

# 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	<b>Total Adult Books (Total questions 2.1 &amp; 2.2)</b>	164,836
2.4	Children's Fiction Books	56,211
2.5	Children's Non-fiction Books	37,314
2.6	<b>Total Children's Books (Total questions 2.4 &amp; 2.5)</b>	93,525
2.7	<b>Total Cataloged Books (Total questions 2.3 &amp; 2.6)</b>	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	<b>Total Other Print Materials (Total questions 2.8 through 2.10)</b>	6,504
2.12	<b>Total Print Materials (Total questions 2.7 and 2.11)</b>	264,865

### ELECTRONIC MATERIALS

2.13	Electronic Books	48,902
2.14	Local Databases	26
2.15	NOVELNY Databases	11
2.16	<b>Total Databases (Total questions 2.14 and 2.15)</b>	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	<b>Total Electronic Materials (Total questions 2.13, 2.16 and 2.17)</b>	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	<b>Total Other Materials Holdings (Total questions 2.19 through 2.23)</b>	119,780
2.25	<b>GRAND TOTAL HOLDINGS (Total questions 2.12, 2.18 and 2.24)</b>	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	<b>Total Additions (Total questions 2.27 through 2.30)</b>	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	<b>Total Number of Program Sessions (Total questions 3.1 through 3.4)</b>	<b>1,297</b>
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	<b>Total Program Attendance (Total questions 3.6 through 3.9)</b>	<b>28,532</b>

### **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	<b>Total number registered for the library's summer reading program (total 3.13 + 3.14)</b>	<b>800</b>
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	<b>Total program sessions - Summer 2013 (total 3.16 + 3.17 + 3.18)</b>	<b>255</b>
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	<b>Total program attendance - Summer 2013 (total 3.20 + 3.21 + 3.22)</b>	<b>7,597</b>

### **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	<b>Total Collaborators (total 3.24 through 3.30)</b>	<b>10</b>

### **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	<b>Total Sessions</b>	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	<b>Total Attendance</b>	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	<b>Total program sessions (total 3.44 + 3.45 + 3.46)</b>	160
3.48	Children's program attendance	213
3.49	Young adult program attendance	0
3.50	Adult program attendance	1,222
3.51	<b>Total program attendance (total 3.48 + 3.49 + 3.50)</b>	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	<b>Total Adult Books (Total questions 4.1 &amp; 4.2)</b>	236,709
4.4	Children's Fiction Books	148,938
4.5	Children's Non-fiction Books	35,679
4.6	<b>Total Children's Books (Total questions 4.4 &amp; 4.5)</b>	184,617
4.7	<b>Total Cataloged Book Circulation (Total question 4.3 &amp; 4.6)</b>	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	<b>Total Circulation of Other Materials (Total questions 4.8, 4.9 &amp; 4.10)</b>	314,693
4.12	<b>Grand Total Circulation Transactions (Total questions 4.7 &amp; 4.11)</b>	736,019
4.13	<b>Grand Total Circulation of Children's Materials (Total questions 4.6 &amp; 4.9)</b>	231,714

#### **REFERENCE TRANSACTIONS**

4.14	Total Reference Transactions	118,907
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4.15	Does the library offer virtual reference?	Y
<b>INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)</b>		
4.16	TOTAL MATERIALS RECEIVED	43,242
<b>INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)</b>		
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	<b>TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 &amp; 6.10)</b>	42.14
6.13	<b>VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 &amp; 6.11)</b>	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	<b>TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)</b>	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	<b>Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)</b>	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	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$5,625,535
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>		
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	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,542
<b>OTHER STATE AID</b>		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
<b>FEDERAL AID FOR LIBRARY OPERATION</b>		
11.10	LSTA	\$0
11.11	Other Federal Aid	\$5,924
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$5,924
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
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	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$144,612
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$5,800,613
11.21	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (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	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (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	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$2,760,361
12.4	<b>Employee Benefits Expenditures</b>	\$1,495,900
12.5	<b>Total Staff Expenditures</b> (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
	<b>Total Collection Expenditures</b>	

12.9	(Add Questions 12.6, 12.7 and 12.8)	\$340,919
<b>CAPITAL EXPENDITURES FROM OPERATING FUNDS</b>		
12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>		
<b>Repairs to Building &amp; Building Equipment</b>		
12.13	From Local Public Funds (72PF)	\$29,766
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$29,766
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$460,048
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$489,814
<b>MISCELLANEOUS EXPENSES</b>		
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	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$271,882
12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$64,207
<b>DEBT SERVICE</b>		
<b>Capital Purposes Loans (Principal and Interest)</b>		
12.26	From Local Public Funds (73PF)	\$355,535
12.27	From Other Funds (73OF)	\$0
12.28	<b>Total</b> (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	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$355,535
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$5,778,618
<b>TRANSFERS</b>		
<b>Transfers to Capital Fund</b>		
12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	<b>Transfer to Other Funds</b>	\$21,995
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$21,995
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (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	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2013	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (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!