

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 4th 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