

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](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**

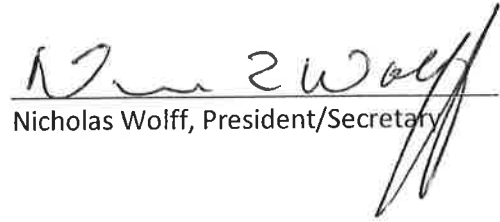
Ms. Hollahan reviewed her report and remarked that an official groundbreaking ceremony (late June/early July) would need to be scheduled. Ms. Hollahan planned to schedule the Fall Gala in early November and schedule a tour of The Edge should it be close to completion.

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.

  
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Nicholas Wolff, President/Secretary