

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, October 8, 2014

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of September 10, 2014** (to be distributed prior to meeting)
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - 10/1/14
- 3. Bills: 2014 – 2015 Budget: Claims #4**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 9/11/14
 - c. Foundation – Executive Directors Report – 10/01/14
 - d. Other
- 6. Ongoing Business**
 - a. TBD
- 7. New Business**
 - a. Personnel Additions/Deletions – 07/01-09/30/14

MEMO

To: White Plains Library Board of Trustees

From: Bill Deierlein, Business Manager

Subject: Monthly Budget Report

Date: October 1, 2014

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

FOR 2015 03

	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	149,630	36,690.91	11,465.92	.00	112,939.09	24.5%
1.150 MANAGERIAL SALARIES	212,625	212,625	52,126.68	16,293.43	.00	160,498.32	24.5%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,121,224	549,659.48	162,389.36	.00	1,571,564.52	25.9%
1.201 CSEA OVERTIME	46,000	46,000	5,157.04	1,964.25	.00	40,842.96	11.2%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	47,673.10	17,913.86	.00	207,326.90	18.7%
TOTAL SALARIES & WAGES	2,942,169	2,795,079	691,307.21	210,026.82	.00	2,103,771.79	24.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	211,347	52,200.75	15,869.59	.00	159,146.25	24.7%
2.020 MTA PAYROLL TAX	9,997	9,505	2,320.00	705.31	.00	7,185.00	24.4%
2.101 NYS EMPLOYEE PENSION	549,140	515,222	128,416.59	39,407.10	.00	386,805.41	24.9%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	470,085	114,921.30	36,278.68	.00	355,163.70	24.4%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	55,317.60	19,976.73	.00	123,572.40	30.9%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	10,175.30	10,175.30	.00	39,824.70	20.4%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	.00	.00	.00	24,281.00	.0%
2.301 DENTAL INSURANCE PLAN	43,010	40,221	10,068.60	3,252.90	.00	30,152.40	25.0%
2.407 OPTICAL INSURANCE	11,764	10,989	2,809.20	907.56	.00	8,179.80	25.6%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	780.48	260.16	.00	2,354.52	24.9%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	750.00	.00	.00	275.00	73.2%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	.00	.00	.00	1,150.00	.0%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	30.24	30.24	.00	969.76	3.0%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,360	1,360	680.00	.00	.00	680.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,620,411	1,523,258	378,470.06	126,863.57	.00	1,144,787.94	24.8%

3. MATERIALS & SUPPLIES

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	901.98	47.31	2,202.18	5,895.84	34.5%
3.003 PRINTING	4,000	4,000	258.91	158.00	.00	3,741.09	6.5%
3.004 POSTAGE	0	0	173.96	.00	.00	-173.96	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	34,465.48	21,958.75	.00	171,183.52	16.8%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	1,100.75	555.75	.00	13,459.25	7.6%
3.010 NON-BOOK MATERIALS	100,000	100,000	24,585.03	12,698.94	.00	75,414.97	24.6%
3.011 PROGRAM SUPPLIES	4,000	4,000	317.79	34.77	.00	3,682.21	7.9%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	5,927.79	4,412.95	2,202.19	1,870.02	81.3%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,004	2,004	1,080.00	.00	.00	924.00	53.9%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	880.00	.00	.00	11,120.00	7.3%
3.302 BULD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	6,280.47	2,900.98	.00	8,719.53	41.9%
3.601 ELECTRICITY	393,931	393,931	73,654.84	35,328.92	.00	320,276.16	18.7%
3.602 TELEPHONE	3,360	3,360	628.59	323.37	.00	2,731.41	18.7%
3.603 GAS	65,500	65,500	208.33	100.32	.00	65,291.67	.3%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,356	1,356	304.76	258.00	.00	1,051.24	22.5%
3.704 COPIER RENTAL	6,701	6,701	1,674.93	558.31	.00	5,026.07	25.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	28,672.94	.00	.00	31,907.06	47.3%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	181,056.55	79,336.37	4,404.37	733,445.08	20.2%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	.00	.00	.00	4,200.00	.0%
4.015 SERVICE CONTRACTS	130,754	130,754	37,107.50	5,192.02	45,352.00	48,294.50	63.1%
4.016 SECURITY GUARDS	109,809	109,809	20,451.75	9,971.50	.00	89,357.25	18.6%
4.023 PROGRAM SERVICES	56,500	56,500	4,282.15	1,237.90	.00	52,217.85	7.6%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	5,624.42	12.46	.00	6,851.58	45.1%
4.602 STF CONTRIBUTION	41,150	41,150	41,112.00	.00	.00	38.00	99.9%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	1,350.00	1,050.00	.00	8,650.00	13.5%
TOTAL DIRECT COSTS	364,889	364,889	109,927.82	17,463.88	45,352.00	209,609.18	42.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	117,344.73	55,611.01	.00	337,467.27	25.8%
9.990 RESERVE FOR FINANCING	10,000	272,759	.00	.00	.00	272,759.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	727,571	117,344.73	55,611.01	.00	610,226.27	16.1%

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	1,478,106.37	489,301.65	49,756.37	4,801,840.26	24.1%
GRAND TOTAL	6,311,187	6,329,703	1,478,106.37	489,301.65	49,756.37	4,801,840.26	24.1%

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

FOR 2015 03

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

201 LIBRARY FUND							

02 INTERGOVERNMENTAL							

02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	.00	.00	.00	-15,892.00	.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	.00	.00	.00	-15,892.00	.0%

03 CHARGES FOR SERVICES							

03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	.00	.00	.00	-1,795.00	.0%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-746.92	-287.85	.00	-2,253.08	24.9%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-746.92	-287.85	.00	-4,048.08	15.6%

06 MISCELLANEOUS							

06622 LIABILITY INSURANCE CLAIM	0	0	-4,368.00	.00	.00	4,368.00	100.0%
06651 LIBRARY FINES	-100,000	-100,000	-20,198.02	-5,761.39	.00	-79,801.98	20.2%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-769.40	-130.00	.00	-5,230.60	12.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-4,636.35	-1,517.00	.00	-10,363.65	30.9%
06699 OTHER	-4,500	-4,500	-904.78	-319.98	.00	-3,595.22	20.1%
TOTAL MISCELLANEOUS	-125,500	-125,500	-30,876.55	-7,728.37	.00	-94,623.45	24.6%

09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-1,117,344.73	-555,611.01	.00	-5,011,171.27	18.2%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-1,117,344.73	-555,611.01	.00	-5,011,171.27	18.2%

0A APPROP FUND BALANCE							

09999 APPROPRIATED FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%
TOTAL APPROP FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-1,148,968.20	-563,627.23	.00	-5,180,734.80	18.2%
GRAND TOTAL	-6,311,187	-6,329,703	-1,148,968.20	-563,627.23	.00	-5,180,734.80	18.2%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 4
Page 1

Claims Paid On: October 3, 2014
Due in Finance : September 19, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Travel	022	Bonnie Grant - reimburse	\$ 30.24
3.003 Printing	PC-36	Graphic Design Associates	158.00
3.005 Books	031	Baker & Taylor, Inc.	21,496.59
	023	Barnes & Noble	335.20
	024	Bilingual Publications	126.96
3.006 Periodicals	025	Magnotta's Supermarket	85.00
	026	Royal Scarlet Deli	470.75
3.010 Non Books	PC-35	Midwest Tape	9,813.15
	PC-37	OverDrive Inc.	2,774.42
	PC-38	Recorded Books	111.37
3.014 Library Supplies	PC-38a	White Plains Rubber Stamp	44.95
3.306 Maintenance Supplies	PC-39	Burke & McCowen	14.40
	PC-40	Grainger	2,286.95
	PC-42	Suburban Carting	599.63
3.601 Electricity	7/14 - 8/12	PASNY	35,328.92
3.602 Telephone	027	Nextel Communications	52.25
	8/22 - 9/21	Verizon	271.05
3.603 Gas	028	Con Edison	100.32
3.703 Equipment Rental	PC-42	Pitney Bowes	258.00
	July '14	USA Mobility Wireless	23.38

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 4

Page 2

Claims Paid On: October 3, 2014
Due in Finance : September 19, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.704 Copier Rental	PC-42	Canon Financial Services	\$ 558.31
4.015 Service Contracts	PC-42	Pitney Bowes	168.00
	PC-34	Canon Solutions America	456.12
4.016 Security	029	Security Services of Connecticut	9,971.50
4.023 Program Services	PC-35	Midwest Tape	1,213.90
4.058 Online Subscriptions	030	Cablevision	12.46
4.709 Library Programs	021	Anthony Brown	400.00

Approved:

Yuki Haynes, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – September 2014
Date: October 1st, 2014

Administrative

- Welcomed new Teen Librarian Kathlyn Carroll who started on Sept. 15th. Kathlyn had been working PT in the Edge since it opened last December.
- Attended Part 1 of the Dept Heads Useful, Usable, Desirable retreat to discuss ways to improve customer service at the Library.
- Attended a meeting on weeding the collection that will involve shelveers, circulation staff, collection management, and adult services.
- Attended a meeting to create a new 3D Printing service for our public.
- Created multiple weeding lists for YA and Collection Management.

Staff Activities - *Thanks to librarians Sharon Rothman, Mariel Perez, Nancy Kunz, Erik Carlson, Kathlyn Carroll and Austin Duffy who contributed to this report as well as Digital Media Specialist Austin Olney.*

- Librarian Rothman attended a Westchester Library Association Board meeting.

Customer Service:

- 15 1-1 trainings, mostly for e-readers, given by staff.
- Patrons can now submit items to be printed using our 3D Printer. Digital Media Specialist Olney is overseeing this new service.
- Job Club hosted by Librarian Rothman began its fall session.
- Drop-in Computer help continues to be very popular, held every Wednesday morning.

Community Outreach:

- Librarian Duffy has taken over the Homebound service and made his first delivery in September.
- Librarian Baird deliver Poetry Slam flyers to Starbucks, What A Bagel Cage, White Plains High School, and mailed flyers to all the WLS libraries promoting this month's slam.

Programs:

- Librarian Kunz hosted the annual Mills Memorial Concert. Masterwork Conversations performed.
- Staff gave 2 computer demos: Online Apartment Hunting; Cloud Computing.
- Poetry Slam hosted by Librarian Baird, co-sponsored by ArtsWestchester as part of JazzFest, drew a huge crowd. Tony Brown was the guest poet.
- Business programs hosted by Librarian Rothman included: Job Search Success; Marketing Strategies; Kickstart Your Job Search.
- Please see Edge report for a summary of Teen Programs offered this month.

By: Kathleen Degyansky
Dept.: Assistant Library Director
Subject: Monthly Report for September 2014
Date: September 30, 2014

OUTREACH AND COLLABORATION

- Working with the New York Metro Red Cross to offer a disaster preparedness training for patrons before the end of 2014.
- Collaborated with Westchester Library System's SOS (Seniors Out Speaking) program to offer a session on "De-mystifying Medicare" on November 13. Attended an open forum of SOS in August to initiate contact. Contacted the EPIC program for informational brochures and potential speaker for a program on this New York State Department of Health program for senior pharmaceutical coverage.
- Participated in a re-entry panel at Westchester County Jail on September 17 for inmates who will be released in the coming weeks. Five inmates attended.

PROGRAMMING AND EXHIBITS

- Finalized arrangements for the Peter Wood exhibit on view now through November 28. Installation costs pending approval for an exhibit in the Winter, 2015 with local painter, Biagio Civale.
- Scheduled the White Plains Schools Art Show for May, 2015.
- Scheduled a free concert with Jordeli Entertainment, Jazz and Americana, for Sunday, November 2.
- Finalized arrangements for TASC Connect and Second Saturday Knitters to continue their programs through 2015.

STAFF

- Participated in the Director's Retreat/Book Discussion on September 16.
- Helped organize an appreciation luncheon for Maintenance men on September 17.
- Arranged for staff to attend a customer service training at WLS on October 1.

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

Outreach, Projects & Visits

- ◆ Some very organized teachers called right after school started to book days for their classes to come visit and get library cards. We had classes in September, and have many more booked for October and November. We visited Ridgeway school for back to school.
- ◆ We received the Target Literacy grant, so started planning the twelve new science and math themed additions to our Bag-A-Tales.
- ◆ We counted out calendars to bring to the schools for October.
- ◆ Bonnie Grant and Deb Gaffey have been organizing the Battle of the Books teams. The battle will be at the Scarsdale Library on October 18.
- ◆ Terry Rabideau has been working with a group of kids to build the New New York Bridge and the giant crane out of K'Nex. The finished project is in the Trove but will probably get moved to the Tarrytown office - where our Lego bridge is on display.

Programs

- ◆ Eileen Oddo of Musical Munchkins is a White Plains resident and she volunteered to perform two of her wonderful programs in the Trove. What a nice change from our usual storytimes for the families- and we always learn some tricks from Miss Eileen!
- ◆ We picked up with all our usual programs. All new babies came to Raquel Cavalcanti's Mother Goose Time. Deb noticed new faces for the Parent/Child Connection, too, which filled up registration in one day! Our early childhood programs are always popular.
- ◆ Bonnie's Stories and Stuff for 4 and 5 year olds was a bit slow to start in the back to school rush so she prepared a new flyer.
- ◆ Our Sunday programs have also been quiet, probably because of the wonderful weekend weather. But Wednesday nights have been very busy for family storytime.
- ◆ Deb arranged for many dog visits, There is never a shortage of children to read to the dogs.
- ◆ The Teacher In The Library will not start until October, and we did not get as many Manhattanville students this semester, so we have all been helping with math and reading homework after school.
- ◆ The Child Care Council presented a Born Learning program for parents of babies.

Staff

- ◆ We are looking for a replacement Teacher in The Library for October.
- ◆ Rosemary Rasmussen attended the Puppeteers Of America festival in Rhinebeck, one day of which was for teachers and teaching artists.
- ◆ Bonnie and Rosemary gave blood at the City drive.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for September)
Date: October 1, 2014

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 20 Request a Purchase forms.

Collection Management

Brian Kenney, Kathleen Degyansky, Tim Baird, De Luca, Jerrick Harris and I met to review strategies for ongoing weeding of the Collection.

De Luca submitted selections of adult materials in all formats and weeded music CDs and nonfiction.

I reviewed weeding of 600s and 800s and large print nonfiction.

Book displays included “YA Books but Adults Read them Too” (Kenney) and “Cover Art by Award-Winning Designer Peter Mendelsund” (Austin Duffy).

With Bill Deierlein, I met with representative of Park City Green to set up a trial program for the pickup and recycling of damaged print and AV materials.

Technical Services

Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials; checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; fixed items needing mending or correction in the online catalog; and refreshed New Books area. Harris assisted with call number assignments, among other tasks.

I set up procedures with Midwest Tape for their processing of our Adult music CDs.

Other

I attended English Conversation Group planning meeting and led 3 groups. Met with new Teen Librarian Kathlyn Carroll, explaining the work that is done in Collection Management. Attended first session of retreat to discuss book *Useful, Usable, Desirable: Applying User Experience Design to Your Library*.

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

Programming:

- 4 1-1 computer class in Spanish
- 2 Child care council workshops 8 ppl
- Booked rooms for Westchester Hispanic Coalition Business program and NY Immigration coalition program 9 ppl
- Citizenship classes 98 students
- Called students to remind them about Spanish classes
- 7 Spanish classes 120 students
- Met with Olinda to discuss Tarde cultural program

Outreach

- El Centro Hispano 5 library card signups handed out info. to 30 ppl
- My Sister's Place (presentation) 8 women
- Gave information out to patrons at Hispanic Day Festival in Eastview.
- Attended Westchester's Independent Living's NY State affordable Act workshop.
- Called Frank Perello from Apple Training to talk about future program in Home Health Aid
- Called Erik Toth from Family services of Westchester to discuss speaking to his clients about our programs and services.
- Contacted YMCA for tabling service

Laptops 0

MONTHLY REPORT

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

- We had modified our PCReservation session management software so that at the end of each session on a public access computer, the system now reboots. This effectively erases any trace of the prior user's activity on the system, as the computers are in a frozen state such that they revert to their original configuration after every reboot. Prior to this change, files created or downloaded and saved on the computer could be accessed by successive patrons. We are also removing access to a shared directory on our fileserver to further improve patron privacy and security. The only disadvantages to rebooting between sessions is the extra time it takes for the computer to boot up, and the potential loss of work should the computer freeze or crash before files can be emailed or saved to a flash drive.
- Our print management software, LPT:One, has been upgraded to the latest version on all public access computers and print release terminals in order to accommodate the imminent rollout of the Mobile Print Service feature. This feature--provided to member libraries by WLS--will allow patrons to print from anywhere using virtually any device that can connect to the web. One will be able to submit a print job from a smartphone, tablet, laptop or home computer and be able to come to the Library where the print job may be paid for and released. We are currently in the testing phase for this new service. See <http://www.printeron.net/wls/whi> for a preview.
- Since we have replaced the workstations for the Collection Management staff, we are now in the process of configuring those 6-year old systems to replace the much older and slower Español computers. At the same time, we are also investigating the practicability of offering multilingual support on all CyberSpot computers. That will likely not happen until we upgrade those systems from Windows XP to Windows 7 (planned for Q4 2014).
- On Friday, September 5th, the IS Department, in coordination with the City's internet service provider, Xand, attempted a network configuration upgrade which should have caused at most a five to ten minute disruption of public access to our calendar and webserver. Unfortunately, problems were encountered which resulted in a loss of connectivity for a duration of approximately two hours. In order to maintain internet connectivity during that time, I made a minor configuration change to our network settings. The planned upgrade was backed out and service restored by the close of business that day. The upgrade was successfully implemented on September 10th.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: September 2014 Publicity
Date: 9/30/14

Jazz and Poetry – A Spectacular Combination @ White Plains Library September 3rd (Blog post picked up by Hamlet Hub)

<http://news.hamlethub.com/whiteplainsdowntown/events/124-jazz-and-poetry-a-spectacular-combination-white-plains-library-september-3rd>

'The Edge' at White Plains Public Library Receives Acclaimed Building Award

<http://news.hamlethub.com/whiteplainsdowntown/places/136-the-edge-at-the-white-plains-public-library-receives-acclaimed-building-award>

White Plains League of Women Voters Forum Addresses Redistricting

<http://whiteplains.dailyvoice.com/news/white-plains-league-women-voters-forum-addresses-redistricting>

Build with K'NEX! Combines Learning and Fun

<http://nykeypad.wordpress.com/2014/09/12/build-with-knex-combines-learning-and-fun/>

Get Well Soon for National Wellness Week

<http://www.lohud.com/story/news/health/2014/09/14/wellness-week/15538797/>

Westchester County Observes National Suicide Awareness Month

<http://whiteplains.dailyvoice.com/news/westchester-county-observes-national-suicide-awareness-month>

LVW, NAACP, Other Groups Registering Voters in White Plains Next Week

<http://polhudson.lohudblogs.com/2014/09/16/lvw-naacp-other-groups-registering-voters-in-white-plains-next-week/>

White Plains' League of Women Voters Hosts Events for Voter Registration

<http://whiteplains.dailyvoice.com/events/white-plains-league-women-voters-hosts-events-voter-registration>

White Plains Library "Dough Raiser" Restaurant Event to Kick off The Trove Children's Library's 10th Birthday

<http://news.hamlethub.com/whiteplainsdowntown/life/186-white-plains-library-dough-raiser-restaurant-event-to-kick-off-the-trove-children-s-library-s-10th-birthday>

Edge Report - September, 2014

In September we welcomed the teens back to school. We also welcomed our new YA Librarian, Kathlyn Carroll. Librarian Carroll was our part-time Library Assistant and we are excited to have her here full-time. We also welcomed our first after-school homework tutor from Manhattanville College, Kayla Kendall.

This month Librarian Carlson ran three programs in conjunction with the White Plains Cares Coalition's "Wellness Week." We had a Smart Money Program, a Nutrition Workshop, and Yoga for teens. Librarian Carlson also held a meeting of the Teen Book Review Club and taught a Crochet workshop. Digital Media Specialist (DMS) Olney held two sessions of Roblox and Roblox coding. The Edge also hosted a discussion on Jackie Robinson.

Librarian Carlson and DMS Olney both taught 3D Printing and Design to Adults. Librarian Carlson taught Intro to Microsoft Word Part I. DMS held four drop-in computer help sessions.

Librarian Carlson and DMS Olney went to the NYC Maker Faire 2014 to learn about trends in the Maker Community and find ideas that we can add to The Edge. Librarians Carlson and Carroll attended a webinar hosted by Baker & Taylor on trends in YA publishing. Librarian Carlson attended the WPHS PTA meeting to talk to parents about The Edge and upcoming programs.



MINUTES OF MEETING 9/11/14

Attending: Zelda Ambrose, Betty Barone, Deb Gaffey, Brian Kenney, Mary Leslie, Lee Palmer, Rhoda Phillips, Rita Poux, Faith Robinson, Clare Stuart

Rhoda called the meeting to order at 10AM and Clare reported a bank balance of \$36,429.87 which included \$64 from Better World Books.

On Wednesday, 9/17 there will be a Pizza Party to honor our terrific maintenance staff.

Brian's request for funds (see attached) were unanimously granted. He informed us of the hiring of 2 librarians, one for The Edge and the other for local History.

Rita Poux is a new member of our Board and she gave us a quick rundown of her life and times. Deb, a librarian in The Trove, is our new liaison and we welcome both.

Deb told us about the children's book competition called the Battle of the Books (flyer attached) To take place on October 18th. Let's all root for the home team - with or without pom poms.

The Fall newsletter has been mailed.

Clarification: Last May we voted to have the Friends share the expenses of the Doner Software Program with the Foundation. Our share will be 20%.

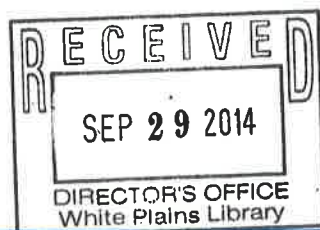
On a personal note - I thank all of you for the wonderful party and the naming of the Bookstore. I'm so lucky to have friends like you.

We thank Brian and Mary for the treats - it made our first meeting quite festive.

On October 1st we'll meet at Graziella for lunch with Elizabeth. Although she has retired we're not letting her too far out of sight. She'll continue to do her book discussion programs which have been so well received.

Our next meeting will be on October 9th at 10 AM in the Board room - see you then.


Leatrice Palmer
Secretary



Funding Requests from the Friends, September 2014 through January 2015

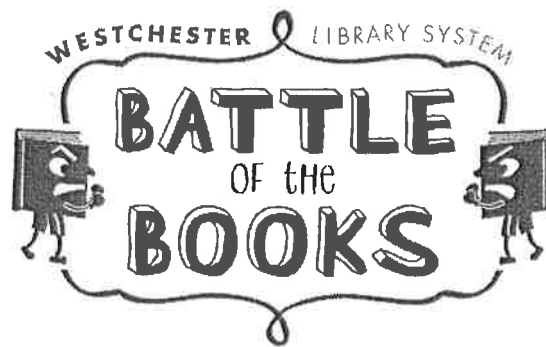
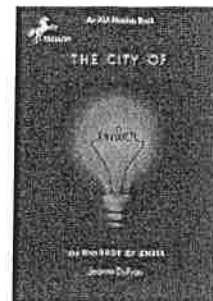
Programs

Battle of the Books	275
Book Bunch	180
Barbara Wenglin	2000
Elizabeth Hughes	2500
SUBTOTAL	4955

Professional Development

Bonnie Grant to Bookfest	90
Terry Rabideau to NYLA	400
Erik Carlson to ALA, June 2014	500
Erik Carlson to ALA, Jan. 2015	500
Ben Himmelfarb to ALA, Jan. 2015	500
Kathy Degyansky to LI Library Conference	135
SUBTOTAL	2125

GRAND TOTAL **7,080**



What is the Battle of the Books?

The Battle of the Books is a countywide competition made up of teams from participating Westchester County public libraries.

If you will be entering 5th or 6th grade in September, 2014, you can be on The Trove's team!

How does it work?

Between June and October, each team member will read the 5 titles displayed above. Over the summer, The Trove's team will meet several times to talk about the books and have our own practice competitions.

On October 18, 2014 our team will compete against other libraries' teams in a day-long trivia contest based on these 5 books.

The Battle of the Books is a friendly competition, focusing on reading good books, teamwork, sportsmanship, and having fun!

If you are interested in being on the team, or would like more information, please see a Trove librarian.



100 Martine Ave. White Plains, NY 10601
T 914.422.1476 F 914.422.1462 www.thetrove.org

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: Oct. 1, 2014
Re: Library Foundation Report

The Foundation's fall City-wide newsletter was mailed the week of September 15.

Fundraising:

Our fundraising for Phase II is continuing. We have raised \$95,000 for this area so far. The Foundation annual appeal will go out in late November.

Grants:

--Shinnyo-en Foundation: I have begun discussions with Shinnyo-en Foundation for a second year of funding for the Collaborative Grant program. Grant amount will be around the same amount (\$22,800 this year) and is expected to include support for participation in the spring National Service Learning Conference and the summer Shinnyo-en Annual Retreat.

--Allstate: Our grant check for 2015 has been received. For 2015, the grant will cover a full calendar year of Job Club and career programs (part of the economic empowerment focus area), as well as a continuation of teen safe driving programs.

--Target: We received a grant of \$2,000 as part of Target's Early Reading initiative. The grant program is "Common Core Bag-A-Tales;" it includes buying new science and math themed books for the Trove's book bags that are circulated as a set with teaching materials, and family reading activities based around science themes during the year.

Events: On October 9, the Foundation is holding a new special event, the "**Library Dough Raiser.**" Twelve White Plains restaurants are participating and will donate to the Foundation 20% of receipts from diners who bring in a special voucher. The vouchers are included in the City Wide Newsletter and will also be distributed in the Library at the circulation desks. Proceeds of the event will be used for the Trove (updated technology as well as programs).

November 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; the Friends of the White Plains Public Library, and Latino U. The Gala will also kick off the Trove's 10th Birthday Year. Fred Singleton and Jen DeMilio will again co-chair. Invitations are going out this week.

Plans for our inaugural **Spelling Bee** are underway; Beth Roach and Beth Kava will co-chair. Modeled after Scarsdale Library's event. Scheduled for Friday, Feb. 27, 2015 (snow date Friday, March 6, 2015) at Highlands auditorium. We are reaching out to a celebrity emcee and judges, and will begin recruiting teams of spellers shortly. This event will also raise funds for The Trove's 10th birthday.

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
July 23, 2014

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:08 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Yuki Haynes, Susan Hecht, Gregory Keenan, Brian Kenney, Barbara Loucks, Paul Schwarz, J. Frederick Singleton, Diane Tabakman and Nick Wolff. Absent with notice were Denise D'Ambrosio, Richard Hecht, Joan Kass, Beth Kava, Richard Kaye, G. Frederick Perkins, Jr. , Marjolein Mooney, Gail Schwartz. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky and Secretary to the Library Director, Sandra McDaniel.

Minutes of Regular Meeting of June 25, 2014

The minutes of the regular meeting of June 25, 2014 were approved on a MOTION by Paul Schwarz, seconded by Jim Benerofe.

President's Report

President Wolff remarked that the Gala committee was meeting soon and he is pleased that Philip Kent is among the honorees.

Library Director's Report

Mr. Kenney mentioned the busy schedule of summer programming in The Edge and noted that there is a need for additional staffing to cover The Edge especially from 3:30-6:30 p.m. Mr. Kenney remarked that Adult Services Librarians Miriam Varian and Elizabeth Hughes were retiring. Librarian Varian was responsible for the local history collection and Librarian Hughes was responsible for ESL classes, Homebound Services as well as liaison to the Friends of the Library. Library Director Kenney stated that he would be hiring in those two positions and it would give us a chance to reconfigure staffing to address the Library's needs.

Committee Reports

Mr. Keenan discussed the Dough Raiser fundraiser and noted that he had signed up a few businesses and described the best ways to present the request for donations to the restaurants. Ms. Hollahan distributed the materials to be used with the restaurants and will also email them materials to the Board.

Mr. Singleton stated that he and his co-chair for the Gala, Jen DeMilio were in the process of getting donations for the raffle and that the next Gala Committee meeting would be held on July 29. Ms. Hollahan stated that the third honoree for the Gala would be Latino U, a nonprofit organization whose mission is to increase college enrollment among first-generation Latino youth.

Ms. Hollahan noted that the Spelling Bee Committee would report to the board in September.

Executive Director's Report

Ms. Hollahan reviewed her written report and distributed the White Plains School District newsletter which mentioned the 6th grade visits to the Library in May. Ms. Hollahan also discussed National Night Out event that would be held on August 5th at the Public Safety building and noted that volunteers from Allstate would be attending. Assistant Library Director Degyansky remarked that Barnes & Noble City Center and the Library were working collaboratively on the August 3rd Bookfair where James Patterson would be signing books. Ms. Degyansky remarked that the Library would be promoting it through social media with some of the proceeds to benefit the Foundation.

Treasurer's Report

Mr. Hecht was unable to attend due to a conflict. Ms. Hollahan stated that there was not too much activity to report and that the Finance Committee and the auditors would be meeting on August 5.

On a MOTION by Fred Singleton, seconded by Jim Benerofe, the meeting was adjourned at 10:15 a.m.



Nicholas Wolff, President/Secretary

WHITE PLAINS PUBLIC LIBRARY

July 1, 2014 through September 30, 2014

CIVIL SERVICE APPOINTMENTS (1)

Carroll, Kathyln	Librarian I	9/15/14
------------------	-------------	---------

CIVIL SERVICE RETIREMENTS (2)

Hughes, L. Elizabeth	Librarian II	7/31/14
Varian, Miriam	Librarian II	8/15/14

HOURLY STAFF APPOINTMENTS (1)

Lopez-Flores, Brenda	Library Page	7/29/14
----------------------	--------------	---------

HOURLY STAFF RESIGNATIONS (2)

Decambre-Brown, Beverley	Program Specialist	8/13/14
Gerald, Rebecca	Jr. Librarian PT	8/11/14