

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

## **Regular Meeting**

***Wednesday, January 8, 2014***

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of December 11, 2013**
- 2 Budget**
  - a) City Revenue & Expenditures Budget by Department - 01/06/14
- 3 Bills: 2013 -2014 Budget: Claims #9, #10**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
  - a) WLS
  - b) Friends Meeting Minutes – No Meeting held in December
  - c) Foundation Report – 12/31/13
  - d) Other
- 6 Ongoing Business**
  - a) Update on The Edge and Capital Requests
  - b) Request from Youth Bureau to host Fundraiser
- 7 New Business**
  - a) Budget Preparation
  - b) Grant Updates: Creative Aging and IMLS Sparks Grant
  - c) Conference Attendance: ALA Midwinter
  - d) Vote on 2014-2015 Holiday Schedule
  - e) Vote on Personnel Additions/Deletions – 10/1/13-12/31/13

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
December 11, 2013**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:04 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, D'Ambrosio, Furth, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice were Trustee Connors and Haynes. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director Libby Hollahan, and Sandra McDaniel, Library Secretary.

President Schwarz appointed Trustee Tim James, Secretary, Pro-tem.

**Minutes of Regular Meeting of November 13, 2013**

The minutes of the regular meeting of November 13, 2013 were approved as presented on a MOTION by Trustee Tim James, seconded by Trustee Hope Furth.

**Budget:**

City Revenue & Expenditure Budget by Department for December 4, 2013 were reviewed.

**Bills: 2013/14 Budget #7, #8**

Trustee Furth reviewed the bills prior to the meeting and noted two corrections. Payment of bill voucher #7 and #8 was approved as corrected on a MOTION by Trustee Denise D'Ambrosio, seconded by Trustee Tom Scherer.

**Report of Library Administration**

Library Director Kenney remarked that Sunday was voluntary for librarians so he has hired a part-time person for the Edge.

Assistant Library Director Degyansky discussed the programming survey in her report and noted that feedback was very positive.

**Trustee Reports & Business**

**WLS** – Trustee Furth reported stated that there was nothing to report.

**Friends –**

**Foundation** – Ms. Hollahan discussed her report, reviewed the recent Gala, and updated the Board on the funding for the renovation project, the annual appeal, and the possible collaborative grant between the school district and the Library from the Shinnyo-en Foundation.

**Ongoing Business:**

Library Director Kenney discussed the plans for The Edge opening next week. Mr. Kenney remarked that he had hired someone to handle PR due to the fact that our PR librarian has been out ill. Library Director Kenney commented on the ribbon cutting events and hoped that the Board could join us.

Mr. Kenney presented the savings on combining Phase II and III of the renovation project to the Capital Projects Review Board.

**Minutes of the December 11, 2013 meeting of the Library Board of Trustees, page 2**

Assistant Library Director Degyansky distributed a revised copy of the Circulation Policy and discussed the Fines Reconsideration Report. The Circulation Policy was approved with changes on a MOTION by Trustee Matthews-Serra, seconded by Trustee Barrera.

**New Business:**

On a MOTION by Trustee D'Ambrosio, seconded by Trustee Scherer, the Board of Trustees Meeting Schedule July 2014-June 2015 was approved.

Library Director Kenney discussed the request he received from Frank Williams to host a Youth Bureau/Harlem Fine Arts Fundraiser at the library in February. Mr. Kenney discussed the one evening event and how the library would be involved as well as how it would affect the meeting room policy. The Board discussed this event and requested further information and Library Director Kenney agreed to send out an email.

Mr. Kenney discussed the strategic plan after 18 months and noted that we were on track but needed work in small business growth. Mr. Kenney noted that since the plan was adopted, there seemed to be increased opportunities for services and programs for seniors. Trustee Matthews-Serra suggested going to the White Plains Business Improvement District to get more involvement from the small businesses.

Library Director Kenney reviewed the WLS Statistics and was pleased that circulation was up 31% from 2005 vs. 2012. Mr. Kenney also stated that the library lent out 77,000 items and that we have one of the largest collections (perhaps because we buy more popular, high-interest material than other libraries), and we are the #1 non-book lender in the county. Mr. Kenney advised the Board that he would be taking a more active role within the PLDA by getting involved with the finance committee and initiating an ILS (integrated library system) Committee that would have a roll in WLS' choice of a new system.

President Schwarz stated that he had appointed Trustee Hope Furth head of the Nominating Committee and asked her to present a slate of potential candidates for the Board at the annual meeting in February.

Assistant Library Director Degyansky remarked that flyers with job descriptions for volunteers were available. Ms. Degyansky stated that the new library volunteers would attend an orientation on January 22 and that Librarian Rosemary Rasmussen was the coordinator for The Trove and she was the adult coordinator. Assistant Library Director Degyansky commented that she was working with Wayne Bass, Commissioner of Recreation & Parks on the background checks system.

**Adjournment**

The meeting was adjourned at 8:33 p.m. on a MOTION by Trustee Tom Scherer, seconded by Trustee Denise Matthews-Serra.

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Yuki Haynes, Secretary  
Library Board of Trustees

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** January 6, 2014

The Budget Report as of January 6, 2014. All monthly revenues and expenditures are normal.

FOR 2014 06

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

201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	146,696	146,696	70,256.70	11,241.07	.00	76,439.30	47.9%
1.150	MANAGERIAL SALARIES	201,871	201,871	96,702.53	15,469.34	.00	105,168.47	47.9%
1.153	M/C ATTENDANCE BONUS	500	500	.00	.00	.00	500.00	.0%
1.200	CSEA SALARIES AND WAGES	2,237,129	2,218,244	1,068,374.71	172,484.36	.00	1,149,869.29	48.2%
1.201	CSEA OVERTIME	41,000	41,000	19,417.99	5,024.82	.00	21,582.01	47.4%
1.203	CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800	PART-TIME/HOURLY WAGES	235,000	235,000	91,811.02	16,374.57	.00	143,188.98	39.1%
	TOTAL SALARIES & WAGES	2,872,196	2,853,311	1,346,562.95	220,594.16	.00	1,506,748.05	47.2%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	218,377	216,933	102,022.69	18,012.42	.00	114,910.31	47.0%
2.020	MTA PAYROLL TAX	9,802	9,738	4,620.16	840.07	.00	5,117.84	47.4%
2.101	NYS EMPLOYEE PENSION	575,866	565,983	266,024.96	43,097.77	.00	299,958.04	47.0%
2.201	EMPLOYEE ACTIVE HEALTH INS	482,179	486,642	243,910.68	40,946.42	.00	242,731.32	50.1%
2.202	RETIRES HEALTH INSURANCE	186,075	186,075	107,172.79	14,188.14	.00	78,902.21	57.6%
2.203	RETIRES HEALTH INS BUYOUT	3,150	3,150	3,150.00	3,150.00	.00	.00	100.0%
2.204	NYS HEALTH INS ADMN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205	RETIRES MEDICARE PAYMENT	52,210	52,210	19,196.70	8,811.60	.00	33,013.30	36.8%
2.206	ACTIVE HEALTH INS BUYOUT	31,994	23,899	22,249.00	22,249.00	.00	1,650.00	93.1%
2.301	DENTAL INSURANCE PLAN	41,276	40,872	20,290.60	3,440.80	.00	20,581.40	49.6%
2.407	OPTICAL INSURANCE	11,628	11,514	5,714.25	969.00	.00	5,799.75	49.6%
2.501	GROUP LIFE INS-MANAGEMENT	2,975	2,975	1,504.80	250.80	.00	1,470.20	50.6%
2.601	MEMBERSHIPS-FEES-DUES	40	40	1,075.00	.00	.00	-1,035.00	2687.5%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	789.72	59.86	.00	360.28	68.7%
2.603	TRAVEL AND TRANSPORTATION	1,000	1,000	268.09	106.50	.00	731.91	26.8%
2.703	UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905	EMPLOYEE ASSISTANCE PROG.	1,238	1,238	577.50	.00	.00	660.50	46.6%
	TOTAL EMPLOYEE BENEFITS	1,620,700	1,605,159	798,566.94	156,122.38	.00	806,592.06	49.8%

3. MATERIALS & SUPPLIES



FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	3,997.15	276.05	1,840.15	2,162.70	73.0%
3.003 PRINTING	4,000	4,000	895.39	825.39	692.00	2,412.61	39.7%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	86,926.79	19,280.64	.00	117,073.21	42.6%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	2,477.50	493.00	.00	11,760.50	17.4%
3.007 LICENSES-PERMITTS-FEES	0	0	60.00	.00	.00	-60.00	100.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	67,618.78	13,479.10	.00	32,381.22	67.6%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,603.29	68.86	.00	896.71	64.1%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	800.00	135.00	.00	200.00	80.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	6,665.05	835.04	878.00	2,456.95	75.4%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	0%
3.022 PC SOFTWARE	900	900	1,080.00	.00	.00	-180.00	120.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	2,766.84	715.00	.00	9,233.16	23.1%
3.302 BUID./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	7,959.82	680.55	.00	7,040.18	53.1%
3.601 ELECTRICITY	372,721	372,721	151,974.69	24,379.27	.00	220,746.31	40.8%
3.602 TELEPHONE	4,500	4,500	1,358.56	253.45	.00	3,141.44	30.2%
3.603 GAS	65,500	65,500	4,006.14	3,154.75	.00	61,493.86	6.1%
3.604 WATER	4,000	4,000	2,705.36	2,705.36	.00	1,294.64	87.6%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,332.32	649.44	.00	1,292.68	82.0%
3.704 COPIER RENTAL	6,701	6,701	3,349.86	558.31	.00	3,351.14	50.0%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	17,463.43	.00	.00	31,290.57	35.8%
TOTAL MATERIALS & SUPPLIES	882,764	882,764	365,040.97	68,489.21	3,410.15	514,312.88	41.7%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	133,653	58,581.14	9,416.52	38,225.24	36,846.62	72.4%
4.016 SECURITY GUARDS	111,552	111,552	44,493.24	4,021.16	.00	67,058.76	39.9%
4.023 PROGRAM SERVICES	56,500	56,500	20,276.50	3,779.00	.00	36,223.50	35.9%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	16,910	3,179.52	.00	.00	13,730.48	18.8%
4.602 SIF CONTRIBUTION	41,112	41,112	41,112.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	7,350.00	1,650.00	.00	-2,350.00	147.0%
TOTAL DIRECT COSTS	371,635	368,745	179,010.40	18,866.68	38,225.24	151,509.36	58.9%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	2,890	.00	.00	2,889.48	.52	100.0%
TOTAL EQUIPMENT	0	2,890	.00	.00	2,889.48	.52	100.0%



FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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9. OTHER FINANCIAL USES

9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	117,681.12	12,948.82	.00	306,405.88	27.7%
9.990 RESERVE FOR FINANCING	0	34,426	.00	.00	.00	34,426.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	458,513	117,681.12	12,948.82	.00	340,831.88	25.7%
TOTAL LIBRARY FUND	6,171,382	6,171,382	2,806,862.38	477,021.25	44,524.87	3,319,994.75	46.2%
GRAND TOTAL	6,171,382	6,171,382	2,806,862.38	477,021.25	44,524.87	3,319,994.75	46.2%

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



FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>02 INTERGOVERNMENTAL</b>							
02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	-14,302.80	.00	.00	-882.20	94.2%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-14,302.80	.00	.00	-882.20	94.2%
<b>03 CHARGES FOR SERVICES</b>							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-1,794.64	.00	.00	294.64	119.6%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,759.60	-345.24	.00	-1,240.40	58.7%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-3,554.24	-345.24	.00	-945.76	79.0%
<b>06 MISCELLANEOUS</b>							
06651 LIBRARY FINES	-100,000	-100,000	-41,006.08	-6,605.48	.00	-58,993.92	41.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,322.00	-165.00	.00	-4,678.00	22.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-8,751.26	-1,442.35	.00	-6,248.74	58.3%
06699 OTHER	-4,500	-4,500	-1,359.39	-185.95	.00	-3,140.61	30.2%
TOTAL MISCELLANEOUS	-125,500	-125,500	-52,438.73	-8,398.78	.00	-73,061.27	41.8%
<b>09 OPERATING TRANSFERS</b>							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-2,247,681.12	-312,948.82	.00	-3,731,515.88	37.6%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-2,247,681.12	-312,948.82	.00	-3,731,515.88	37.6%
<b>0A APPROP FUND BALANCE</b>							
09999 APPROPRIATED FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%
TOTAL APPROP FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%



FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-2,317,976.89	-321,692.84	.00	-3,853,405.11	37.6%
GRAND TOTAL	-6,171,382	-6,171,382	-2,317,976.89	-321,692.84	.00	-3,853,405.11	37.6%

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

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 10  
Page 1

Claims Paid On: January 10, 2014  
Due in Finance : December 27, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PO31860	CDW-G	\$ 891.96
3.010 Non Books	PC-110	Midwest Tape	4,992.99
	PC-111	OverDrive	3,805.99
3.011 Program Supplies	PC-112	American Library Association	33.30
	PC-113	Oriental Trading Company	66.38
3.014 Library Supplies	PC-114	Brodart Company	222.50
	PO31876	Clear-Vu	878.00
	PC-115	Creative Library Concepts	350.00
3.022 Software	PC-116	Mosio	828.00
3.306 Maintenance Supplies	PC-117	Grainger	44.51
3.716 Library Software	PC-109	Westchester Library System	30,259.67
4.015 Service Contracts	PC-109	Westchester Library System	16,388.68
	PC-118	Faronics	573.75
4.023 Program Services	PC-119	Baker & Taylor, Inc.	2,305.50
4.058 Online Subscriptions	PC-109	Westchester Library System	2,822.50

Approved:

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Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 9

Page 1

Claims Paid On: December 27, 2013

Due in Finance : December 13, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	083	Austin Olney - reimburse	\$ 59.86
2.603 Travel	083	Austin Olney - reimburse	61.50
	071	Sharon Rothman - reimburse	22.50
3.001 Office Supplies	PO31845	CDW-Government	948.19
	Oct '13	Crystal Rock Bottled Water	49.80
	Nov '13	Crystal Rock Bottled Water	44.82
	Nov '13	Purchase - Supply Room	474.85
	claim 12/12	Staples	52.21
	claim 11/29	Staples	124.24
3.005 Books	claim 12/16	Amazon	116.47
	082	Baker & Taylor, Inc.	13,589.73
	072	Barnes & Noble	27.12
	073	Bilingual Publications	199.93
	075	National Learning Corp.	34.45
	076	Regent Book Company	13.82
3.006 Periodicals	077	Royal Scarlet Deli	425.00
	078	Magnotta's Supermarket	68.00
3.010 Non Books	PC-107	Midwest Tape	8,093.33
3.011 Program Supplies	claim 11/29	Staples	28.88
	PC-101	La Bella Restaurant	18.00
3.012 Equipment Maintenance	PC-103	Carl Viggiani	135.00
3.014 Program Supplies	claim 11/29	Staples	225.03
	PC-102	DEMCO	54.27
	PO31824	DEMCO	555.74

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 9

Page 2

Claims Paid On: December 27, 2013

Due in Finance : December 13, 2013

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.301 Facility Maintenance	PC-105	Atlantic Westchester	\$ 715.00
3.306 Maintenance Supplies	Nov '13	Purchase - Supply Room	401.70
	claim 12/16	Crowd Control Experts	284.00
	PC-99	Grainger	50.63
3.601 Electricity	10/10 - 11/8	PASNY	24,379.27
3.602 Telephone	11/22 12/21	Verizon	201.14
3.604 Water	069	City of White Plains	2,705.36
3.703 Equipment Rental	PC-107	Pitney Bowes	576.00
	Nov '13	USA Mobility Wireless	26.72
	Dec '13	USA Mobility Wireless	46.72
3.704 Copier Rental	PC-106	Canon Financial Services	558.31
4.015 Service Contracts	PC-107	Pitney Bowes	387.00
	PC-100	American Independent Paper	54.00
	PC-104	Canon Solutions America	456.12
4.016 Security	079	Security Services of Connecticut	2,193.73
4.023 Program Services	PC-108	Baker & Taylor, Inc.	2,311.00
4.709 Library Programs	070	Jorge Brito	150.00
	080	Charles London	500.00
	081	Westchester Library System	500.00

Approved:

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Yuki Haynes, Secretary

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – December 2013  
Date: January 2nd, 2014

### **Administrative**

- Attended monthly Youth Board meeting.
- Compiled program statistics for Assistant Director Degyanksy.
- Assisted Librarian Perez with eVanced calendar entries.
- Met with Librarian Carlson, Digital Specialist Olney, and Director Kenney to go over procedures for once the Edge will open. This included trying different hours during the school holiday.
- Hired a Library Assistant, Kathlyn Carroll, to work in the Edge. Her first day was December 16<sup>th</sup> and she will be here Monday and Thursday evenings and Saturday afternoons.
- Attended grand opening of the Edge on snowy December 14<sup>th</sup>. It was a wonderful event.

**Staff Activities** - *Thanks to librarians 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.*

- Librarian Carlson and Digital Media Specialist met several times with the IT Dept, Libby from the Foundation, and Director Kenney to approve technology purchases for the Edge.
- Librarian Rothman attended a webinar: Providing Financial Education to Library Patrons.
- Librarian Rothman attended a workshop at NYPL: Libraries Respond to the 50+ Age Wave.
- Librarian Rothman attended a Westchester Library Association board meeting.

### **Customer Service:**

- Staff led 6 computer classes, 2 in Spanish.
- Fall Learn to Speak Spanish classes ended.
- Librarian Varian answered 30 local history queries.
- Staff hosted a Holiday Party for patrons in the English Conversation Groups.
- Score had 4 counseling appointments [the first in several months!].
- 3 1-1 ebook trainings.

### **Community Outreach:**

- Librarian Perez staffed a table at the YMCA providing visitors and residents with information about the Library.
- Librarian Perez helped spread the word about the Edge by distributing flyers in the community: St Matthew's Lutheran Church, Slater Center, Coachmen Center, and YMCA.
- Librarian Carlson contacted schools, youth groups, and community organizations to spread the word about the Edge opening.
- Librarian Varian distributed Poetry Slam flyers to local businesses for posting including Starbucks, Shop-Rite, Atlanta Bread Company.

### **Programs:**

- Women's Enterprise Development Center program in Spanish.
- Teen programs in December: Teen Advisory Group, Teen Book Review Club, Grand Opening of the Edge that included a craft program with the Global Ambassadors from the

High School, there were 3 other craft programs in December, a Smart Money for Teens program, Introduction to Babysitting, Virtual Computing, AllState Safe Driving Website, How to Make Dubstep, Minecraft Monthly, and a Teen Holiday party with cookies and a movie screening.

- Librarian Varian hosted Poetry Slam with guest poet Jorge Brito.
- Librarian Rothman hosted several business programs: 2 sessions of Job Club, Managing Your Finance While (Un)Employed, Score Program: Tax Planning for your Small Business.
- Digital Specialist Olney taught Alice 3D to Trove children showing them the basics of computer programming and animation.
- The fall short-story series in December concluded with a lively discussion of two classic works from the acclaimed anthology "New York Stories from the New Yorker". More than 80 registered for the series. Librarian Wenglin continued to reach an enthusiastic audience of thoughtful readers. The popular series will continue in the spring.

By: Kathleen Degyansky  
Dept.: Assistant Director  
Subject: Monthly Report for December 2013  
Date: December 28, 2013

## OUTREACH AND COLLABORATION

- Participated in internal planning and met with teachers and high school students to finalize project ideas for the Shinnyo-en Foundation Grant on December 16. Collated and presented the brainstorming ideas from the November retreat.
- Arranged an exhibit of Astrological photos for the summer of 2014 with Scott Nanmacher, local resident and photographer.
- Participated in the White Plains re-entry panel at the Westchester County Jail on December 11. Eight inmates participated. Two from this group subsequently came to the Library for new cards.
- Met with other WLS Assistant Library Directors at Greenburgh Library on December 11. The discussion centered around programming.

## PROGRAMMING AND CUSTOMER SERVICE

- Arranged for a meditation workshop in partnership with the Art of Living Foundation. The first session will be conducted on February 4, 2014.
- Proctored 4 students for their final exams for a total of 13 hours. Requests for this service have been increasing slowly but steadily.
- Prepared and submitted an application to WLS for the next round of Creative Aging program grants. The four libraries to receive support will be notified by January 10, 2014.
- In the absence of the community relations librarian, prepared the January adult calendar of events.

## STAFF

- Interviewed candidates supplied by our contractor for a weekend security position. Three candidates were interviewed. Mr. Ivan Crespo began work on December 28.
- Coordinated the Administration Breakfast for staff on December 23.

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

### Outreach, Projects & Visits

- ◆ Tata Canuelas arranged for the Ebru Turkish paper marbling display and demonstration. Thanks to John Lolis for running the demonstration video in the lobby.
- ◆ Debra Gaffey visited the Little Disciples preschool at St Bernard's for storytimes.
- ◆ The Jr League arranged for 6 Head Start classes to come for storytime, tours and library cards. They arranged for the buses, gave snacks to the parents and gave all the children a book to keep. It was a pleasure working with them.
- ◆ The Jr League also gave Christmas baskets to the families coming to the Head Start Socialization group which meets in The Trove.
- ◆ Met with Joan Monk from the Westchester Children's Museum to plan a Wizard of Oz program in the spring.
- ◆ Terry Rabideau made sure the Lego model of the new Tappan Zee Bridge will happen when the Lego club meets in January.

### Programs

- ◆ Most of our programs had lower attendance this month. Mother Goose Time, Fun with Toddlers, Time For Twos & Threes and Stories & Stuff all had families come, but not as many. Even the Alice computer classes and Crafternoons had room.
- ◆ But the Sunday of the school vacation, we arranged for Spring Valley Puppet Theater to perform Jack and the Beanstalk, and we had to turn late families away because we had a full house (140!)
- ◆ Also during the vacation, Deb ran two Book Bunch programs, our book discussion at Uno Chicago Grill.

### Staff

- ◆ The Trove held our annual holiday tea, with sweet and savory snacks.
- ◆ Thanks to the administrative staff for their delicious breakfast.
- ◆ Rosemary Rasmussen attended the holiday party at the Courthouse Children's Center.
- ◆ Terry ran the next meeting of the YSS conference committee.
- ◆ Tata continued planning the WLA conference, and the Mock Awards meeting to be held here in January.



By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (December)  
Date: December 30, 2013

### **Customer Service**

Karyn De Luca and I worked at the Reference Desk weekdays, nights and some weekends.

14 Request a Purchase forms were handled.

### **Collection Management**

Using a variety of review sources and Purchase Alert and Missing lists, Collection Management Librarian De Luca selected adult materials in all formats.

De Luca oversaw shifting of the New Book Collection to its new location and the set-up by maintenance staff of the paperback shelving. With Sharon Rothman's help, she arranged paperbacks. Designed shelf labels.

I began working on the Literacy/ESOL section, which is targeted for an overhaul. With the aim of learning about the history and usage of the collection, I spoke with ESL teachers from the English Language Institute, 4 Teachers in the Library, and Jerrick Harris (who once cataloged and processed these materials).

I met with Brian Kenney, Kathy Degyansky, and Mary Black to discuss how best to keep the New Books area shelved and refreshed looking. Took on responsibility of monitoring nonfiction in that section. I also finished weeding Biographies in Storage.

### **Technical Services**

Gloria Fernau, Susan Siegel and Theresa Jattan: placed many AV and book orders; acquired materials and handled invoices; processed and classified materials; fixed items in hand and in the catalog; transferred new books to old; queried WLS for bibliographic records; and handled many library deletions. Jerrick classified some Spanish books.

I went to Yonkers Public Library, meeting with Mary Dichiara, head of Technical Services, to learn how they are managing electronic acquisitions, cataloging and processing—with Baker & Taylor and WLS.

### **Other**

I attended the Not Just for YA Book Club, discussing "Eleanor & Park" by Rainbow Rowell.

De Luca contacted publishers about scheduling authors for literary programs.

Jovaun Jackson, as part of a college community service program, helped with boxing up materials for Better World Books and CDs slated for recycling.

# MONTHLY REPORT

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

- Much of the technology for The Edge is now in place; however, there is much more yet to come. We now have four new PCs, four iMacs, a Playstation 4 and a 60" TV. In addition, the Media Lab has 10 laptops and 10 iPads available for class instruction. A server and an additional 60" TV are awaiting setup in the Media Lab, and a color printer that will be dedicated to Edge patrons is on order. Additional technology is either on order or about to be ordered, including two 3D printers. Much more remains to be done, such as setting up a segregated network for The Edge, installing a new Windows server with upgraded LPT:One print management software and upgrading same on all public access PCs so as to accommodate LPT:One print management on the iMacs.
- A new gigabit network switch has been installed for The Edge and Circulation office areas. We are still awaiting final installation of the electronic lock access system which will be connected to DPW's access control server at City Hall.
- The CyberSpot color printer has been replaced with a model capable of double-sided printing as well as accommodating legal size paper. An identical model is on order for The Edge.
- We had hoped to have Cablevision install an additional cable and three TV tuner boxes to provide video to three of the lobby monitors; however, their field service technician was unable to locate a conduit in which to run the cable. We will likely run the cable ourselves after which Cablevision will return to make the connection.
- One of the most technically advanced—as well as cost-effective—features within The Edge lies behind the scenes. It is a fisheye lens camera, the field of which encompasses the entire area. Between it and another identical camera outside The Edge, they are storing video locally, precluding the need for a digital video recorder/server. They video as well as camera settings can also be accessed within the internal network through a web browser. At about \$600 each, these cameras are about half the price of our legacy cameras, yet provide far better coverage.
- In The Trove, the technology infrastructure continues to show signs of age. The retractable projection screen in Galaxy Hall is in need of repair, as it now fails to deploy. We are awaiting a service quote for its repair. The Tree Trail camera is still inoperable, and the Cave's 42" display exhibits a great deal of pixel damage (undoubtedly due to small hands banging on it). In addition to replacing or fixing these, we need to consider budgeting in the coming year for replacement of the 16 PCs in the CyberPool which are now over seven years old. At an estimated cost of \$550 per PC, the total cost would be \$8,800. I highly recommend that we attempt to scale back on our WLS-maintained PCs and divert the saved funds to purchasing and maintaining our own PCs. We are currently paying \$1,028 per year in maintenance for nine City-owned PCs that we could request that WLS replace with new systems (our contract with WLS calls for maintenance of a total of 28 PCs of which those nine have yet to be replaced). Those nine systems would be allocated for Collection Management Staff, not for any other area, and it should be noted that the existing Collection Management PCs are much newer than those in the CyberPool.





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

**Outreach Collaboration:**

- Table at YMCA
- Spoke to Shirley Acevedo about Latino U programs in the Spring
- Spoke to Kellie King from White plains hospital about programs in 2014.
- Contacted Mexican Consulate for visits in February
- Ordered books from Barnes and Noble for upcoming Author event
- Visited Handed out The Edge flyers to: YMCA, St. Matthew's Lutheran Church, Slater Center and Coachman Center.
- Contacted Naicy Petrill to discuss Spanish classes in the Spring
- Contacted Sigal Ratner-Arias for Author visit in January
- Contacted Flor Tello for Child Care programs in March

**Programming:**

- 2 Spanish Computer class 6 people
- WEDC Spanish program 14 people
- Spanish Classes 35

Weeded

- Spanish Books

Literacy laptops usage 10

**MONTHLY REPORT  
AGENDA ITEM #4**

**By:** Brian Kenney  
**Dept.** Library Director  
**Subject:** Monthly Report  
**Date:** January 8, 2014

- With Librarian Mariel Perez and Shirley Buontempo (LatinoU) developed LatinoU programming for spring, 2014.
- WLS: Met with Terry Kirchner (Director), PLDA, others. Will chair committee on new ILS, participate in Finance Committee
- Interviewed and hired part/time staff for The Edge.
- Oversaw the launch of The Edge. This included completing the furnishing, equipment, and technology; program development; and, with Libby Hollahan, the opening event, including pre- and post-publicity. Oversaw second round of technology purchases for January.
- With Bill Deierlein began budget development for FY 2014-2015
- Developed IMLS Sparks grant to support a Code Camp in The Trove.
- Participated in The Trove's Brook Brunch, book discussion for 3<sup>rd</sup> and 4<sup>th</sup> graders
- Conducted English conversation groups and worked at both reference and Edge service desks

### **December Monthly Report – Erik Carlson**

With the opening of The Edge in December Librarian Carlson held a number of programs for teens. In the beginning of the month he held the Teen Advisory Group meeting and in the middle of the month he held the Teen Book Review Club meeting. He also worked with members from the TAG who helped separating YA Non-Fiction titles between The Edge and the adult Non-Fiction collection. During the grand opening of The Edge Librarian Carlson held a craft program with the Global Ambassadors from the High School, they made paper beads as part of a fundraiser the Global Ambassadors are working on. Librarian Carlson held a craft program series that focused on making holiday gifts. This series included Spa Time, Crochet, and Duct Tape crafts. Librarian Carlson also hosted a program under the Allstate Readiness series, Smart Money for Teens, Holiday Edition. On the 23<sup>rd</sup> Librarian Carlson hosted the holiday party along with Digital Media Specialist, Austin Olney. Librarian Carlson made No-Bake Cookies and screened a holiday movie. At the end of the month, Librarian Carlson also hosted Introduction to Babysitting. Along with these programs, Librarian Carlson attended several meetings discussing upcoming technology purchases for The Edge, he also contacted community members, schools and youth groups about the grand opening. Librarian Carlson taught one adult computer class this month, Excel part 2.

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: December 31, 2013  
Re: Library Foundation Report

**Capital Campaign/Renovation Project:**

We have raised \$516,000 toward our campaign goal of \$700,000 to date. The Foundation will be making its contribution of \$400,000 to the City for Phase I renovations soon. In addition to the capital contribution, the Foundation has raised \$39,000 for technology for The Edge. Our next major goal is to secure additional support for Phase II-The Learning Commons, and I am updating marketing materials and working on the prospect list.

**Events:**

The grand opening ceremony for The Edge occurred on December 14, and despite snowy weather, was very well attended, including about 30-40 teens. Elected officials included the Mayor, Council Member Dennis Krolian, NY State Senator George Latimer and NY Assemblyman David Buchwald. Keynote speaker Alex London gave a very inspiring talk about how libraries give teens a place to create community and develop intellectually and socially. The Foundation purchased copies of his book, which he then autographed for attendees. The opening ceremony can be viewed through the link on the City's website.

**Business Solicitation Plan:**

The Foundation has committed to making a concerted effort to expand contributions from area businesses through an annual corporate membership solicitation, with giving levels and benefits for each level (forms of recognition, gala tickets, etc.) In addition, the Foundation is discussing the use of a consultant to help in the corporate development area.

**Annual Appeal:** Our annual campaign is in process and is on track with goals.

**Grants:**

--**Allstate:** The grant has been approved for 2014, our fourth year of funding. We will continue a mix of programming, outreach, and advertising on teen safe driving and economic empowerment.

--**Shinnyo-en Foundation:** Shinnyo-en is the named sponsor of the Media Lab in The Edge. Their grant is \$50,000 over two years, of which \$29,000 is for technology, \$15,000 is for furniture, and the balance for programming. The second installment was received recently and we are busily making technology purchases.

Planning for our next grant proposal to Shinnyo-en is continuing. This will be a collaborative grant with the School District. The Library Foundation will write the grant and be the fiscal agent. Shinnyo-en is also sponsoring two Library staff members to attend the National Service Learning Conference in April in Washington DC. Brian Kenney and Austin Olney will speak on a panel discussion on collaborative grant development, along with a WP School District representative and several people from another collaboration in Redwood City, CA, also funded by Shinnyo-en.

--**DASNY:** We will wrap up this grant as soon as the three self-check machines are installed on the first floor.

--**Family grant:** \$10,000 of a \$50,000 Campaign pledge from a local family was designated for technology purchases for the Edge's Mixing Area. The funds were used for iMacs, PCs and iPads, now in place in The Edge.

**White Plains Library Foundation  
Minutes of Board of Directors Regular Meeting  
November 18, 2013**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 7:03 p.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Susan Hecht, Beth Kava, Richard Kaye, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., Gail Schwartz, Paul Schwarz, and Fred Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Eileen Bradley, Gregory Keenan 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 October 23, 2013**

The minutes of the regular meeting of October 23, 2013 were approved on a MOTION by Denise D'Ambrosio, seconded by Jim Benerofe.

**President's Report**

President Wolff turned the meeting over to Ms. Tabakman who then presented Ms. Hollahan with a gift from the Board and several others. In honor of Ms. Hollahan's birthday, two chairs would be purchased as part of the Fund-A-Chair program for The Edge. Ms. Hollahan thanked everyone for their thoughtfulness.

President Wolff thanked everyone for a terrific gala and for their time and efforts. Mr. Wolff received very positive comments regarding the gala from several attendees.

President Wolff welcomed Ms. Tabakman and Ms. Kava to the Nominating Committee and asked that you pass on any potential candidates to the committee. Mr. Wolff remarked that there were vacancies on the Board and that anyone whose term was expiring would be contacted.

Mr. Wolff stated that based on input from the Board next year all board meetings would take place in the morning.

**Library Director's Report**

Library Director Kenney stated that the renovation project was nearing completion and within the next two weeks some delayed items such as furniture would be arriving. Mr. Kenney remarked that the invitations to The Edge opening had been distributed. Mr. Kenney noted that he was working on the capital program submission for Phases II and III.

Library Director Kenney stated that the Library Board of Trustees had approved the new Volunteer Policy and the new volunteers would work in the lobby and act as greeters to the patrons as well as guide them through the building to locate items in their new location.

**Committee Reports**

Campaign Committee: Ms. Tabakman remarked that she was very excited to be in the new teen space at the Gala and felt that many people could envision what was to come next. Ms. Tabakman stated she met with Ms. Hollahan and Ms. Nevins and reviewed the campaign plans and they have decided to take a break while the year-end appeal was taking place. Library Director Kenney stated that he would present a slide show on the Learning Commons that would be helpful in providing information on the adult services being offered.

Gala Committee: Mr. Singleton expressed appreciation for all the hard work that went into the Gala and remarked that people were impressed by The Edge.



Business Committee: Mr. Kaye advised the Board that the letter to businesses was final but just needed a few adjustments that Libby would provide. Ms. Hollahan stated that she would finalize the letter and prospect list shortly (after completion of the Annual Appeal mailing). Mr. Kaye questioned the timing of the solicitation as during the holiday season many requests are made of people to donate.

Ms. Hollahan remarked that she had ordered and received the Library Foundation Sponsor decals that could be displayed in windows of businesses. Ms. Hollahan also stated that she had distributed some of the decals to businesses that had sponsored the gala by purchasing virtual journal ads.

**Executive Director's Report**

Ms. Hollahan reviewed her written report and discussed the Gala results. Ms. Hollahan was working on getting the virtual ads posted to the website as well as having the letters for the annual appeal personalized. Ms. Hollahan also remarked that Ms. Hope Furth has expressed an interest in helping to fund the Learning Commons by generating new prospect leads.

**Treasurer's Report**

Ms. Bradley was unable to attend the meeting but asked that a Finance Committee meeting be scheduled prior to the audit review at next month's Board meeting. Ms. Hollahan polled the members of the Finance Committee and they agreed to hold the meeting on December 4<sup>th</sup> after 3 p.m.

On a MOTION by Denise D'Ambrosio, seconded by Fred Perkins, the meeting was adjourned at 7:45 p.m.

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

## 2014/2015 LIBRARY HOLIDAY SCHEDULE

Effective July 1, 2014

### Holiday Closings:

Independence Day	July 4	Friday
Labor Day Weekend	Aug 30/Aug 31	Saturday/Sunday
Labor Day	Sept 1	Monday
Columbus Day	Oct 13	Monday
Election Day	Nov 4	Tuesday
Veterans Day	Nov 11	Tuesday
Thanksgiving Eve Close at 6 p.m.	Nov 26	Wednesday
Thanksgiving Day	Nov 27	Thursday
Christmas Eve - Close at 1 p.m.	Dec 24	Wednesday
Christmas Day	Dec 25	Thursday
New Year's Eve - Close at 1 p.m.	Dec 31	Wednesday
New Year's Day	Jan 1	Thursday
Martin Luther King, Jr. B'Day	Jan 19	Monday
Lincoln's Birthday	Feb 12	Thursday
Presidents' Day	Feb 16	Monday
Good Friday	April 3	Friday
Easter Sunday	April 5	Sunday
Memorial Day Weekend	May 23/24	Saturday/Sunday
Memorial Day	May 25	Monday

# WHITE PLAINS PUBLIC LIBRARY

October 1, 2013 thru December 31, 2013

## CIVIL SERVICE APPOINTMENTS (1)

Patterson, Suzette	Library Clerk	10/1/13
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## HOURLY STAFF APPOINTMENTS (2)

Carroll, Kathlyn	Library Assistant PT	12/16/13
Ramsay, Alan	Jr. Librarian PT	12/1/13

## HOURLY STAFF RESIGNATIONS (3)

Bohorquez, Diego	Library Assistant PT	11/7/13
Garcia-Hoare, Aurora	Library Assistant PT	12/11/13
Nolli, Stefanie	Library Page	11/24/13