a year and rebid on.

Ms. Bradley stated that the Executive Committee met yesterday and recommends that the Foundation cover up to \$125,000 of the shortfall, although this would require the Foundation to cut back on programming expenses in the coming year. Ms. Bradley remarked that the Board could use \$125,000 from the Board Directed account provided the City shared the remaining \$125,000. She said she anticipates that these funds would be needed in December 2013 or January 2014. Ms. Bradley noted that the Foundation would have to keep a close watch on its expenses and increase fundraising efforts because we still need to make our commitments to Phases II and III of the project.

On a MOTION by Diane Tabakman, seconded by Richard Kaye, the Board authorized the expenditure of its original Phase I commitment of \$275,000 and agreed to provide an additional amount of up to \$125,000 in Fiscal Year 2013-14 to meet the potential shortfall of the Phase I renovation project, predicated on the City matching those funds.

Mr. Kenney provided a handout of the Brooklyn Library's Info Commons which was a similar model to our Learning Commons (Phase II of the renovation) and remarked that we already had the beginnings of the classroom and meeting room set ups which would provide Adults with more to do.

Library Director Kenney distributed the April 2013 library statistics and highlights report and noted that the outreach librarian, Mariel Perez, was bringing in more business and would like to bring her to the next board meeting.

Executive Director's Report

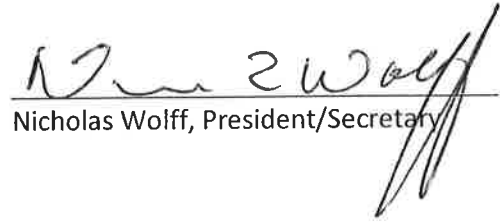
Ms. Hollahan reviewed her report and remarked that an official groundbreaking ceremony (late June/early July) would need to be scheduled. Ms. Hollahan planned to schedule the Fall Gala in early November and schedule a tour of The Edge should it be close to completion.

Mr. Kaye talked about the upcoming fundraising event at Corx Wine & Liquors on June 15 from 2:30pm-5:30pm.

Treasurer's Report

Ms. Bradley reviewed her reports. President Wolff remarked that the Board would address the Foundation's spending plan for next year at the budget review in June. Ms. Bradley noted that a Finance Committee meeting would be scheduled for early June. She also remarked that authorization for hiring the auditors would need to take place at the next meeting.

On a MOTION by Gail Schwartz, seconded by Yuki Haynes, the meeting was adjourned at 10:05 a.m.



Nicholas Wolff, President/Secretary

CODE OF CONDUCT

POLICY STATEMENT

The Board of Trustees of the White Plains Public Library is empowered by the City of White Plains to provide an atmosphere conducive to the enjoyment of Library facilities (Charter, City of White Plains, Article, XI, Section 273), where people of all ages may read, study, use Library equipment, and partake of Library activities and programs. The Board of Trustees is authorized to establish rules and regulations for the protection of Library resources, patrons, staff, and physical building (Charter, City of White Plains, Article XI, Section 273). The Library Director is authorized and directed by the Board of Trustees to interpret and enforce these rules and regulations in the best interest of the citizens of White Plains. Therefore, the following rules and regulations, referred to as the Library's Code of Conduct, have been established for all Library users -- children, young adults, and adults:

In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the Library by others, and behavior that interferes with Library employees in the performance of their duties, is prohibited.

Anyone whose behavior is not in compliance with the Library's Code of Conduct will be asked to leave the building and is subject to loss of library privileges (New York State Education Law, Section 262).

Library visitors must cooperate with Library and security personnel enforcing the Code of Conduct.

If a person defies an order personally communicated by an authorized Library employee not to enter the Library or not to remain in the Library for failure to comply with the Code of Conduct, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05). Any person banned from the Library may request a hearing from the Library Director or designee thereof.

Copies of this Code of Conduct are available to the public at all public service desks, and the full document is posted in the Library. In addition, the following abbreviated list of rules is posted in all public areas:

NO: Abusive language, Animals, Bare feet, Candy, Cell phone usage (except in the outer lobbies), Disruptive behavior, Disturbing noise, Distributing materials, Drinks, Feet on furniture, Food, Leaving or storing personal belongings, Loitering, Obstructing aisles, walkways or seating, Rearranging or moving furniture or other Library property, Running, Sleeping, Soliciting, Smoking, Sports equipment

CODE OF CONDUCT

LIBRARY USERS & VISITORS

People demonstrating disruptive behavior will be required to leave the Library after one warning. Disruptive behavior includes but is not limited to, noisy, boisterous actions; inappropriate behavior; misuse of library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the Library and its resources. Abusive language and behavior toward staff will not be tolerated.

Library users and visitors shall not act in a disorderly manner, as set forth in New York State Penal Law, Section 240.20.

Library users and visitors shall not harass others, as set forth in New York State Penal Law, Section 240.26.

Noise levels must be kept low so that others will not be disturbed.

- Running, fighting, roughhousing, and other disruptive behaviors are not permitted.
- Personal appliances, such as computers, cassette players, radios and tape or CD players may be used only with earphones. The volume, with earphones, must be kept low enough so as to not be audible to others.
- Conversations, ring tones and other audible activities on hand-held devices such as cell phones are restricted to the outer lobbies (first and second floor). Use of such devices for quiet activities such as texting and web access is permitted.
- Patrons may not disturb others in lobby areas by speaking loudly or blocking stairs, exits, doorways or patron traffic.
- Roller skating, skateboarding, card playing, ball playing, and sports equipment are not permitted.

Children under the age of twelve must not be left unattended for any extended length of time in the Library; children under the age of eight must be supervised by a parent or adult guardian at all times.

The Children's Library serves young people through Grade 6. Children in Grade 7 and above are expected to use the Adult Library (first floor). If a child in Grade 7 or above is responsible for a younger sibling age eight or older, both children must remain together in the Children's Library.

Sleeping is not permitted.

CODE OF CONDUCT

LIBRARY USERS AND VISITORS, cont.

Public health codes must be observed. Library users must be fully clothed and wear shoes; bare feet are not permitted.

The use of alcohol and drugs is prohibited on Library property.

Smoking is not permitted anywhere in the Library, including the lobby, meeting rooms, rest rooms, hallways, and elevators.

Solicitation of any kind, including that for charitable organizations, is prohibited.

The distribution of unauthorized materials is not permitted in the Library. Materials must be submitted for review and approval for posting and/or distribution.

No animals permitted, with the exception of those to assist the disabled.

Criminal mischief is prohibited, for example, defacement of the interior of the Library, including but not limited to walls, furniture, windows, elevators; defacement of the exterior of the Library, including but not limited to walls, windows, plantings, shrubs, hallways, garage and surrounding property; defacement of Library materials (New York State Penal Law, Section 145.00.)

Eating and drinking are not permitted in any area of the Library open to the public. Groups using public meeting rooms may only serve food and beverages in accordance with the Library's policies (*see* Meeting Rooms policy).

Library furniture, fixtures, and property is arranged for effective Library operation and security and may not be moved or rearranged.

Visual recordings of Library users, staff, interiors, or exteriors are prohibited without the prior approval of the Library Director.

The following are prohibited on the Library Plaza: Endangering or impeding pedestrians; Outdoor recreational activities, such as skateboarding, skating, scooters, bicycling; Criminal mischief, disorderly conduct and any actions that violate the law.

CODE OF CONDUCT

LIBRARY PRIVILEGES

Individuals must abide by Library policies and rules and will forfeit use privileges for cause. Each individual must use his or her own valid White Plains or Westchester Library System card to access services.

All Library materials must be checked out at designated service desks. Each borrower assumes responsibility for materials checked out on his/her card unless the Library has been notified that the card has been lost or stolen.

Date due receipts for Library materials leaving the building must be presented at the request of Library or security personnel.

Materials must be kept clean and in good condition. Theft, defacement, and mutilation of Library materials are criminal offenses. Replacement charges are assessed for damaged Library materials.

Extended use fees are charged for late return of materials. Library privileges will be suspended until financial obligations are met by the borrower, or if Library material is more than 16 days overdue. The Library Director is authorized to employ a collection agency and seek other legal remedies to ensure the return of overdue materials.

PERSONAL PROPERTY

The Library is not responsible for users' personal property. Signs advising users to protect personal property are displayed prominently throughout the public service areas. If a personal loss occurs, a staff member will assist the person in notifying the police of the loss.

Personal belongings at study tables and carrels should be limited to outerwear being worn plus items needed for library use, such as a book bag, briefcase or tote bag. Personal belongings at study tables and carrels may not obstruct aisles, walkways or seating for other patrons and may not be left unattended at any time.

Personal property will not be held at the Check Out or Reference Desks and may not be stored or left anywhere in the Library. Unattended personal property which is found in the Library will be kept in Lost and Found for up to thirty days and then will be disposed of.

Bicycle racks are available in front of the Library. Bicycles are not allowed in the Library, the lobby, or entrance ways to the Library.

Revised & Adopted by the

White Plains Library Board of Trustees on: 4/19/00; last rev. date 2/13/08

i:\policy\approved\codeofconduct.wpd & u:\policies\codeofconduct.pdf (read only)

Policy Statement

The Board of Trustees of the White Plains Public Library is committed to ensuring that the Library maintains an atmosphere conducive to the enjoyment of Library facilities for people of all ages. The Board is authorized to establish rules and regulations for the protection of Library resources, patrons, staff, and physical building. The Library Director is authorized by Board to interpret and enforce these rules and regulations in the best interest of the citizens of White Plains. The following rules, referred to as the Library's Code of Conduct are established for all Library users.

Patrons are expected to:

- Behave in a lawful manner.
- Respect others' use and enjoyment of the Library.
- Communicate in a civil manner to staff and other patrons.
- Maintain clear access to aisles, stairways, walkways and seating.
- Be fully attired.
- Remain awake.
- Refrain from smoking or use of smokeless tobacco products.
- Refrain from soliciting, distributing or posting materials.
- Refrain from eating or drinking except in designated areas.
- Get advance permission from the Library Director before taking video or photos.
- Take reasonable care of Library property.
- Accompany and supervise children in their care under the age of eight.
- Refrain from skateboarding, skating, bicycling, etc. in the Library or on the Library plaza.
- Be responsible and vigilant in securing their personal belongings.
- Bring only service animals into the Library.

Those not in compliance with the Code of Conduct will be asked to leave the building and are subject to the loss of library privileges. Library visitors are expected to cooperate with Library staff and security personnel. Any person refusing to leave the Library when asked to do so by staff is subject to arrest for trespass.

WHITE PLAINS PUBLIC LIBRARY

April 1, 2013 thru June 30, 2013

CIVIL SERVICE APPOINTMENTS (1)

| | | |
|---------------|-----------------------------------|---------|
| Olney, Austin | Library Assistant - Digital Media | 4/15/13 |
|---------------|-----------------------------------|---------|

CIVIL SERVICE RESIGNATIONS (1)

| | | |
|---------------|---------------|--------|
| Nobile, Carol | Library Clerk | 5/4/13 |
|---------------|---------------|--------|

HOURLY STAFF RESIGNATIONS (1)

| | | |
|-------------|------------------|---------|
| Hovis, Lucy | Jr. Librarian PT | 3/30/13 |
|-------------|------------------|---------|

HOURLY STAFF RELEASED (1)

| | | |
|------------------|----------------------|---------|
| Chauca, Brittany | Library Assistant PT | 6/25/13 |
|------------------|----------------------|---------|