

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, July 9, 2014

7:00 p.m. Call to order

- 1 Minutes of Regular Meeting of June 11, 2014**
- 2 Budget**
 - a) City Revenue & Expenditures Budget by Department – 6/30/14
- 3 Bills: 2013 -2014 Budget: Claim # 21**
- 4 Report of Library Administration**
- 5 Trustee Reports & Business**
 - a) WLS
 - b) Friends Meeting Minutes – No Meeting
 - c) Foundation – Executive Directors Report – July 2, 2014
 - d) Other
- 6 Ongoing Business**
 - a) Evaluation of Library Director
- 7 New Business**
 - a) Personnel Additions and Deletions
- 8 Presentation**
 - a) Christiane Deschamps: Hoopla & IndieFlix Demo

White Plains Public Library Board of Trustees
Minutes of Regular Meeting
June 11, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:07 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Haynes, James, Matthews-Serra Scherer and Schwarz. Absent with notice were Trustees Connors, D'Ambrosio, Furth and. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan and Library Director's Secretary, Sandra McDaniel.

Minutes of Regular Meeting of May 14, 2014

The minutes of the regular meeting of May 14, 2014 were approved as submitted on a MOTION by Trustee Scherer, seconded by Trustee James.

Budget:

City Revenue & Expenditure Budget by Department for June 4, 2014 were reviewed.

Bills: 2013/14 Budget: #19, #20

President Schwarz reviewed the bills prior to the meeting. Trustee James, seconded by Trustee Haynes approved payment of bill vouchers #19, #20, on a MOTION.

Report of Library Administration

Library Director Kenney advised the Board that we would go over the budget with our electrical costs due to the extreme weather (Polar Vortex) we experienced. Mr. Kenney noted that this was a citywide problem and he was meeting with Eileen Bradley tomorrow to discuss it.

Mr. Kenney discussed the 6th grade visits to the library that were very successful and President Schwarz described his experience volunteering at the event. Library Director Kenney also noted that White Plains Art Show generated a good crowd and Assistant Library Director Degyansky met with the teachers from the Art Show and was trying to make it an annual event.

Mr. Kenney gave an overview on the Foundation's new initiative to update/refurbish The Trove for its 10th Anniversary next year. Library Director Kenney distributed a document with a preliminary budget for updating technology, furniture and equipment.

Minutes of the June 11, 2014 meeting of the Library Board of Trustees, page 2

Mr. Kenney noted a few upcoming events: the library was co-sponsoring with the White Plains Recreation and Parks Department a Shakespeare in the Park event to be held on July 15-16 at Turnure Park and he was also working on a conference in the fall relating to independent self-publishing that would be sponsored by Publishers Weekly.

Trustee Reports & Business

WLS –

Friends –

Foundation – Ms. Hollahan stated that at the Friends Regular Meeting she announced that the Friends of the Library would be an honoree at the Fall Gala in appreciation of their 67 years of service. Ms. Hollahan noted that she been working on the budget which would go before the Board this month as well as the new program, Summer TV Camp, which starts in July.

Other –

Old Business:

Library Director Kenney remarked that the City of White Plains Budget and Management Advisory Committee had recommended that the Cable TV operations (WPCM) move into the library and there has been no further action other than trying to obtain a feasibility study. President Schwarz stated that in light of the fact that the next phase of the construction would not start for another year or so, the topic should be tabled for now.

On a MOTION by Trustee Haynes, seconded by Trustee Scherer, the revised Digital Video Surveillance Policy was approved.

New Business:

President Schwarz appointed a committee of three people (Trustees Schwarz, Barrera and Furth) to compile criteria for the library director's evaluation. Trustee Schwarz would send a copy of the evaluation form to everyone on the Board asking for their input. Trustee Matthews-Serra requested that the reason behind choosing the evaluation form be included with evaluation form that was chosen.

Library Director Kenney stated that Teen Librarian Carlson approached him with the idea of giving amnesty to teen cardholders with fines if they joined the summer reading program as a way to encourage them to read. The Board discussed forgiving overdue fines and/or lost books.

Minutes of the June 11, 2014 meeting of the Library Board of Trustees, page 3

An amnesty pilot program that would forgive overdue fines and/or lost books to teens at the summer reading registration was approved on a MOTION by Trustee James, seconded by Trustee Haynes.

Library Director Kenney introduced a new topic which were two statistical charts that showed that although our circulation rate was down our door count (attendance) was up. These shifts are in line with other libraries in the county and across the country.

John Lolis gave a presentation on the State of Library Technology where he discussed the free classroom software that MathWorks has provided that would be the basis for a new program for teens to include coding and robotics. Mr. Lolis noted that The Edge now has web filtering. Mr. Lolis explained the need to replace our aging equipment (10 years old) as evidenced by the failure of the firewall and router in May. Mr. Lolis has had to jury-rig equipment which has been very time consuming and would like to request that funding for a new server and PCs be put in the budget.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:13 p.m. on a MOTION by Trustee James, 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: July 3, 2014

In the Budget Report as of June 30, 2014, all monthly revenues and expenditures are normal.

There will be an ordinance before the Common Council July meeting to increase our General Fund Contribution by \$34,430. This increase will help offset the unexpected increase in Electricity during the unusually harsh winter. This request is being made on a City wide basis, as all Departments within the City have been affected.

FOR 2014 12

	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	146,695.97	14,613.40	.00	.03	100.0%
1.150 MANAGERIAL SALARIES	201,871	201,909	201,908.60	20,124.77	.00	.40	100.0%
1.153 M/C ATTENDANCE BONUS	500	500	500.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,237,129	2,217,920	2,217,919.89	219,168.41	.00	.11	100.0%
1.201 CSEA OVERTIME	41,000	41,000	45,310.65	6,417.40	.00	-4,310.65	110.5%
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	240,000	222,344.73	33,445.83	.00	17,655.27	92.6%
TOTAL SALARIES & WAGES	2,872,196	2,858,025	2,842,679.84	293,769.81	.00	15,345.16	99.5%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	218,377	215,346	215,077.96	22,250.00	.00	268.04	99.9%
2.020 MTA PAYROLL TAX	9,802	9,667	9,645.03	988.92	.00	21.97	99.8%
2.101 NYS EMPLOYEE PENSION	575,866	551,676	551,675.31	54,117.31	.00	.69	100.0%
2.201 EMPLOYEE ACTIVE HEALTH INS	482,179	488,666	488,666.22	40,649.74	.00	-.22	100.0%
2.202 RETIREES HEALTH INSURANCE	186,075	195,613	195,613.32	17,176.09	.00	-.32	100.0%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRG	1,390	1,390	727.22	.00	.00	662.78	52.3%
2.205 RETIREES MEDICARE PAYMENT	52,210	42,672	40,575.80	9,650.80	.00	2,096.20	95.1%
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	40,568	40,682.40	3,390.20	.00	-.28	100.2%
2.407 OPTICAL INSURANCE	11,628	11,429	11,457.03	954.76	.00	-114.40	100.3%
2.501 GROUP LIFE INS-MANAGEMENT	2,975	2,975	3,009.60	250.80	.00	-.34	101.2%
2.601 MEMBERSHIPS-FEES-DUES	40	40	1,135.00	.00	.00	-1,095.00	2837.5%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	1,038.72	174.00	.00	111.28	90.3%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	296.59	28.50	.00	703.41	29.7%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,238	1,238	1,257.50	.00	.00	-19.50	101.6%
TOTAL EMPLOYEE BENEFITS	1,620,700	1,590,829	1,586,256.70	149,631.12	.00	4,572.30	99.7%

3. MATERIALS & SUPPLIES

FOR 2014 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	7,867.06	223.19	.00	132.94	98.3%
3.003 PRINTING	4,000	4,000	3,159.19	700.00	.00	840.81	79.0%
3.004 POSTAGE	1,000	1,000	23.68	.00	.00	976.32	2.4%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	152,961.60	5,644.33	.00	51,038.40	75.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	13,925.27	531.50	.00	312.73	97.8%
3.010 NON-BOOK MATERIALS	100,000	100,000	120,906.40	2,581.18	.00	-20,906.40	120.9%
3.011 PROGRAM SUPPLIES	2,500	2,500	3,436.69	33.20	.00	-936.69	137.5%
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	10,046.10	.00	.00	-46.10	100.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	110	.00	.00	110.00	.0%
3.022 PC SOFTWARE	900	900	3,218.93	.00	.00	-2,318.93	357.7%
3.301 BLDNG/FCLTTY REPAIRS	12,000	12,000	12,564.34	.00	.00	-564.34	104.7%
3.302 BULD./FAC. EMERGENCY REPRS	3,325	3,325	4,795.00	.00	.00	-1,470.00	144.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	24,276.34	.00	.00	-10,076.34	167.2%
3.601 ELECTRICITY	372,721	372,721	371,968.61	171.70	.00	752.39	99.8%
3.602 TELEPHONE	4,500	4,500	3,460.04	447.47	.00	1,039.96	76.9%
3.603 GAS	65,500	65,500	70,078.87	4,011.08	.00	-4,578.87	107.0%
3.604 WATER	4,000	4,000	4,293.48	1,588.12	.00	-293.48	107.3%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,479.28	23.38	.00	145.72	91.0%
3.704 COPIER RENTAL	6,701	6,701	6,699.72	558.31	.00	1.28	100.0%
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	863,683.70	51,695.47	800.00	15,390.30	98.3%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	675	775.00	.00	.00	-100.00	114.8%
4.005 FINANCIAL/ AUDITTING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	131,599	121,321.60	9,153.92	.00	750.78	99.4%
4.016 SECURITY GUARDS	111,552	111,552	98,738.20	6,727.71	.00	12,813.80	88.5%
4.023 PROGRAM SERVICES	56,500	56,500	40,956.90	2,773.40	.00	15,543.10	72.5%
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	11,750.00	150.00	.00	-6,750.00	235.0%
TOTAL DIRECT COSTS	371,635	366,691	327,568.72	18,805.03	9,526.62	29,595.66	91.9%
5. EQUIPMENT							
5.201 FURNITURE AND FIXTURES	0	2,054	2,054.00	2,054.00	.00	.00	100.0%

FOR 2014 12

	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	7,832.96	2,054.00	.00	1.04	100.0%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	424,943.46	68,179.82	.00	-856.46	100.2%
9.990 RESERVE FOR FINANCING	0	44,042	.00	.00	.00	44,042.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	468,129	424,943.46	68,179.82	.00	43,185.54	90.8%
TOTAL LIBRARY FUND	6,171,382	6,171,382	6,052,965.38	584,135.25	10,326.62	108,090.00	98.2%
GRAND TOTAL	6,171,382	6,171,382	6,052,965.38	584,135.25	10,326.62	108,090.00	98.2%

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

FOR 2014 12

	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	.00	.00	9,323.00	161.4%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-24,508.00	.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	-2,919.62	-250.48	.00	-80.38	97.3%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-4,714.26	-250.48	.00	214.26	104.8%
06 MISCELLANEOUS							

06651 LIBRARY FINES	-100,000	-100,000	-77,317.14	-4,813.88	.00	-22,682.86	77.3%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,557.00	-380.00	.00	-3,443.00	42.6%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-17,118.70	-1,144.10	.00	2,118.70	114.1%
06698 REFUND PR YR EXPENDITURES	0	0	-407.64	.00	.00	407.64	100.0%
06699 OTHER	-4,500	-4,500	-2,718.49	-186.25	.00	-1,781.51	60.4%
TOTAL MISCELLANEOUS	-125,500	-125,500	-100,118.97	-6,524.23	.00	-25,381.03	79.8%
09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-5,789,943.46	-468,179.82	.00	-189,253.54	96.8%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-5,789,943.46	-468,179.82	.00	-189,253.54	96.8%
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 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-5,919,284.69	-474,954.53	.00	-252,097.31	95.9%
GRAND TOTAL	-6,171,382	-6,171,382	-5,919,284.69	-474,954.53	.00	-252,097.31	95.9%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 21
Page 1

Claims Paid On: July 11, 2014
Due in Finance : June 27, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	161	Erik Carlson - reimburse	\$ 149.00
	162	Christiane Deschamps - reimburse	34.95
	164	Sharon Rothman - reimburse	100.00
2.603 Travel	165	Karyn De Luca - reimburse	46.00
	166	Austin Duffy - reimburse	9.00
	178	L. Elizabeth Hughes - reimburse	16.50
	164	Sharon Rothman - reimburse	27.50
3.001 Office Supplies	May '14	Purchase - Supply Room	124.40
	PC-239	ServiceStar Micrographics	257.00
	claim 6/4	Staples	173.39
3.003 Printing	PC-240	Alphagraphics	63.29
	PC-248	Graphic Design Associates	680.00
3.004 Postage	167	United Parcel Service	87.25
3.005 Books	177	Baker & Taylor, Inc.	4,191.68
	168	Barnes & Noble	11.84
	169	Bilingual Publications	111.83
	170	Ingram Library Services	284.43
3.010 Non Books	PC-241	Midwest Tape	609.94
3.022 Software	171	John Lolis - reimburse	124.75
3.301 Facility Maintenance	PC-242	Atlantic Westchester	135.00
	PC-243	Grainger	36.08
3.306 Maintenance Supplies	PC-244	Kent Supply Company	13.54
	PC-244a	Keymaster	25.00

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2013 - 2014

CLAIM LIST # 21
Page 2

Claims Paid On: July 11, 2014
Due in Finance : June 27, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.601 Electricity	4/14 - 5/13	PASNY	\$ 35,182.01
3.602 Telephone	172	Nextel Communications	52.37
3.603 Gas	173	Con Edison	914.13
3.604 Water	160	City of White Plains Water Fund	1,588.12
3.703 Equipment Rental	June '14	USA Mobility Wireless	23.38
3.704 Copier Rental	PC-238	Canon Financial Services	558.31
4.015 Service Contracts	PC-237	Canon Solutions America	456.12
	PC-245	Open Systems Metro	1,552.00
	PC-246	Pitney Bowes GFS	426.00
	PC-247	Sound Water Treatment Center	335.00
4.016 Security	174	Security Services of Connecticut	5,934.06
4.023 Program Services	PC-248	Baker & Taylor, Inc.	1,217.50
4.058 Online Subscriptions	175	Cablevision	108.15
4.709 Library Programs	176	Westchester Library Systems	500.00

Approved:

Yuki Haynes, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – June 2014
Date: July 2nd, 2014

Administrative

- Attended joint Youth Board/Rec and Parks Advisory Committee end of the year BBQ at Delfino Park.
- Received notice that Librarian Varian will be retiring. Her last day at the Library will be August 15th.
- Did much Data Collection in preparation for collection meeting with Director Kenney and Librarians Deschamps and De Luca.
- Research American Museum of Natural History passes for Director Kenney.
- Visited the IRS Tax Center to find out about getting tax forms for the Library for next tax season.
- Attended a meeting to go over the 6th grade visits from Eastview school. All agreed that it was a very successful event.
- Assisted various staff with Library online calendar entries using eVanced.

Staff Activities - *Thanks to librarians Karyn De Luca, Elizabeth Hughes, Miriam Varian, Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Rothman attended the year-end Westchester Library Association Board luncheon. She also attend a Foundation Center regional meeting and Today's Economic Climate – A Perspective on Westchester County.
- Librarian Hughes ended the Friends end of the year luncheon at Graziella's.
- Librarian Hughes booked Marilyn Johnson to do a book launch of her new book "Lives in Ruins" this November. She also booked Masterworks Conversations for the Friends of the Library Mills concert in September.
- Librarian Perez attended "This Land is Your Land Too" conference.
- Librarian Perez participated in a webinar on Citizenship.
- Librarian Varian attended a White Plains Historical Society board meeting.
- Librarian Varian met with Slammaster Zork to plan Library's participation in ArtsWestchester's JazzFest in September.
- Edge Staff received robotics training from Jon Santiago.
- Digital Media Specialist Olney attended a MATLAB webinar on Quadcopter Simulation.
- Digital Specialist Olney did 2 training sessions with Trove staff on using the computer program Scratch.

Customer Service:

- SCORE representatives met one-on-one with patrons giving small business advice.
- 8 English Conversation Groups led by Library staff.
- 6 tours for the new ESL students.
- Librarian Varian helped a student from Melbourne use our Percy Grainger Collection for thesis research.

Community Outreach:

- Librarian Hughes led a book discussion of "Live By Night" at Gilda's of Westchester.
- Homebound delivery service to White Plains residents.

- Please see Librarian Perez's Community Outreach report for more details.
- Librarian Varian delivered flyers to restaurants in the community promoting the July Poetry Slam.

Programs:

- Business Programs included: SCORE workshop on Quickbooks; Small Business Administration program on Business Plans; Networking Your Way to a Job.
- Librarian Hughes led the Page Turners book discussion group "The Whistling Season".
- Librarian Varian hosted the June Poetry Slam & Open Mic.
- Teen programs included: Video Game Night, 2K Tuesday, Music Studio Production, Video Game Streaming.

By: Kathleen Degyansky
Dept.: Assistant Library Director
Subject: Monthly Report for June 2014
Date: July 1, 2014

OUTREACH AND COLLABORATION

- Represented the Library at the Youth Bureau Job Fair on June 2. Interviewed candidates for the Summer Youth Employment program for two positions in the Edge. Two teens were chosen to work as program assistants, 25 hours per week, July 1 through August 8.
- Represented the Library on a re-entry panel for inmates at the Westchester County Jail on June 11. Nine inmates attended.
- Attended the quarterly meeting of the Westchester Safer Communities Action Network on June 17 at the County Office of Social Services. Network members discussed programming for the school year. A representative from Westchester Jewish Community Services announced plans to offer a 2-day (8 hour total) Youth Mental Health First Aid Training course in October. This training is a nationally recognized certification course that teaches the unique risk factors and warning signs of mental health challenges common among adolescents, ages 12-18. It is recommended that the Edge staff participate in this training. Cost is \$75 per person.

PROGRAMMING AND EXHIBITS

- Worked with Systems staff to offer streaming of World Cup matches for the public in the Auditorium. Sessions were curtailed after the first week due to lack of staff available to monitor the program.
- The Paintings of John Folchi exhibit was set up on June 6. This exhibit will be on display through August 31.
- Arranged a group show of art teachers' work for the Spring, 2015.

VOLUNTEERS AND STAFF DEVELOPMENT

- Volunteer Steve Wood began his work in Collection Management on June 12. The next Volunteer orientation is scheduled for July 24 at 11am and again at 7pm.
- Represented the Library at a focus group sponsored by the Westchester Library System on June 18. The purpose of the event was to discuss staff development needs. A consensus among participants (Library Directors and Assistant Directors) was reached that training for the new Integrated Library System is a priority for the coming year.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - June 2014
Date: June 30, 2014

Outreach, Projects & Visits

- ◆ Dr Karen Smith once again brought her library school students from Queens College for a tour of the Trove and now we were able to show them the Edge. All the prospective librarians were impressed with our facilities.
- ◆ Many classes came for end of the school year visits. Some had to be rescheduled because of rain, but most of them had perfect weather to walk here.
- ◆ Terry Rabideau recruited over 30 teens to volunteer in The Trove for the summer. We trained them to help with Book Buddies, the summer reading game and other programs over the summer. They began volunteering on Monday June 30, the first day of the Fizz! Boom! Read! Reading game.
- ◆ Deb Gaffey is preparing for our participation in the Westchester Battle of the Books to be held in October.

Programs

- ◆ We finished up the Teacher In The Library program for this school year. Thanks to Mr Fontane and Mrs Brown and our Manhattanville College tutors this year.
- ◆ Author Captain Luis Montalvan came with his service dog Tuesday for a wonderful Sunday family program. The Voracious Reader handled the book sales and donated a copy of the book to The Trove. Of course Captain Montalvan autographed it. Unfortunately, it was on the same day as the bike race downtown, so people had trouble getting to the Library, and some could not make it.
- ◆ Games in the Castle on Saturdays in June was very popular, with families playing with the beautiful puzzles donated by Monkey Pod Games. It was a nice addition for the older children, since we always have Toy Time for the younger set on Saturdays. We will resume Games in the Castle in the fall.
- ◆ We had a lighter than usual program schedule in order to get ready for the summer, but we continued the early childhood programs of Mother Goose, Toddler Fun and Time For Twos & Threes, and also Who Let The Dogs In!

Staff

- ◆ Bonnie Grant and Rosemary Rasmussen attended the Youth Bureau job fair to interview for summer jobs. Four young people have been placed here for the summer. Raquel Cavalcanti is ready to schedule and train them.
- ◆ Rosemary attended the Children's Center at the Courthouse advisory committee meeting.
- ◆ Tata Cañuelas and Rosemary attended the WLS meeting this month.

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

Customer Service

Karyn De Luca and I worked at the Reference Desk, filling in as needed. We processed 9 Request a Purchase forms.

Collection Management

Brian Kenney, Tim Baird, De Luca and I met to review statistical data on the Adult Collection (books, ebooks, and AV materials). Looking at such things as turnover rates and titles that had low or high circulation, we identified trends that will inform our allocation of funds in the new fiscal year.

I worked with Midwest Tape, finalizing processing guidelines for our Adult DVDs. First test order was placed.

Susan Siegel selected 2 large boxes of paperbacks (from Friends' supply) for the Volunteers of America to bring to the Valhalla Shelter.

Weeding continued in the 600s and 800s, with Mary Black and Siegel pulling and noting circulation information on books I then review. De Luca completed her weeding of the computer books area.

Book displays this month included: "Maya Angelou" (De Luca); and "Dog (and Cat) Days of Summer" (myself).

Steve Wood, our first volunteer for the "Green Team" started working a few hours each week. He is boxing up and labeling materials for Better World Books and the CD Recycling Center.

Technical Services

Siegel, Black and Theresa Jattan placed the few last orders of the year, received, processed and cataloged materials; deleted items; removed canceled orders from acquisitions module; searched for bibliographic records; and refreshed New Books area.

Other

I led one English conversation group; watched a webinar on IndieFlix, a streaming platform for independent films; and attended several demos—acquisitions, cataloging, and reports--on the ILS Innovative, which WLS is considering.

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

Outreach Collaboration:

- 6 ESL Tours 77 students
- Emailed ESL teachers to schedule tours.
- Attended **This land is your land too conference.: Working Together for Immigrant New Yorkers** Sponsored by the NY Immigration Coalition. An event gathering immigrant assistance providers from throughout the state to share practices and lesson learned.
- Eat Smart New York: Impacting Lives in Westchester County , had table set up in the lobby for material distribution.
- **ALAS** (Ayuda Latina contra Agresion Sexual) had table set up in lobby for material distribution.
- Spoke to Jeanne Alpert , One Earth Conservation and Ministry about offering a bilingual family program called "What does the Macaw say?" in August.
- Spoke to Naicy Pettril (Spanish instructor) about Spanish conversations for the month of August.
- Contacted Kellie King from White Plains Hospital to discuss programs for the Fall
- Contacted Community Relations Officer Shyconia Burden-Noten for an USCIS program in October.
- Contacted Eric Vasallo for Author la Dra. Isabel visit this Fall.
- Contacted Flor Tello from Child Care of Westchester Services to schedule Child care program in the Fall.
- Reserved rooms for Shirley Acevedo from Latino U.
- Contacted Tamaris Princi from Westchester Independent Service to schedule Fall programs.

Programming

- 3 one-on-on Spanish computer classes
- Listened to Webinar on USCIS Deferred Action for Childhood Arrivals (DACA), An Overview for Librarians.
- Mexican consulate 295

Laptop

2 students.

Weeded and shifted

Spanish books

MONTHLY REPORT

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

- Michael Coakley, the Director of Information Services, indicated that we are about to begin migration from GroupWise mail to Gmail. Everything is in place to begin uploading several years' worth of messages from our existing mail accounts to Gmail. From a support perspective, it is a welcome change given the age of our mail server which recently experienced a crash. Fortunately, it was one from which it was possible to recover.
- A second firewall/web filter server has been installed to provide redundancy and load balancing to the existing firewall/web filter server. It also provides an alternate secure remote connection to the internal network. As has been the case with a number of our servers, the computer being used for this purpose is a recommissioned staff workstation.
- The two new security cameras in and outside the Edge experienced a problem in that they were no longer recording video to their respective memory cards. The contractor who installed them, Open Systems, was contacted and their technician found that the filesystem was corrupted on both of the cards. They were reformatted and reinstalled in the cameras, after which video was once again being recorded. The problem occurred again with one of the cameras following an incident which necessitated downloading video from the camera. While the video files were successfully downloaded, afterward the camera once again lost connection to the memory card. I am awaiting advice from the manufacturer regarding the problem.
- Following the receipt of HDMI extenders (devices that allow long range transmission of video and audio over network cables), we have finally been able to have our lobby displays go live—just in time to air World Cup games. Also imminent to go live on the fourth display is an application that will display selected Library calendar events and blog posts from our website. It will automatically update with the latest information as staff publish posts and enter featured calendar events.

**MONTHLY REPORT
AGENDA ITEM #4**

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

As chair of the WLS ILS committee—charged with the selection of a new library system—much of my time in the past month was spent on vendor presentations, researching the various systems, and in meetings.

Attended *Publishers Weekly's* Breakfast on Emerging Publishing Opportunities.

Participated in planning of the Eastview/WPPL TV Production Summer Camp.

Continued to develop the Westchester Self-Publishing Conference to be held at WPPL in October.

Began to develop capital budget. Met with Eileen Bradley, John Callahan.

Attended American Library Association (ALA) Annual Conference, June 26-July 1. Met with vendors, attended programs. I was elected to the ALA Council, the governing body of the association.

EDGE June 2014 Report

Erik Carlson & Austin Olney

This month Librarian Carlson and Digital Media Specialist (DMS) Olney held a number of creative events. DMS Olney created scripts for and led the following programs: Video Game Night, 2K Tuesday, Music Studio Production, Video Game Streaming. Librarian Carlson taught an intro to 3D Printing and Design workshop, taught an Origami class, held the Teen Book Review club meeting, held a FIFA 2014 World Cup Tournament and hosted the Summer Reading Kick-off Party with performances by the WPHS Songwriters Club. At the Kick-off party we gave amnesty to teens who had overdue fines on their library cards. We also hosted viewings of the FIFA World Cup matches for teens in the Media Lab.

DMS Olney designed and printed 2K tuesday trophies, Purchased Adafruit Motor Party shield for arduino, Purchased and assembled OWI Robotic arm Edge for robotics class, Enrolled in MATLAB Fundamentals course, Created and printed flyers for robotics program, Ordered Multimeter for robotics and Edge use, Imaged Macmini 01 and pushed to Macmini 02, Successfully activated Ultramedia EQ and Audio lab on Macminis for music production, Organized all Adult computer class scripts into folders and subfolders, Ordered further robotics components for EDGE, Scanned Arduino projects book into PDF form, Unpackaged and organized 10 digital cameras, SD cards, and cases, Coordinated robotics training with Jon Santiago, Designed and printed Teen July Calendar. Librarian Carlson created a summer program flier and a Battle of the Books Flier. He also picked up supplies for Creator Camp and Maker Camp program series this summer.

Librarian Carlson and DMS Olney attended Robotics workshop led by Jon Santiago in EDGE, and they both met with Global ambassadors and Eastview teachers to discuss TV production workshop. DMS Olney attended "Quadcopter Simulation and Control Made Easy" webinar from MATLAB, and met with Stanley Plaza to discuss the coding club program this summer. Librarian Carlson attended the WPCC meeting to plan Wellness Week in September and attended the American Librarian Association's Annual Conference in Las Vegas, NV to attend committee meetings with YALSA's Quick Picks for Reluctant Readers selection list, pick-up new books for the Teen Book Review Club to review, and meet with publishers and authors. Librarian Carlson also hosted the Not Just For Teens Book Club meeting and Printz Pizza Party in the Media Lab and gave a tour of the Edge to members of the book club.

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

Board Development/Nominating:

At its June meeting, the Foundation voted to increase the board size from 18 to 21 members and to target our recruiting to the business community, younger parents, and other underrepresented categories. Suggestions for candidates are welcome; please give names to me or a member of the Nominating Committee.

Budget:

The Foundation approved its budget at the June 25 meeting. In addition to continuing the Campaign for Phases II and III of the first floor renovations, the foundation will raise funds for technology upgrades and refurbishments for The Trove, which is turning ten years old next year. We are incorporating a "Happy 10th Birthday" theme into several of our fundraising events next year and also plan to solicit Trove parents for smaller donations. The other new initiative is a fall City-wide newsletter to promote Phase II/III and highlight the achievements of The Edge's first year.

Capital Campaign/Renovation Project:

The Foundation's Phase I commitment of \$400,000 to the City of White Plains has been paid in full as of June 30. In Phase II, our revitalized adult services area 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 have begun Phase II fundraising, sending proposals to a group of Hope's contacts, and have received over \$25,000 in gifts to date.

Grants:

--Shinnyo-en Foundation: The "Collaborative Grant" is supporting a summer TV production workshop in The Edge, consisting of two 2-week sessions (10 a.m.-1 p.m., Mon.-Thurs.) The class is being taught by two Eastview teachers, two high school student mentors, and Library staff. There are about 16 students enrolled in each session. The session currently underway will create four news stories, on the Tappan Zee bridge, the Farmer's Market/Wespac, the China Institute, and the World Cup. These stories will be shown on the Global Ambassador's REACT news, the School District and City Cable stations, and linked to the Library website.

The "Edge" grant is supporting a wide range of summer programs in The Edge, including sewing and robotics workshops.

--Allstate: The next outreach event will be at the National Night Out organized by Public Safety this summer. 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 reapplied for Allstate funding for 2015.

Events: 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. Upcoming events include:

- Date TBD: **"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: **Ninth Annual Fall Gala: Stories to Inspire Us**
 Honorees are Philip Kent, White Plains native, foundation donor in honor of his parents, and former head of Turner Broadcasting; and the Friends of the White Plains Public Library. Possibly one other honoree.
 Will kick off the Trove's 10th Birthday Year. Fred Singleton and Jen DeMilio will again co-chair.
- 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**. Beth Roach and Beth Kava will co-chair. Modeled after Scarsdale Library's event. Fundraising focus -- The Trove's birthday.
- March/April 2015 **Trumble in The Trove**. Yuki Haynes will co-chair. Opportunity to recruit new parent volunteers.
- Spring 2015 TBD Donor Appreciation Evening. Gail Schwartz will chair this new committee and help plan the event.
- Nov. 2015 **"Twentieth Anniversary Gala"**

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
May 21, 2014

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by Treasurer Richard Hecht at 9:06 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Yuki Haynes, Richard Hecht, Susan Hecht, Joan Kass, Beth Kava, Gregory Keenan, Barbara Loucks, G. Frederick Perkins, Jr., Paul Schwarz, J. Frederick Singleton, Diane Tabakman. Absent with notice were Denise D'Ambrosio, Richard Kaye, Marjolein Mooney, Gail Schwartz, Nick Wolff, Library Director Brian Kenney, and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meeting of April 30, 2014

In President Wolff's absence, Treasurer Richard Hecht conducted the meeting. The minutes of the regular meeting of April 30, 2014 were approved on a MOTION by Jim Benerofe, seconded by Fred Perkins, Jr.

President's Report

Mr. Hecht led the discussion on the proposal to expand the board to 21 members. The Board discussed the benefits of bringing in new members. Ms. Kass suggested contacting Neighborhood Associations and will contact El Centro Hispano to see if they have any candidates to suggest. Mr. Keenan proposed reaching out to heads of the groups we would like to see on the Board. Ms. Tabakman noted that our 9 a.m. meeting time was a deterrent for younger people and hoped this could be addressed at a future meeting as well as conference call availability. A vote on the expansion of the board will take place at the next meeting.

Library Director's Report

Due to illness, Mr. Kenney was unable to provide a report.

Campaign Committee Report

Ms. Tabakman stated that a mailing from Hope Furth's prospect list was being mailed out and that pledges for the Board Participation Fund were due June 30.

Executive Director's Report

Ms. Hollahan described the first 6th grade visit of 125 teens from Eastview that took place on May 16th. She remarked that she had received good feedback from the kids based on a survey they were given. Mr. Schwarz and Ms. Tabakman volunteered to help with the remaining 6th grade visits. Ms. Hollahan said that Digital Media Specialist Austin Olney reported that kids came into The Edge over the weekend that never visited before but had attended the 6th grade visit. Ms. Hollahan stated that she had submitted the Allstate Renewal Grant application yesterday for 2015. She distributed committee sign-up sheets and requested volunteers for several committees. Mr. Singleton agreed to serve as Gala Co-Chair again this year, and Beth Kava said she would Co-Chair the Spelling Bee with Beth Roach. Greg Keenan discussed the "Doughraiser" Restaurant Fundraising event and the requirements he would need to run the event. Ms. Hollahan stated that Philip Kent and the Friends of the Library were honorees for the Fall Gala which will be held on November 8th.

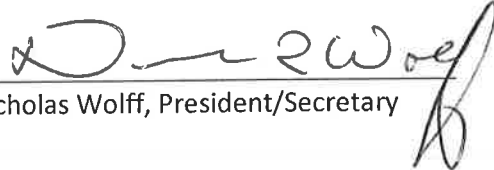
Financial Report

Mr. Hecht reviewed the financial reports as of May 14th and noted that a correction was made by the bookkeeper to reflect that most of The Edge expense was recorded in the prior fiscal year and therefore our income is higher for this year than previously reported. Richard Hecht commented that he and Ms. Hollahan were working on the budget the first week of June and the second week of June with the Finance Committee. The budget would be presented at the June Board Meeting.

Ms. Tabakman discussed the Board Participation Fund and Mr. Hecht discussed the benefits of transferring securities and would contact Wells Fargo to obtain information about their procedures for stock donations. Ms. Tabakman remarked this could be useful for the campaign. Ms. Loucks asked about matching funds payments and Ms. Hollahan remarked that she would bring it up with the bookkeeper. Mr. Schwarz will give Ms. Hollahan a list of Family Foundation websites that could be prospective donors.

Mr. Hecht remarked that he and Ms. Hecht would not be in person on June 25th but would participate via phone.

On a MOTION by Jim Benerofe, seconded by Fred Perkins, Jr., the meeting was adjourned at 10:04 a.m.



Nicholas Wolff, President/Secretary

WHITE PLAINS PUBLIC LIBRARY

April 1, 2014 thru June 30, 2014

HOURLY STAFF APPOINTMENTS (4)

Coto-Chang, Oswaldo	Jr. Librarian PT	5/14/14
Fante, Aliza	Library Page	5/5/14
Munns, Rosemarie	Library Page	5/15/14
Ziu, Inesa	Library Page	6/16/14

HOURLY STAFF RESIGNED (1)

Cancino, Giovanni	Library Page	5/31/14
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HOURLY STAFF RELEASED (1)

Hanley, Angelica	Library Page	4/2/14
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