

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, April 9, 2014

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of March 12, 2014**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 04/02/14
- 3 Bills: 2013 -2014 Budget: Claim #15, #16**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – 03/13/14
 - c) Foundation – Executive Directors Report – 04/02/14
 - d) Other
- 6 Ongoing Business**
 - a) Debt Services Discussion
- 7 New Business**
 - a) Action on 2013 NY State Annual Report
 - b) Action on Personnel Additions/Deletions – 01/01/14-03/31/14
 - c) DRAFT – Digital Video Surveillance Policy
 - d) Library Trustees Association

White Plains Public Library Board of Trustees
Minutes of Regular Meeting
March 12, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, Scherer, and Schwarz. Absent with notice were Assistant Library Director Kathy Degyansky. Also in attendance were Library Director Brian Kenney (via conference call), Foundation Executive Director, Libby Hollahan, and Library Director's Secretary, Sandra McDaniel.

Minutes of Annual Meeting of February 5, 2014

The minutes of the annual meeting of February 5, 2014 were approved as submitted on a MOTION by Trustee Hope Furth, seconded by Trustee Yuki Haynes.

Minutes of Regular Meeting of February 5, 2014

The minutes of the regular meeting of February 5, 2014 were approved as submitted on a MOTION by Trustee Tim James, seconded by Trustee Yuki Haynes.

Budget:

City Revenue & Expenditure Budget by Department for February 28, 2014 were reviewed.

Bills: 2013/14 Budget: #13, #14

Trustee Furth reviewed the bills prior to the meeting. Payment of bill vouchers #13, #14, was approved on a MOTION by Trustee James, seconded by Trustee D'Ambrosio.

Report of Library Administration

Library Director Kenney and several members of Youth Bureau that were involved with the recent Harlem Arts Fair met and reviewed the event. All parties were favorable and agreed to schedule it again next year.

Mr. Kenney remarked that the self-check machines were installed and the staff was working with the public and instructing them on how to use the machines. Mr. Kenney noted that the entire staff would be trained on the 3D printer.

Minutes of the March 12, 2014 meeting of the Library Board of Trustees, page 2

Library Director Kenney noted that The Edge continued to gain traction. President Schwarz asked about the visit from the CT State Library staff and Mr. Kenney stated that they were developing recommendations for new teen space and were looking at The Edge as a model.

Trustee Reports & Business

WLS – Trustee Furth stated that WLS was reviewing their policies.

Friends –

Foundation – Ms. Hollahan discussed her report and mentioned that at their annual meeting Richard Hecht, a retired CPA, had joined their board as the new treasurer. She noted that the grant with the Shinnyo-en Foundation and White Plains School District for teen programming in The Edge had been approved. Ms. Hollahan remarked that last Saturday an Allstate Safe Driving Open House program was held for teens where 45 students attended. It was a good opportunity to showcase The Edge capabilities. Ms. Hollahan commented that the Donor Appreciation date had changed to Tuesday, April 29 from 7-9 p.m. and would now be a coffee and dessert reception. Trustee Furth remarked it will be great to see actual teens in The Edge. Ms. Hollahan stated that Digital Media Specialist, Austin Olney, would be available to help people with their devices one-on-one.

Old Business:

Library Director Kenney remarked the original budget submission was \$220,000 over last year's budget and that the City provided the library with \$130,000 extra in the General Fund Contribution but there remained a \$90,000 shortfall. Mr. Kenney noted that to help close the shortfall he moved \$55,000 out of the Reserve Fund Balance and trimmed \$20,000 that was earmarked for part-time employees and security. Library Director Kenney remarked that there would be no change to the hours next year and that we were able to keep some money in programming and supplies.

Library Director Kenney commented that the City debt services would be increasing as we had a lot of capital projects ahead, and he would like to discuss that topic at next month's meeting. Trustee Denise D'Ambrosio remarked she would like to see a debt services comparison from other city departments.

Minutes of the March 12, 2014 meeting of the Library Board of Trustees, page 3

New Business:

On a MOTION by Trustee Furth, seconded by Trustee Haynes, approval was granted for Erik Carlson to attend the June 2014 ALA conference and to receive reimbursement of up to \$500 in expenses.

Library Director Kenney requested that the Board move into executive session to discuss a personnel matter. The Board moved into executive session at 7:39 p.m. and moved out of executive session at 7:51 p.m.

The regular meeting reconvened at 7:52 p.m. where it was noted that immediately following the meeting there would be a presentation by Terry Rabideau in The Trove.

Adjournment

There being no more business before the Board, the meeting was adjourned at 7:53 p.m. on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

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: April 2, 2014

The Budget Report as of March 31, 2014. All monthly revenues and expenditures are normal with the following notation:

Revenue code 02269: we received a grant-in-aid check from NYS for reimbursement of MTA tax payments in the amount of \$8,616.

FOR 2014 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	-24,508.00	-8,616.00	.00	9,323.00	161.4%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-24,508.00	-8,616.00	.00	9,323.00	161.4%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-1,794.64	.00	.00	294.64	119.6%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,206.34	-140.41	.00	-793.66	73.5%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-4,000.98	-140.41	.00	-499.02	88.9%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-60,632.43	-6,312.21	.00	-39,367.57	60.6%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,757.00	-225.00	.00	-4,243.00	29.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-12,566.16	-1,363.45	.00	-2,433.84	83.8%
06698 REFUND PR YR EXPENDITURES	0	0	-502.64	.00	.00	502.64	100.0%
06699 OTHER	-4,500	-4,500	-2,085.93	-262.88	.00	-2,414.07	46.4%
TOTAL MISCELLANEOUS	-125,500	-125,500	-77,544.16	-8,163.54	.00	-47,955.84	61.8%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-3,971,763.64	-408,985.01	.00	-2,007,433.36	66.4%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-3,971,763.64	-408,985.01	.00	-2,007,433.36	66.4%
0A APPROP FUND BALANCE							
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 09

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,171,382	-6,171,382	-4,077,816.78	-425,904.96	.00	-2,093,565.22	66.1%
GRAND TOTAL	-6,171,382	-4,077,816.78	-425,904.96	.00	-2,093,565.22	66.1%

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

FOR 2014 09

	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	109,600.44	11,241.07	.00	37,095.56	74.7%
1.150 MANAGERIAL SALARIES	201,871	201,871	150,845.18	15,469.33	.00	51,025.82	74.7%
1.153 M/C ATTENDANCE BONUS	500	500	500.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,237,129	2,212,458	1,664,798.20	171,068.54	.00	547,659.80	75.2%
1.201 CSEA OVERTIME	41,000	41,000	31,197.37	3,725.86	.00	9,802.63	76.1%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,000.00	.00	.00	2,000.00	80.0%
1.800 PART-TIME/HOURLY WAGES	235,000	235,000	152,171.90	19,117.02	.00	82,828.10	64.8%
TOTAL SALARIES & WAGES	2,872,196	2,847,525	2,117,113.09	220,621.82	.00	730,411.91	74.3%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	218,377	216,490	160,220.44	16,639.33	.00	56,269.56	74.0%
2.020 MTA PAYROLL TAX	9,802	9,718	7,206.85	739.62	.00	2,511.15	74.2%
2.101 NYS EMPLOYEE PENSION	575,866	564,733	416,553.99	42,856.99	.00	148,179.01	73.8%
2.201 EMPLOYEE ACTIVE HEALTH INS	482,179	486,671	367,574.10	42,363.94	.00	119,096.90	75.5%
2.202 RETIREES HEALTH INSURANCE	186,075	186,075	143,722.28	17,538.86	.00	42,352.72	77.2%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHR	1,390	1,390	727.22	.00	.00	662.78	52.3%
2.205 RETIREES MEDICARE PAYMENT	52,210	52,210	29,980.90	9,840.10	.00	22,229.10	57.4%
2.206 ACTIVE HEALTH INS BUYOUT	31,994	23,899	22,249.00	.00	.00	1,650.00	93.1%
2.301 DENTAL INSURANCE PLAN	41,276	40,872	30,562.40	3,491.40	.00	10,309.60	74.8%
2.407 OPTICAL INSURANCE	11,628	11,514	8,607.01	983.26	.00	2,906.99	74.8%
2.501 GROUP LIFE INS-MANAGEMENT	40	40	2,257.20	250.80	.00	717.80	75.9%
2.601 MEMBERSHIPS-FEES-DUES	1,150	1,150	1,135.00	.00	.00	-1,095.00	2837.5%
2.602 EDUCATION-TRAINING FEES	1,000	1,000	864.72	50.00	.00	285.28	75.2%
2.603 TRAVEL AND TRANSPORTATION	350	1,000	268.09	.00	.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	1,257.50	680.00	.00	-19.50	101.6%
TOTAL EMPLOYEE BENEFITS	1,620,700	1,603,475	1,196,336.70	135,434.30	.00	407,138.30	74.6%
3. MATERIALS & SUPPLIES							

FOR 2014 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	7,261.26	49.80	.00	738.74	90.8%
3.003 PRINTING	4,000	4,000	2,459.19	70.00	.00	1,540.81	61.5%
3.004 POSTAGE	1,000	1,000	23.68	23.68	.00	976.32	2.4%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	127,377.71	10,632.32	.00	76,622.29	62.4%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	12,226.19	480.00	.00	2,011.81	85.9%
3.010 NON-BOOK MATERIALS	100,000	100,000	113,126.86	7,249.39	.00	-13,126.86	113.1%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,625.51	196.57	.00	-125.51	105.0%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	800.00	.00	.00	200.00	80.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	9,635.57	212.25	.00	364.43	96.4%
3.016 REPLACEMENT MATERIALS	3,000	1,110	.00	.00	.00	110.00	.0%
3.022 PC SOFTWARE	900	900	3,108.00	1,200.00	.00	-2,208.00	345.3%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	7,264.34	810.00	.00	4,735.66	60.5%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	4,795.00	.00	.00	-1,470.00	144.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	18,369.64	4,307.32	800.00	-4,169.64	127.8%
3.601 ELECTRICITY	372,721	372,721	246,838.47	31,321.48	.00	125,882.53	66.2%
3.602 TELEPHONE	4,500	4,500	2,338.64	472.84	.00	2,161.36	52.0%
3.603 GAS	65,500	65,500	39,272.27	15,560.84	.00	26,227.73	60.0%
3.604 WATER	4,000	4,000	2,705.36	.00	.00	1,294.64	67.6%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,409.14	23.38	.00	215.86	86.7%
3.704 COPIER RENTAL	6,701	6,701	5,024.79	558.31	.00	1,676.21	75.0%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	47,723.10	.00	.00	1,030.90	97.9%
TOTAL MATERIALS & SUPPLIES	882,764	879,874	654,384.72	73,168.18	800.00	224,689.28	74.5%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	675	675.00	.00	.00	.00	100.0%
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	131,599	100,701.25	5,929.52	24,139.82	6,757.93	94.9%
4.016 SECURITY GUARDS	111,552	111,552	76,752.06	10,056.97	.00	34,799.94	68.8%
4.023 PROGRAM SERVICES	56,500	56,500	32,490.50	3,173.00	.00	24,009.50	57.5%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	16,235	8,897.02	.00	.00	7,337.98	54.8%
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	10,400.00	2,000.00	.00	-5,400.00	208.0%
TOTAL DIRECT COSTS	371,635	366,691	275,045.83	21,159.49	24,139.82	67,505.35	81.6%
5. EQUIPMENT							
5.201 FURNITURE AND FIXTURES	0	2,054	.00	.00	2,054.00	.00	100.0%

FOR 2014 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.207 COMPUTER PERIPHERAL EQUIP	0	5,780	5,778.96	.00	.00	1.04	100.0%
TOTAL EQUIPMENT	0	7,834	5,778.96	.00	2,054.00	1.04	100.0%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	356,763.64	8,985.01	.00	67,323.36	84.1%
9.990 RESERVE FOR FINANCING	0	41,896	.00	.00	.00	41,896.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	465,983	356,763.64	8,985.01	.00	109,219.36	76.6%
TOTAL LIBRARY FUND	6,171,382	6,171,382	4,605,422.94	459,368.80	26,993.82	1,538,965.24	75.1%
GRAND TOTAL	6,171,382	6,171,382	4,605,422.94	459,368.80	26,993.82	1,538,965.24	75.1%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 15

Page 1

Claims Paid On: March 21, 2014

Due in Finance : March 7, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	Feb '14	Crystal Rock Bottled Water	\$ 49.80
	Feb '14	Purchase - Supply Room	132.01
3.003 Printing	PC-166	PIP Printing	70.00
3.004 Postage	108	FedEx	15.07
3.005 Books		Amazon	15.03
	109	Ingram Library Services	28.45
3.006 Periodicals	111	Magnotta's Supermarket	68.00
	112	Royal Scarlet Deli	412.00
3.010 Non Books		Amazon	5.54
	PC-167	AVCafe	44.78
	PC-174	Midwest Tape	2,660.68
	PC-168	OverDrive	1,171.49
	PC-170	Zipporah Films	41.90
3.011 Program Supplies	PC-171	LaBella Restaurant	54.00
	claim 3/24	Staples	142.57
3.014 Library Supplies	Feb '14	Purchase - Supply Room	379.49
	claim 3/24	Staples	212.25
3.306 Maintenance Supplies	Feb '14	Purchase - Supply Room	1,258.35
	PC-172	Circle Janitorial Supply	440.55
	PC-173	Interstate Fire and Safety	26.95
	PC-175	Grainger	2,539.20
	PC-176	Kent Supply	145.30
3.601 Electricity	1/13 - 2/12	PASNY	31,321.48

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

BUDGET YEAR 2013 - 2014

CLAIM LIST # 15
Page 2

Claims Paid On: March 21, 2014
Due in Finance : March 7, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.602 Telephone	110	Nextel Communications	\$ 52.31
3.703 Equipment Rental	March '14	USA Mobility Wireless	23.38
3.704 Copier Rental	PC-181	Canon Financial Services	558.31
4.015 Service Contracts	PC-177 PC-178	American Independent Paper Sound Water Treatment Center	54.00 335.00
4.016 Security	114	Security Services of Connecticut	5,579.97
4.023 Program Services	PC-179	Baker & Taylor, Inc.	1,144.50
4.709 Library Programs	115 116	Child Care Council of Westchester Latino U College Access	250.00 500.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 16

Claims Paid On: April 4, 2014
Due in Finance : March 21, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	117	Tim Baird - reimburse	\$ 50.00
3.004 Postage	118	United Parcel Service	8.61
3.005 Books	125	Baker & Taylor, Inc.	10,450.26
	119	Ingram Library Services	138.58
3.010 Non Books	PC-182	Midwest Tape	3,125.18
	PC-183	OverDrive	199.82
3.022 Software	120	John Lolis - reimburse	1,200.00
3.306 Maintenance Supplies	PC-186	Burke & McCowen	21.92
	PC-187	Grainger	622.61
	PC-188	M&M Frankel	360.00
3.602 Telephone	121	Nextel Communications	52.31
3.603 Gas	125	Con Edison	16,218.71
4.015 Service Contracts	PC-189	American Independent Paper	54.00
	PC-190	Pitney Bowes	426.00
4.016 Security	122	Security Services of Connecticut	4,477.00
4.023 Program Services	PC-191	Baker & Taylor, Inc.	2,028.50
4.709 Library Programs	123	Child Care Council of Westchester	500.00
	124	Naicy Pretill	750.00

Approved:

Yuki Haynes, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – March 2014
Date: April 5th, 2014

Administrative

- Attended the Public Library Association Conference in Indianapolis. Good programs on Hiring for the 21st Century, Maker spaces, and Developing Staff Soft Skills. Spent a lot of time on the vendor floor and visited eVanced Headquarters.
- Posted opening for Part-time Adult Services Librarian to the WLS Jobs page and the Westchester Library Association jobs listing. 14 applicants as of the end of the month.
- Contacted the Damocles Trio and met with Jack Wilson to help arrange the Clarice Wilson Memorial Concert.
- Generated a report showing how many Hold requests WPPL gets per day.
- Attended a meeting on the development of a Maker Morning at the Library.
- Attended a White Plains Youth Board meeting.

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.*

- Please refer to the Community Outreach report for Collaborations and Programming done by Outreach Librarian Perez.
- Librarian Varian attended a White Plains Historical Society meeting.
- Librarian Varian attended a webinar on Low-Tech Storage Solutions for Photographs. This information will be useful when decisions are made regarding Local History photographs.
- Staff were invited to attend a 3D Printer Training. For many, this was their first exposure to 3D Printing.
- Librarian Hughes ran the Friends Board meeting in Director Kenney's absence.

Customer Service:

- Librarian Varian answered 20 Local History queries, most of them via email.
- 12 1-1 trainings were done by staff, 7 of those were ebook training.
- Librarian Duffy created and maintained the book display "Husbands and Wives".
- 4 baskets of books were delivered to homebound patrons.
- Staff led 8 English Conversation groups.

Community Outreach:

- Librarian Varian distributed flyers advertising the Poetry Slam & Open Mic to businesses in White Plains with community boards.
- Librarian Carlson held a Teen Advisory Group meeting.
- Library Assistant Carroll held a seeing eye dog volunteer program for Teens that was very popular and gave White Plains teens an opportunity to do Community Service.
- Librarian Hughes led a book discussion at Gilda's of Westchester.

Programs:

- Barbara Wenglin launched our spring short-story series, "Wonderful Town," on March 20 with a spirited discussion of two compelling works from the acclaimed anthology used last fall, "Wonderful Town: New York Stories from the New Yorker" (Random House, 2000). More

than 70 patrons have registered for the program, with nearly 60 participants attending the first session.

- Librarian Varian hosted the March Poetry Slam & Open Mic.
- Please see the Edge Monthly Report for all of this month's Teen Programming.
- Media Specialist Olney gave a program on using Google Drive and Cloud Computing.
- Librarian Hughes continued her book group "Page Turners".

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for March 2014
Date: March 31, 2014

OUTREACH AND COLLABORATION

- Arranged an exhibit of portraits of foster children up for adoption with the Westchester Department of Social Services.
- Prepared and submitted the Library's application to host a table at the Sustain White Plains street fair scheduled for April 28.
- Attended the first Creative Aging webinar on March 5 in preparation for the grant project activities to begin in fall, 2014.
- Arranged for lobby tabling by staff from New York State Senator Andrea Stewart-Cousins to promote the STAR energy program.
- Met with other Assistant Library Director's at the quarterly PLADA meeting held at Yonker's Riverfront Library on March 19.

PROGRAMMING AND CUSTOMER SERVICE

- In the absence of the community relations librarian, prepared the April press calendar and print adult calendar of events.
- Prepared a flyer and application seeking presenters for the Maker's Morning program scheduled for May 3. Made contacts to potential participants.
- Arranged and attended the opening reception of the current gallery exhibit, Unseen Rolling Stones, on March 9. Prepared and distributed the press release for this event.
- Prepared a proposal for the New York State Preservation Grant offered by the State Library. The grant requests funding for a duplicate copy of our local newspaper microfilm collection. The grant was submitted on March 28.
- Arranged for an additional session of the Health Care Navigator for March 30 due to popular demand. This program provided one to one counseling to persons interested in signing up for healthcare per the Affordable Care Act.

STAFF

- Interviewed candidate Derek Taylor referred by SSC for consideration as a security guard. Mr. Taylor began work on March 7.
- Ms. Angela Montoya began work as a part time Spanish-speaking circulation clerk on March 10.
- Prepared a flyer advertising for Trove Shelters. Nine resumes were received.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (March)
Date: April 2, 2014

Customer Service

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

17 Request a Purchase forms were handled.

Collection Management

De Luca created and submitted several adult orders, print and non-print. She watched two Library Journal webcasts on collection development, met with a database vendor, weeded music CDs and DVDs, and shifted new books to old.

I met with Rosemary Rasmussen and Bonnie Grant to review vendor Overdrive's Kids' eReading Room, which separates Juvenile from adult ebooks.

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. They processed book donations. Checked shelves for missing items, deleting those truly gone. Checked vendor cancellation lists, notifying selectors and emending catalog.

Other

Susan and I went to Austin Olney's "Google Drive & Cloud Computing" program.

I attended a meeting of the WLS Cataloging Committee.

I went to PLA in Indianapolis for 3 days, attending 7 programs and visiting vendor exhibits. Most memorable programs were: "Is Your Library Lean? Employing Lean Principles in Public Libraries"; "Always Be Circulating: How Public Libraries Meet Demand and Increase Use"; "Rejuvenating Technical Services"; and "From Repository to Experience: Library Becomes a Verb."

Brian Kenney and I toured the Adult Learning Center of the Queens Public Library Flushing Branch to learn about their resources and services and think about how our Literacy/ESL/Adult Learner collection could be revamped.

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: **March 2014**

Outreach Collaboration:

- Met with Veronica Bazan from WEBC to discuss Fall programs
- ESL tour 5 students from WCC
- ESL tour 8 students
- WLS Latino committee meeting
- Visited El Centro Hispano during their food distribution. Gave information about our programs and services to 74 people (20 registered for library cards)
- Family services of Westchester (spoke to personnel about our programs and services)
- Called 4 organizations for outreach
- Visited restaurants in the community for donations to our International book fair.
- Called Kendra Porter of "Honor You" for future program at the library
- Working on ESL book discussion flyer.
- Spoke to Eric Vallaso for future Dr. Isabel program

Programming:

- Spanish Computer class taught by David Cambillo (3ppl)
- Spanish computer class 3 people
- Latino U SAT 5 programs 39 students
- Diabetes workshop 8 people
- Citizenship drive 65 people
- 2 Child care council programs 24 people
- Spanish conversation 128 students

Worked on flyer for ESL book discussions

GED Laptops

10 students

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - March 2014

- The electronic locks to the Circulation Workroom and the The Edge Media Lab are now operational and require staff to enter a code on the numeric keypad in order to gain access. Staff will receive new badges when a new badge printer is received by the Department of Public Works. The new badges will be hybrid badges, that is, they will work with both the old magnetic stripe electronic locks as well as with the new proximity electronic locks.
- Fifty software licenses for the latest version of Microsoft Office have been purchased at a greatly reduced rate through the TechSoup.org technology donation program. The software has been installed on The Edge PCs and iMacs, as well as the 10 circulating laptops for The Edge. The remaining licenses will be applied to upgrading Microsoft Office on the 16 CyberPool computers.
- For some months now, all the other departments of the City of White Plains have been migrated from the use of Novell GroupWise email to email hosted by Google. Michael Coakley, Director of Information Services, requested that I prioritize having Library staff email accounts migrated to Google as well. Based on advice from Westchester Library System (which uses Google email and application services free of charge), we pursued the possibility of receiving free email services from Google; however, we found that public libraries are explicitly ineligible for participation in Google's program providing free services for non-profit organizations. Michael Coakley has been advised of this and will be making arrangements for our email accounts to be migrated to Google under the umbrella of City Hall/Information Services.
- While renewing our domain names, whiteplainslibrary.org and thetrove.org, we also registered a new domain name, wplmail.org. The new domain name is considered temporary and is necessary for migrating Library email accounts to Google.
- We once again have an online public access catalog kiosk system at which patrons may sit. It is located by the column at the entrance to the CyberSpot area. The software installation is unique in that it is free, open source browser kiosk software running under Linux. It is being evaluated for implementation on the other public access catalog systems.

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: April 9, 2014

Continued to work on the Westchester Library System (WLS)/Public Library Directors Association (PLDA)'s Integrated Library System (ILS) Committee to select a new ILS system. Completed RFP and responses are due April 25.

Continue to serve on the PLDA's Finance Committee to develop a new finance model. Working with T. Kirchner and the Committee to create new means of funding credits to libraries, like White Plains, that are net borrowers.

Attended the Public Library Association Conference in Indianapolis, March 12-15. Met with a range of vendors, including ILS systems, ebook, streaming video, digital magazines. Attended programs on maker spaces, using library data, embedded librarians, library financing.

On March 24 Visited Queens Public Library's Adult Learning Center with Christiane Deschamps to review their ESOL program and the newly renovated Washington Heights Library of the NYPL to review the adult areas.

Met with Pace University, School of Education, Adolescent Education program to discuss volunteer tutors in The Edge, other areas of collaboration.

Met through conference call with the committee for the Andrew Carnegie Medal for Best Fiction and Nonfiction and chose this year's winners.

Gave a talk on the future of public libraries to the White Plains' Old Guard, a social organization of retired men, on the April 1 and to the Westchester Brandeis National Committee on April 2.

Continue to develop programs for the Makers Morning to be held at the Library May 3rd.

Presented The Edge to the young adult librarians who visited White Plains to attend the New York Library Association conference, April 3.

Met with Eileen Bradley and Michael Genito of the City's Budget Dept. to review the Library's Budget, especially future debt services.

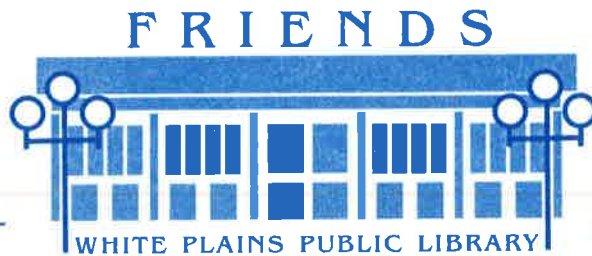
Researched and wrote a draft Digital Video Surveillance Policy.

Edge Monthly Report - March 2014

March was a very busy month in The Edge. Librarian Carlson and Digital Media Specialist Olney held many programs including their monthly clubs; Teen Advisory Group, Teen Book Review Club and Minecraft Monthly, as well as teaching various adult computer classes and drop-in sessions. Along with these, Librarian Carlson taught craft workshops including crocheting, duct tape creations and macrame jewelry. Librarian Carlson also MC'd the Allstate Safe Driving Open House. Digital Media Specialist Olney taught the following technology workshops: Video game Night, Hacker Academy, Photoshop for iPads, Stop Motion Animation with iPads, creating music and video games, learning to use Linux Operating System, How to Build a Computer and the first FIFA Friday tournament. Library Assistant Carroll held a volunteer program for Guiding Eyes for the Blind as well.

Librarian Carlson and Digital Media Specialist Olney attended planning meetings for Maker Morning and Tutoring with Pace University representatives, and attended advanced 3D printer training.

Librarian Carlson visited Woodfield Cottage to help straighten out their library, attended the White Plains Cares Coalition meeting and the Lower Hudson Valley Engineering Expo at the White Plains High School. Media Specialist Olney spoke at White Plains High School career club, attended a MATLAB webinar, and completed a variety of technology tasks in the Edge, most notably installing Microsoft Office suite on 10 circulating laptops and 8 desktop computers, and finished preparing the laptops and iPads for circulation.



MINUTES OF MEETING 3/13/14

ATTENDING; Betty Barone, Elizabeth Hughes, Mary Leslie, Faith Robinson, Lee Palmer, Rhoda Phillips, guest Alex Phillips

The meeting came to order at 10 AM and the minutes of the previous meeting were read and accepted. Rhoda reported the bank balance of \$41,983 and then filled us in on Clare's accident and surgery. We all wish her well and look forward to seeing her next month.

Tim filled in and delivered books to the homebound...he is a man of many talents and we thank him.

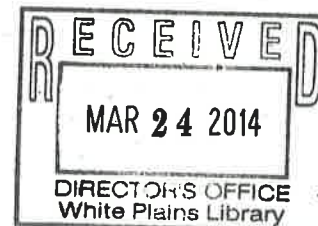
We agreed to a request from Tata for \$300 to sponsor a music and dance program for Cinco de Mayo in the Trove.

Elizabeth then changed hats to become our guest librarian and filled us in on her activities. She is one of four leaders of the English Conversation Group which meets twice each week with people from every country imaginable who wish to enhance their use of English. Elizabeth says it's exciting to see the progress they make - some are new to the U.S., some have been here a while - but all are interested in perfecting their English. What a great service our Library provides. Elizabeth does not one, but two book discussion programs. One here in the Library, the other at Gilda's club. Both very well attended and appreciated. She is a member of the Literary Program committee and she selects the material for the homebound program. As our liaison to Administration and staff we couldn't be more grateful for her understanding and assistance. She is routinely scheduled at the reference desk and is a knowledgeable and proficient librarian. How it all fits into her day (and she still smiles) is a mystery but we are fortunate to have her on our team. Besides, she's a terrific baker.

Lee is going to look into the purchase of a Friends banner to be displayed at all of our programs and Rhoda's daughter Alex gave us some suggestions if we make the purchase on line. More to be announced.

Our next meeting will be on April 10th when we will make final plans for the annual meeting.

Leatrice Palmer
Secretary



Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: April 2, 2014
Re: White Plains Library Foundation Report

Capital Campaign/Renovation Project:

Campaign fundraising totals are now at \$520,000 toward a campaign goal of \$700,000. With The Edge now complete, our campaign focus will be on Phase II. Our revitalized adult services will be named the "Hope & John Furth Learning Commons," in recognition of Hope and John's dedication to the Library and the Foundation for many years. We recently paid the City \$325,000 of the Foundation's \$400,000 Phase I commitment, and will pay the remaining \$75,000 in June.

Board Development/Nominating:

The Foundation elected a new board member and treasurer, Treasurer, Dick Hecht, at the Annual Meeting on Feb. 26. He is a retired Managing Partner of Marks Paneth & Shron LLP, currently works as a financial and tax consultant, has served as Treasurer on non-profit boards, and serves on the City of White Plains Budget Advisory Committee. At our March 26 meeting, the Foundation also elected to the board Joan Kass, an adjunct professor at Pace University School of Education and retired teacher and Coordinator of Languages Other Than English in the White Plains School District. A third candidate for board membership will be confirmed at the Foundation's April meeting; this will fill our remaining vacancy.

Grants:

--Shinnyo-en Foundation: The second grant installment of \$25,000 was received in late December, of which \$20,000 is for additional digital media equipment for The Edge; we have been busy making purchases, including a MakerBot 3-D printer. The remaining \$5,000 will be used for teen summer/fall programs, and for a training consultant on 3-D printing.

On Sunday, March 16, 1:30-4 p.m., the Library Foundation and Shinnyo-en held a Family Afternoon of Service at the Library, where we made various craft projects to benefit local organizations, including placemats for Meals-On-Wheels of White Plains and bookmarks for The Trove. Over 65 people attended, including Library families, Shinnyo-en temple members, a Brownie Troop, and high school students looking for community service hours. Shinnyo-en Foundation seemed very pleased with the outcome and everyone seemed to have a good time.

We have been approved for the new "collaborative grant" from Shinnyo-en -- a collaboration with the School District, for teen programs in The Edge in 2014. Shinnyo-en has asked the Library Foundation to be the fiscal agent and do the reporting. The budget is \$22,800, and includes support for sixth grade full day visits to The Edge this spring (for 500 Eastview students) and a Summer Global Ambassadors program in the Edge.

Shinnyo-en is also sponsoring Brian Kenney and Austin Olney to attend the National Service Learning Conference in April in Washington DC. They will participate in a panel discussion on collaborative grant development. I will also attend but not participate on the panel.

--DASNY: We have received the final \$60,000 reimbursement check on this grant, which covered a total of \$125,000 in equipment (5 self-check units, A/V equipment for the auditorium, and a few PCs).

--Allstate: Spring programs are underway. We held a teen safe driving open house on March 8, with teen music/dance performances. We gave away "X the TXT" keychains made on the 3D printer, and new promo string bags. About 45 people attended. There will be a safe driving outreach table at the Loucks track meet again this year, on Saturday, May 10. As part of the economic empowerment focus area, the grant is supporting the popular Job Club and career programs coordinated by Sharon Rothman.

We have been invited to reapply for Allstate funding for 2015. This year's grant was for \$34,000 and I will submit a budget at the same level.

Events: The Donor Appreciation Evening in The Edge is Tuesday, April 29, 7-9 pm. Invitations will go into the mail April 3. We will have three teen staff members working that night to demonstrate our digital media capabilities and will also invite adults to ask questions about how to get the most out of their digital devices. This event will also provide an opportunity to present plans for Phases 2 and 3. We will serve dessert and coffee.

The new Special Events Planning Committee met recently to plan out our event schedule for the next couple of years, in view of the fact that 2015 will be the Foundation's 20th anniversary, as well as The Trove's 10th birthday. The Trove needs funds to replace technology and to support various programs.

Looking ahead, the Committee recommended the following special events calendar:

- Thurs., Sept. 18: **"Library Dough Raiser"**: A night out at participating White Plains restaurants that agree to donate 20% of receipts from diners with special vouchers. This idea was initiated by board member Greg Keenan.
- Sat., Nov. 8 or 15: **Ninth Annual Fall Gala: Stories to Inspire Us**
--Several potential honorees on list; recruitment to begin shortly.
--Will kick off the Trove's 10th Birthday Year.
--Gala Co-Chairs and committee need to be recruited.
- Fall 2014 Kickoff of Foundation 20th Anniversary and Trove 10th Birthday in Foundation communications; committee suggested building banners to create awareness. Communications plan to be developed.
- Jan./Feb. 2015 (First Annual?) **Spelling Bee**. Modeled after Scarsdale Library's event. Probably a Friday night; would need to use Highlands or HS auditorium. Fundraising focus could be for The Trove's birthday.
- March/April 2015 **Trumble in The Trove**. Set a higher fundraising goal than in past years, tied to Trove 10th Birthday. Opportunity to recruit new parent volunteers.
- Nov. 2015 **"Twentieth Anniversary Gala"**

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
February 26, 2014**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:13 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Denise D'Ambrosio, Yuki Haynes, Richard Hecht, Susan Hecht, Beth Kava, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., J. Frederick Singleton, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Richard Kaye and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

The Board welcomed their newest member, Richard Hecht, as Treasurer. Mr. Hecht introduced himself and gave a brief description of his background and remarked that he was privileged to serve on the Board.

Minutes of Regular Meetings December 18, 2013

The minutes of the regular meetings of December 18, 2013 were approved on a MOTION by Jim Benerofe, seconded by Yuki Haynes.

President's Report

President Wolff remarked that he had already met with Richard Hecht and he has hit the ground running and given some recommendations on the finances.

Ms. Hollahan reported on the Nominating Committee and stated that she and Beth Kava had met with Joan Kass and she would be joining the Board. Ms. Kava gave a brief summary of Ms. Kass's background and noted that Ms. Kass was fluent in Spanish and French and had ties to the Latino and Haitian communities. Ms. Hollahan remarked that Ms. Kass would be voted on at the March 26 Board Meeting and would join the meeting immediately after the vote. Ms. Hollahan also remarked that she and Diane Tabakman had met with another candidate who was interested in joining the Board and they would follow up with her shortly.

Ms. Hollahan noted that a new Special Events Planning Committee had been formed to plan events for The Foundation's 20th anniversary in 2015 as well as the Trove's 10th anniversary. Members of that committee are Gail Schwartz, Susan Hecht, Fred Singleton and Yuki Haynes. Anyone that is interested, please contact Libby Hollahan. Denise D'Ambrosio suggested inviting past honorees of the Foundation Gala to the anniversary events.

Library Director's Report

Library Director Kenney stated that there would be a demo of the 3-D printer in The Edge immediately following the board meeting.

Mr. Kenney reported that the self-check machines were up and running and furniture that was delayed had been received. Library Director Kenney remarked that the word was spreading about The Edge and the State Library of Connecticut would be touring The Edge to look at the space as they are working on their own model for teen space.

Library Director Kenney noted that the staff was working hard on programming and there was an increase of 45% in program attendance for adults and teens which was in line with the strategic plan. Mr. Kenney commented that the budget for programming for last year was only \$5,000 and that the library was very reliant on the Foundation and grants for programs. The proposed Library budget for 2014-15 includes \$10,000 for programs.

Mr. Kenney discussed his plan to host a Makers Morning on Saturday, May 3rd from 10 a.m. to 1 p.m. which would emphasize people creating things as well as demoing the 3D printer. Greg Keenan asked if there was a way to track usage in The Edge and Brian Kenney responded that they were no door counts but many programs have maxed out at 12-14 kids.

Library Director Kenney stated Assistant Library Director, Kathy Degyansky, had been working on the volunteer policy and that they had already been one training session held. Mr. Kenney discussed the primary areas where the library was looking for volunteers and remarked that Ms. Degyansky was conducting background checks on potential volunteers. Library Director Kenney advised the Board that another training session would be held in March.

Campaign Committee Report

Ms. Tabakman provided an update on the campaign and reported that she has been spending time with the committee on the next phase, working on general marketing materials that will describe the different components of Phase II, and that the Learning Commons would be named after Hope and John Furth. Ms. Hollahan reminded the Board that the Foundation's committment for Phase II was \$150,000 which would be needed in 2015 and to date there was \$45,000 in gifts and pledges for Phase II.

Business Committee Report

Ms. Hollahan reported that a new round of business solicitations letters for committee members to sign would be mailed out to past donors and prospects. Mr. Keenan had an idea that he would like to pursue and would schedule a meeting.

Executive Director's Report

Ms. Hollahan reviewed her written report in detail. Ms. Hollahan noted that there was a \$10,000 shortfall in the annual appeal due to a death of a donor, whose annual gift was earmarked for children's programming. The Foundation will have to seek other funding to replace it.

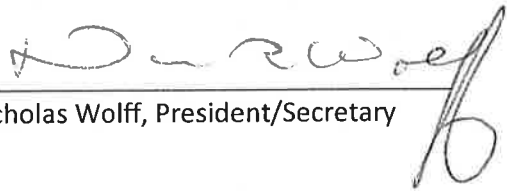
Libby Hollahan invited the Board to the Shinnyo-en Foundation's Family Afternoon of Service co-sponsored by the Foundation on Sunday, March 16 from 1:30-4 p.m. at the library. Ms. Hollahan mentioned the April Donor Appreciation Evening in The Edge which would be another opportunity to show off The Edge as well as reach some people who missed the opening of The Edge due to the weather. NOTE THAT THIS EVENT WAS ORIGINALLY SCHEDULED FOR FRIDAY, APRIL 25, BUT HAS BEEN MOVED TO TUESDAY, APRIL 29, 7-9 PM.

Libby Hollahan distributed an updated Foundation Board of Directors Address and Bio list and asked for any updates.

Financial Report

Ms. Hollahan remarked that she was waiting for a reimbursement from DASNY of approximately \$60,000 for the self-check machines and some A/V equipment. She also commented that she would be working with Dick Hecht over the next few weeks and would also be scheduling a meeting of the Finance Committee with Wells Fargo so they could meet Mr. Hecht. Mr. Hecht remarked that the financials looked stable.

On a MOTION by Jim Benerofe, seconded by Barbara Loucks, the meeting was adjourned at 9:51 a.m.


Nicholas Wolff, President/Secretary

**White Plains Library Foundation
Minutes of Board of Directors Annual Meeting
February 26, 2014**

The annual meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:10 a.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, Gregory Keenan, Brian Kenney, Barbara Loucks, G. Frederick Perkins, Jr., J. Fred Singleton, Gail Schwartz, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were: Richard Kaye, and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan, and Secretary to the Library Director, Sandra McDaniel.

Election of Directors

On a MOTION by Jim Benerofe, seconded by Barbara Loucks, the Board unanimously approved the Slate of Directors as follows:

1) Election of Directors

Slate of Directors (Three-Year Term: Annual Meeting 2014– Annual Meeting 2017)

- | | |
|-------------------|---------------------|
| 1) James Benerofe | 4) Yuki Itoh Haynes |
| 2) Gail Schwartz | 5) Richard Hecht |
| 3) Nicholas Wolff | 6) Vacancy |

Directors Continuing Without need for Election

Class of 2012-2015

- | | |
|-------------------|------------------|
| 7) Susan Hecht | 10) Beth Kava |
| 8) Gregory Keenan | 11) Richard Kaye |
| 9) Barbara Loucks | |

Class of 2013-2016

- | | |
|-------------------------------|----------------------------|
| 12) G. Frederick Perkins, Jr. | 15) J. Frederick Singleton |
| 13) Diane H. Tabakman | 16) Vacancy |
| 14) Denise D'Ambrosio | |

- 17) Paul Schwarz, President, Library Board of Trustees
18) Brian Kenney, Library Director

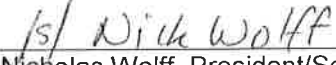
2) Election of Officers

On a MOTION by Jim Benerofe, seconded by Fred Singleton, the Board unanimously approved the Slate of Officers as listed below:

Slate of Officers (One-Year Term: Annual Meeting 2014 – Annual Meeting 2015)

Nicholas Wolff, President and Secretary
Gail Schwartz, Vice President
Richard Hecht, Treasurer

On a MOTION by Denise D'Ambrosio, seconded by Susan Hecht, the meeting was adjourned at 9:13 a.m.



Nicholas Wolff, President/Secretary

White Plains Public Library

Annual Report For Public And Association Libraries - 2013

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2013, except for questions related to the current library director/manager (questions 1.35 through 1.40).

1.1	Library ID Number	8800667060
1.2	Library Name	WHITE PLAINS PUBLIC LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	White Plains
1.6	Beginning Fiscal Reporting Year	07/01/2012
1.7	Ending Fiscal Reporting Year	06/30/2013
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	7/1/2012
1.12	Ending <u>Local</u> Fiscal Year	6/30/2013
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	100 MARTINE AVENUE
1.15	City	WHITE PLAINS
1.16	Zip Code	10601
1.17	Mailing Address	100 MARTINE AVENUE
1.18	City	WHITE PLAINS
1.19	Zip Code	10601
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 422-1400
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 422-1462
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	bkenney@whiteplainslibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.whiteplainslibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	56,853
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	City
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute

1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/15/1908
1.30	Date the library was last registered	10/17/1907
1.31	Federal Employer Identification Number	136007339
1.32	County	WESTCHESTER
1.33	School District	White Plains
1.34	Town	White Plains
1.35	Library System	Westchester Library System
NOTE: For questions 1.36 through 1.41, report all information for the <u>current</u> library director/manager.		
1.36	Title of Library Director/ Manager (select one):	Dr.
1.37	First Name of Library Director/Manager	Brian
1.38	Last Name of Library Director/Manager	Kenney
1.39	NYS Public Librarian Certification Number	16305
1.40	E-mail Address of the Director/Manager	bkenney@whiteplainslibrary.org
1.41	Fax Number of the Director/Manager	(914) 422-1462
1.42	Does the library charge fees for library cards to people residing outside the system's service area?	N
1.43	Was all or part of the library's budget either subject to public vote held during the fiscal reporting year, or from an appropriation which was approved by public vote in a previous year? Enter Y for Yes, N for No. If yes, complete one record for the most recent vote from each funding source. If no, go to question 1.45.	N
1.	Name of municipality or district holding the vote	N/A
2.	Indicate the type of municipality or district holding the vote	N/A
3.	Was this a Chapter 414 (Ed. Law Â§259.1.b)?	N/A
4.	Dollar amount	N/A
5.	Was the vote successful?	N/A
6.	Date the vote was held (mm/dd/yyyy)	N/A
1.44	For the fiscal year that ended in 2013, indicate the <i>total percentage of the library's local public funding</i> that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote in a previous year.	0%
1.45	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.46.	N
1.	Name of contracting municipality or district	N/A
2.	Is this a written contractual agreement?	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A
1.46	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>State</u> note; if no, please go to Part 2, Library Collection.	N

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	56,531
2.2	Adult Non-fiction Books	108,305
2.3	Total Adult Books (Total questions 2.1 & 2.2)	164,836
2.4	Children's Fiction Books	56,211
2.5	Children's Non-fiction Books	37,314
2.6	Total Children's Books (Total questions 2.4 & 2.5)	93,525
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	258,361

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	6,504
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	6,504
2.12	Total Print Materials (Total questions 2.7 and 2.11)	264,865

ELECTRONIC MATERIALS

2.13	Electronic Books	48,902
2.14	Local Databases	26
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	37
2.17	Other Electronic Materials (includes all other materials in digital format such as e-serials, government documents, electronic files, reference tools, scores, maps, collection of digital photographs, etc.)	720
2.18	Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)	49,659

ALL OTHER MATERIALS

2.19	Audio - Physical Units	15,731
2.20	Audio - Downloadable Units	9,162
2.21	Video - Physical Units	21,061
2.22	Video - Downloadable Units	22
2.23	All Other Materials (includes microform, films, slides, etc.)	73,804
2.24	Total Other Materials Holdings (Total questions 2.19 through 2.23)	119,780
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)	434,304

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	440
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	15,185
2.28	All Other Print Materials	0
2.29	Electronic Materials	41,951
2.30	All Other Materials	7,097
2.31	Total Additions (Total questions 2.27 through 2.30)	64,233

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.10 and 3.56 through 3.64 as of the end of the fiscal year

reported in Part 1; report information on questions 3.11 through 3.55 for the 2013 calendar year.

LIBRARY SPONSORED PROGRAMS

3.1	Adult Program Sessions	440
3.2	Young Adult Program Sessions	77
3.3	Children's Program Sessions	780
3.4	All Other Program Sessions	0
3.5	Total Number of Program Sessions (Total questions 3.1 through 3.4)	1,297
3.6	Adult Program Attendance	7,549
3.7	Young Adult Program Attendance	890
3.8	Children's Program Attendance	20,093
3.9	All Other Program Attendance	0
3.10	Total Program Attendance (Total questions 3.6 through 3.9)	28,532

SUMMER READING PROGRAM

3.11- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2013 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	Yes
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	Yes
3.12	Library outlets offering a summer reading program	1
3.13	Children registered for the library's summer reading program	780
3.14	Young adults registered for the library's summer reading program	20
3.15	Total number registered for the library's summer reading program (total 3.13 + 3.14)	800
3.16	Children's program sessions - Summer 2013	165
3.17	Young adult program sessions - Summer 2013	20
3.18	Adult program sessions - Summer 2013	70
3.19	Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)	255
3.20	Children's program attendance - Summer 2013	6,431
3.21	Young adult program attendance - Summer 2013	164
3.22	Adult program attendance - Summer 2013	1,002
3.23	Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)	7,597

COLLABORATORS

3.24	Public school district(s) and/or BOCES	1
3.25	Non-public school(s)	4
3.26	Childcare center(s)	0
3.27	Summer camp(s)	2
3.28	Municipality/Municipalities	1
3.29	Literacy provider(s)	1
3.30	Other (describe using the State note)	1
3.31	Total Collaborators (total 3.24 through 3.30)	10

EARLY LITERACY PROGRAMS

3.32	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.33	Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	Yes
d.	N/A	Yes
3.34	Number of sessions	
a.	Focus on birth - school entry	186
b.	Focus on parents & caregivers	13
c.	Combined audience	218
d.	N/A	0
3.35	Total Sessions	417
3.36	Attendance at sessions	
a.	Focus on birth - school entry	2,732
b.	Focus on parents & caregivers	360
c.	Combined audience	5,525
d.	N/A	0
3.37	Total Attendance	8,617
3.38	Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	Yes
d.	Health care providers/agencies	Yes
e.	Other (describe using the State note)	Yes
f.	N/A	Yes

ADULT LITERACY

3.39	Did the library offer adult literacy programs?	Yes
3.40	Total program sessions	272
3.41	Total program attendance	2,022
3.42	Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public Schools	No
d.	Other (see instructions and describe using State Note)	Yes
e.	N/A	No

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.43	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.44	Children's program sessions	10
3.45	Young adult program sessions	0
3.46	Adult program sessions	150
3.47	Total program sessions (total 3.44 + 3.45 + 3.46)	160
3.48	Children's program attendance	213
3.49	Young adult program attendance	0
3.50	Adult program attendance	1,222
3.51	Total program attendance (total 3.48 + 3.49 + 3.50)	1,435
3.52	Collaborators (check all that apply):	

a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	Yes
d.	Other (describe using the State note)	No
e.	N/A	No

DIGITAL LITERACY

3.53	Did the library offer digital literacy programs?	Y
3.54	Total program sessions	97
3.55	Total program attendance	451

LIBRARY USE

3.56	Library visits (total annual attendance)	548,684
3.57	Registered resident borrowers	35,634
3.58	Registered non-resident borrowers	582

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.59	Does the library have an open meeting policy?	Y
3.60	Does the library have a policy protecting the confidentiality of library records?	Y
3.61	Does the library have an Internet use policy?	Y
3.62	Does the library have a disaster plan?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)/b>

3.63	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.64	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	134,393
4.2	Adult Non-fiction Books	102,316
4.3	Total Adult Books (Total questions 4.1 & 4.2)	236,709
4.4	Children's Fiction Books	148,938
4.5	Children's Non-fiction Books	35,679
4.6	Total Children's Books (Total questions 4.4 & 4.5)	184,617
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	421,326

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	249,876
4.9	Circulation of Children's Other Materials	47,097
4.10	Circulation of Electronic Materials	17,720
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	314,693
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	736,019
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	231,714

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	118,907
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4.15	Does the library offer virtual reference?	Y
INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)		
4.16	TOTAL MATERIALS RECEIVED	43,242
INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)		
4.17	TOTAL MATERIALS PROVIDED	76,524

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2013.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	334,131
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Number of uses (sessions) of public Internet computers per year	94,784
5.7	Name of the person responsible for the library's Information Technology (IT) services	John Lolis
5.8	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 422-1497
5.9	IT contact's email address	jlolis@whiteplainslibrary.org

6. STAFF INFORMATION

Report all staff information as of the end of the fiscal year reported in Part 1.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	16.74
6.5	Vacant Librarian (certified)	1
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	2
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	22.4
6.11	Vacant Other Staff	6
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	42.14
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	7.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$55,341
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$143,820
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

Report all information as of December 31, 2013.

7.1	1. Is governed by board-approved written bylaws.	Y
7.2	2. Has a board-approved written long range plan of service.	Y
7.3	3. Presents an annual report to the community.	Y
7.4	4. Has board-approved written policies.	Y
7.5	5. Presents an annual written budget to appropriate funding agencies.	Y
7.6	6. Periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.7	7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
8.	Maintains a facility to meet community needs, including adequate:	
7.8	8a. space	Y
7.9	8b. lighting	Y
7.10	8c. shelving	Y
7.11	8d. seating	Y
7.12	8e. restroom (see instructions)	Y
9.	Has the equipment and connections necessary to facilitate access to information:	
7.13	9a. telephone	Y
7.14	9b. photocopier (see instructions)	Y
7.15	9c. microcomputer or terminal	Y
7.16	9d. printer	Y
7.17	9e. telefacsimile capability (see instructions)	Y
7.18	10. Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
7.19	11. Employs a paid director in accordance with the provisions of section 90.8 of Commissioner' Regulations. (see instructions)	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00
8.10	Annual Total Hours - Main Library	3,120
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0

8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) 3,120.00

9. SERVICE OUTLET INFORMATION

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

1. Outlet Name	White Plains Public Library
2. Outlet Name Status	00 (for no change)
3. Street Address	100 Martine Avenue
4. Outlet Street Address Status	00 (for no change)
5. City	White Plains
6. Zip Code	10601
7. Phone (enter 10 digits only)	(914) 422-1400
8. Fax Number (enter 10 digits only)	(914) 422-1462
9. E-mail Address	bkenney@whiteplainslibrary.org
10. Outlet URL	www.whiteplainslibrary.org
11. County	Wetchester
12. School District	White Plains
13. Outlet Type Code (select one):	CE
14. Public Service Hours Per Year for This Outlet	3,120
15. Number of Weeks This Outlet is Open	52
16. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
17. Is the meeting space available for public use even when the outlet is closed?	N
18. Total number of non-library sponsored programs, meetings and/or events at this outlet	127
19. Enter the appropriate outlet code (select one):	LRF
20. Who owns this outlet building?	City
21. Who owns the land on which this outlet is built?	City
22. Indicate the year this outlet was initially constructed	1974
23. Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013
24. Square footage of the outlet	82,000
25. Total number of Internet terminals at this outlet used by the general public	74
26. Type of connection on the outlet's public Internet computers	Municipal Networks (wireless or other)
27. Maximum <u>download</u> speed of connection on the outlet's public Internet computers	Greater than 15 mbps and less than 25 mbps
28. Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	Greater than 3 mbps and less than 6 mbps
29. Internet Provider	Other (specify using the State note)
30. WiFi Access (click the hyperlink for types of WiFi Access)	Available only when the library is open
31. Number of wireless access uses per year: Report the total number of uses of wireless access in the outlet during the last year.	75,000
32. Does the outlet have interactive videoconferencing capability for public use?	N

33.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
34.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
35.	<i>LIBID</i>	8800667060
36.	<i>FSCSID</i>	NY0760
37.	<i>Metropolitan Status Code</i>	NC
38.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
39.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2013. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2013 to December 31, 2013)	12
10.2	Number of voting library board positions stated in the library's charter.	7
10.3	Number of current <u>voting</u> positions on library board.	9

BOARD MEMBER SELECTION

10.4	Enter Board Member Selection Code (select one):	A - board members are appointed by municipality(ies)
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List Officers and Board Members for the current Calendar Year (January 1 - December 31, 2014). Complete one record for each board member. There must be a record for each voting position, whether filled or vacant.

BOARD PRESIDENT

10.5	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant	Mr.
10.6	First Name	Paul
10.7	Last Name	Schwarz
10.8	Mailing Address	14 Easton Ave
10.9	City	White Plains
10.10	Zip Code (5 digits only)	10605
10.11	Phone (enter 10 digits only)	(914) 428-2366
10.12	E-mail Address	pkschwarz1@gmail.com
10.13	Term Begins - Month	February
10.14	Term Begins - Year (yyyy)	2013
10.15	Term Expires - Month	December
10.16	Term Expires - Year (yyyy)	2015
10.17	The date the Oath of Office was taken (mm/dd/yyyy)	02/07/2013
10.18	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2013
10.19	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Timoty
3.	Last Name of Board Member	Connors
4.	Mailing Address	3 Renaissance Square
5.	City	White Plains

6.	Zip Code (5 digits only)	10601
7.	E-mail address	timconnors@wpcsd.k12.ny.us
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	July
10.	Term Begins - Year (year)	2013
11.	Term Expires	N/A
12.	Term Expires - Year (yyyy)	N/A
13.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Denise
3.	Last Name of Board Member	D'Ambrosio
4.	Mailing Address	66 Grandview Ave
5.	City	White Plains
6.	Zip Code (5 digits only)	10605
7.	E-mail address	denisedambrosiolaw@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	01/08/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/08/2014
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Timothy
3.	Last Name of Board Member	James
4.	Mailing Address	300 Martine Ave #4K
5.	City	White Plains
6.	Zip Code (5 digits only)	10601
7.	E-mail address	tigercub78@aol.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2012
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2014
13.	The date the Oath of Office (mm/dd/yyyy) was taken	03/06/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/06/2012
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Hope
3.	Last Name of Board Member	Furth
4.	Mailing Address	35 Platt Place
5.	City	White Plains

6.	Zip Code (5 digits only)	10605
7.	E-mail address	hfurth@optonline.net
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2013
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	02/07/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2013
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Ms.
2.	First Name of Board Member	Luz
3.	Last Name of Board Member	Barrera
4.	Mailing Address	30 N. Broadway
5.	City	White Plains
6.	Zip Code (5 digits only)	10601
7.	E-mail address	lbarrera21@hotmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	March
10.	Term Begins - Year (year)	2012
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2014
13.	The date the Oath of Office (mm/dd/yyyy) was taken	03/06/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/06/2012
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Denise
3.	Last Name of Board Member	Matthews-Serra
4.	Mailing Address	12 Richbell Road
5.	City	White Plains
6.	Zip Code (5 digits only)	10605
7.	E-mail address	deniseomserra@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	01/08/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/08/2014
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mr.
2.	First Name of Board Member	Thomas
3.	Last Name of Board Member	Scherer
4.	Mailing Address	111 Soundview Ave
5.	City	White Plains

6.	Zip Code (5 digits only)	10605
7.	E-mail address	scherer.tom@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2014
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2016
13.	The date the Oath of Office (mm/dd/yyyy) was taken	01/08/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/08/2014
15.	Is this a brand new trustee?	N
1.	Title of Board Member (select one):	Mrs.
2.	First Name of Board Member	Yuki
3.	Last Name of Board Member	Haynes
4.	Mailing Address	1 Wayne Ave
5.	City	White Plains
6.	Zip Code (5 digits only)	10606
7.	E-mail address	yookstah@yahoo.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	February
10.	Term Begins - Year (year)	2013
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2015
13.	The date the Oath of Office (mm/dd/yyyy) was taken	02/07/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/07/2013
15.	Is this a brand new trustee?	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts which are the source of funds.

11.1	Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3 (<u>see instructions</u>). Y	
1.	Source of Funds	City
2.	Name of funding County, Municipality or District	White Plains
3.	Amount	\$5,625,535
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$5,625,535
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
11.3	Local Library Services Aid (LLSA)	\$15,149
11.4	Central Library Aid (CLDA and/or CBA)	\$0
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0

11.7	Other Cash Grants	\$9,393
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,542
OTHER STATE AID		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
FEDERAL AID FOR LIBRARY OPERATION		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$5,924
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$5,924
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
OTHER RECEIPTS		
11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$104,802
11.18	Other	\$39,810
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$144,612
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$5,800,613
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2013 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$0
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$5,800,613

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,451,398
12.2	Other Staff	\$1,308,963
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,760,361
12.4	Employee Benefits Expenditures	\$1,495,900
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$4,256,261

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$210,909
12.7	Electronic Materials Expenditures	\$12,557
12.8	Other Materials Expenditures	\$117,453
	Total Collection Expenditures	

12.9 (Add Questions 12.6, 12.7 and 12.8) \$340,919

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$0

12.11 From Other Funds (71OF) \$0

12.12 **Total Capital Expenditures** (Add Questions 12.10 and 12.11) \$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) \$29,766

12.14 From Other Funds (72OF) \$0

12.15 **Total Repairs** (Add Questions 12.13 and 12.14) \$29,766

12.16 Other Disbursements for Operation & Maintenance of Buildings \$460,048

12.17 **Total Operation & Maintenance of Buildings** (Add Questions 12.15 and 12.16) \$489,814

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies \$27,045

12.19 Telecommunications \$8,283

12.20 Binding Expenses \$0

12.21 Postage and Freight \$0

12.22 Professional & Consultant Fees \$4,018

12.23 Other Miscellaneous \$232,536

12.24 **Total Miscellaneous Expenses** (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23) \$271,882

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$64,207

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF) \$355,535

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$355,535

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$355,535

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$5,778,618

TRANSFERS

Transfers to Capital Fund

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$21,995

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$21,995

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$5,800,613

12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2013 \$0

12.40 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.38 and 12.39; same as Question 11.26) \$5,800,613

ASSURANCE

12.41 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy). 04/09/2014

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 10/28/2013
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 7/1/2012-6/30/2013
12.44 Indicate type of audit (select one): City

CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. N

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0
13.2 All Other Revenues from Local Sources \$0
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0
13.5 Other State Aid \$0
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** (Same as Question 12.35) \$0
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0
13.10 **NON-REVENUE RECEIPTS** \$0
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0
13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2013** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0
13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$0

14. CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

14.1 Construction \$0
14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0
14.4 Interest \$0
14.5 Collection Expenditures \$0

14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2013	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. FEDERAL TOTALS

All questions in Part 15 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

15.1	Total ALA-MLS	16.40
15.2	Total Librarians	18.15
15.3	All Other Paid Staff	24.85
15.4	Total Paid Employees	43.00
15.5	State Government Revenue	\$15,149
15.6	Federal Government Revenue	\$5,924
15.7	Other Operating Revenue	\$154,005
15.8	Total Operating Revenue	\$5,800,613
15.9	Other Operating Expenditures	\$825,903
15.10	Total Operating Expenditures	\$5,423,083
15.11	Total Capital Expenditures	\$0
15.12	Print Materials	264,865
15.13	Total Registered Borrowers	36,216
15.14	Other Capital Revenue and Receipts	\$0
15.15	Total Number of Internet Terminals Used by the General Public	74

16. FOR NEW YORK STATE LIBRARY USE ONLY

16.1	<i>LIB ID</i>	8800667060
16.2	<i>Interlibrary Relationship Code</i>	ME
16.3	<i>Legal Basis Code</i>	CI
16.4	<i>Administrative Structure Code</i>	SO
16.5	<i>FSCS Public Library Definition</i>	Y
16.6	<i>Geographic Code</i>	CI1
16.7	<i>FSCS ID</i>	NY0760

SUGGESTED IMPROVEMENTS

Library Name:	WHITE PLAINS PUBLIC LIBRARY
Library System:	Westchester Library System
Name of Person Completing Form:	Bill Deierlein
Phone Number:	(914) 422-1408

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

WHITE PLAINS PUBLIC LIBRARY
January 1, 2014 thru March 31, 2014

HOURLY STAFF APPOINTMENTS (2)

Lopez, Esther	Library Assistant PT	2/20/14
Montoya, Angela	Clerk PT	3/10/14

HOURLY STAFF TERMINATIONS (1)

Lopez, Esther	Library Assistant PT	3/21/14
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DRAFT

Digital Video Surveillance Policy

Purpose

The Library employs video security cameras to ensure the physical security of the Library facility, staff and patrons. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded digital video images at the White Plains Public Library.

Security Camera Locations

Reasonable efforts are made to safeguard the privacy of customers and employees. The video security cameras are positioned to record only those areas specified by the Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Access to Digital Images

Recorded digital video images may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by the White Plains Public Library's Confidentiality Policy.

Typically, images will not be routinely monitored in real time unless specifically authorized by the Library Director.

Only the Director or Assistant Director are authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given authorization to access this equipment on a limited basis.

Occasional spot checks of the recorded data will be made by the Library's Information Technology Manager to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of access policies.

Use/Disclosure of Video Records

Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

Video records and still records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Law Enforcement Requesting Access to Security Camera Footage

Library staff and volunteers are required to refer any law enforcement request for security camera footage or still photographs to the Library Director, or, in his or her absence, the Assistant Director. We do not make security camera footage or still photographs available to any agency, of federal, state, or local government unless a subpoena, warrant, or court order is issued pursuant to law. Before complying with any such requests, legal counsel is consulted to determine the proper response.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records that contain patron information.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint.

Retention of Digital Images

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.

Recorded digital video images are stored on hardware in a locked area in the Library. Recordings are retained for no longer than 72 hours in accordance with the library's records retention schedule, unless required as part of an ongoing investigation or litigation.