

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, April 8, 2015

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of March 11, 2015**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - March 2015
- 3. Bills: 2014 – 2015 Budget: Claims #15, #16**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting – 03/12/15
 - c. Foundation – Executive Directors Report – 04/01/15
 - d. Other
- 6. Ongoing Business**
 - a. Capital Improvement Program
 - b. Library Advocacy
- 7. New Business**
 - a. Demo of Library's new website
 - b. Action on 2014 New York State Report
 - c. Action on 2015/16 Library Hours & Holiday Schedule
 - d. Action on Personnel Additions/Deletions, 1/1/15-3/31/15
 - e. Westchester Children's Book Festival
 - f. Westchester Comic Con
 - g. Disaster Plan

**White Plains Public Library Board of Trustees
Minutes of Regular Meeting
March 11, 2015**

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Tim James. In attendance were Trustees Barrera, D'Ambrosio, Haynes, James and Scherer. Also in attendance were Library Director Brian Kenney, Foundation Executive Director, Libby Hollahan, Assistant Library Director, Kathy Degyansky and Library Director's Secretary, Sandra McDaniel. Absent with notice were Trustees Connors, Furth and Schwarz. Absent without notice was Trustee Matthews-Serra.

Minutes of Annual Meeting of February 4, 2015

The minutes of the annual meeting of February 4, 2015 were approved as submitted on a MOTION by Trustee D'Ambrosio, seconded by Trustee Haynes.

Minutes of Regular Meeting of February 4, 2015

The minutes of the regular meeting of February 4, 2015 were approved as submitted on a MOTION by Trustee Haynes, seconded by Trustee D'Ambrosio.

Budget

The City Revenue & Expenditure Budget by Department as of February 2015 was reviewed.

Bills 2014 – 2015 Budget: Claims #13, #14

Trustee Schwarz reviewed the bills in Trustee Furth's absence and found them to be in order. On a MOTION by Trustee Scherer, seconded by Trustee Haynes, approval was granted for payment of bill voucher, #13, and #14.

Reports of Library Administration

Library Director Kenney stated that he was pleased with the ways things have been working at the library. Mr. Kenney remarked that we have really stepped up with the amount and quality of our programming, and the staff should be commended for their creativity and resourcefulness in developing programs. Digital Media Specialist Austin Onley will be working for several days this spring at the Eastview School, setting up their digital printer and helping students on a digital printing program.

Library Director Kenney informed the Board that he had done an informal survey of hoopla with other libraries in Westchester and found that we had the most circulation among users. President James asked Mr. Kenney what he attributed the high usage rate to and Mr. Kenney responded that the library had done extensive promotions as well as had an official hoopla launch.

Library Director Kenney stated that at next month's meeting Ryan Jackson, of the I/T staff, will demo the new website which would have more emphasis on programs and activities in the library. Mr. Kenney said May 1st was the goal for launching the new website but he would like to get the Board's feedback as well as the staffs prior to the launch date.

Trustee Reports & Business

WLS –

Friends – Meeting will be held March 12th.

Foundation –Ms. Hollahan reviewed her report and remarked that Jen DeMilio was the newest member of their Board and has done volunteer work as well as co-chaired the Gala the past few years. Ms. Hollahan remarked that the Spelling Bee was successful and they planned to have another one next year.

Other –

MEMO

To: White Plains Library Board of Trustees

From: Bill Deierlein, Business Manager

Subject: Monthly Budget Report

Date: March 31, 2015

In the Budget Report as of March 2015 all monthly revenues and expenditures are normal.

FOR 2015 09

	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	-14,454.90	.00	.00	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	.00	.00	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	-1,775.95	.00	.00	-19.05	98.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,727.09	-203.64	.00	-272.91	90.9%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-4,503.04	-203.64	.00	-291.96	93.9%
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	-57,269.98	-5,337.37	.00	-42,730.02	57.3%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,539.40	-345.00	.00	-3,460.60	42.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-12,810.57	-1,173.25	.00	-2,189.43	85.4%
06699 OTHER	-4,500	-4,500	-2,156.09	-220.35	.00	-2,343.91	47.9%
TOTAL MISCELLANEOUS	-125,500	-125,500	-79,144.04	-7,075.97	.00	-46,355.96	63.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-3,977,692.21	-514,964.89	.00	-2,150,823.79	64.9%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-3,977,692.21	-514,964.89	.00	-2,150,823.79	64.9%
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 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-4,075,794.19	-522,244.50	.00	-2,253,908.81	64.4%
GRAND TOTAL	-6,311,187	-6,329,703	-4,075,794.19	-522,244.50	.00	-2,253,908.81	64.4%

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

FOR 2015 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	146,696	149,630	111,219.35	11,465.90	.00	38,410.65	74.3%
1.150 MANAGERIAL SALARIES	212,625	212,625	158,034.03	16,293.44	.00	54,590.97	74.3%
1.153 M/C ATTENDANCE BONUS	600	600	600.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,649,720.85	169,939.75	.00	565,103.15	74.5%
1.201 CSEA OVERTIME	46,000	46,000	39,446.68	5,339.92	.00	6,553.32	85.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,800.00	.00	.00	1,200.00	88.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	163,265.47	18,597.89	.00	91,734.53	64.0%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	2,131,086.38	221,636.90	.00	757,592.62	73.8%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	218,507	161,230.40	16,747.82	.00	57,276.60	73.8%
2.020 MTA PAYROLL TAX	9,997	9,823	7,275.81	744.36	.00	2,547.19	74.1%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	397,014.11	41,267.00	.00	132,961.89	74.9%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	342,716.25	39,548.42	.00	125,836.75	73.1%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	129,607.97	.00	.00	49,282.03	72.5%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHRGR	1,548	1,548	767.38	.00	.00	780.62	49.6%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	35,121.00	9,945.00	.00	14,879.00	70.2%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	26,927	26,927.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	43,010	41,770	30,257.45	3,459.50	.00	11,512.55	72.4%
2.407 OPTICAL INSURANCE	11,764	11,422	8,442.02	965.24	.00	2,979.98	73.9%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	2,341.44	260.16	.00	793.56	74.7%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	.00	.00	-165.00	116.1%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	448.75	.00	.00	701.25	39.0%
2.603 TRAVEL AND TRANSPORTATION	1,000	2,000	915.90	338.52	.00	1,084.10	45.8%
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	1,549,586	1,148,085.48	113,276.02	.00	401,500.52	74.1%
3. MATERIALS & SUPPLIES							

FOR 2015 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	6,211.04	242.61	1,439.75	1,349.21	85.0%
3.003 PRINTING	4,000	4,000	654.91	.00	1,250.00	2,095.09	47.6%
3.004 POSTAGE	0	0	197.92	.00	.00	-197.92	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	98,170.56	8,360.41	.00	107,478.44	47.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	12,522.69	468.00	.00	2,037.31	86.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	113,120.42	17,007.53	.00	-13,120.42	113.1%
3.011 PROGRAM SUPPLIES	4,000	3,000	2,139.24	385.85	.00	860.76	71.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	335.00	125.00	.00	665.00	33.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	10,065.14	101.60	1,439.74	-1,504.88	115.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	163.52	.00	529.70	2,306.78	23.1%
3.022 PC SOFTWARE	2,004	2,004	1,908.00	828.00	.00	96.00	95.2%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	4,912.75	401.25	.00	7,087.25	40.9%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	925.00	.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	18,784.64	256.79	.00	-3,784.64	125.2%
3.601 ELECTRICITY	393,931	393,931	264,919.72	28,971.64	.00	129,011.28	67.3%
3.602 TELEPHONE	3,360	3,360	2,552.30	52.77	.00	807.70	76.0%
3.603 GAS	65,500	65,500	22,433.35	.00	.00	43,066.65	34.2%
3.604 WATER	4,000	4,000	3,302.35	.00	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	984.42	281.38	.00	371.58	72.6%
3.704 COPIER RENTAL	6,701	6,701	5,024.79	558.31	.00	1,676.21	75.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	.00	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	917,906	646,174.32	58,041.14	4,659.19	267,072.49	70.9%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	94,349.50	11,331.42	27,013.55	9,390.95	92.8%
4.016 SECURITY GUARDS	109,809	109,809	73,443.15	8,005.69	.00	36,365.85	66.9%
4.023 PROGRAM SERVICES	56,500	56,500	40,691.10	5,215.75	.00	15,808.90	72.0%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	14,100.06	15.16	.00	-1,633.06	113.1%
4.602 SIF CONTRIBUTION	41,150	41,150	41,150.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	7,650.00	1,300.00	.00	2,350.00	76.5%
TOTAL DIRECT COSTS	364,889	364,889	275,592.81	25,868.02	27,013.55	62,282.64	82.9%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	382,692.21	14,964.89	.00	72,119.79	84.1%
9.990 RESERVE FOR FINANCING	10,000	153,831	.00	.00	.00	153,831.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	608,643	382,692.21	14,964.89	.00	225,950.79	62.9%

FOR 2015 09

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	4,583,631.20	433,786.97	31,672.74	1,714,399.06	72.9%
GRAND TOTAL	6,329,703	4,583,631.20	433,786.97	31,672.74	1,714,399.06	72.9%

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 15
Page 1

Claims Paid On: March 20, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.001 Office Supplies	PC-156	CDW Government	\$ 135.20
	Feb '15	Purchase - Supply Room	477.47
	claim 3/6	Staples	25.29
	claim 3/5	W.B. Mason	20.38
3.005 Books	127	Baker & Taylor, Inc.	7,930.43
3.006 Periodicals	124	Magnotta's Supermarket	68.00
	125	Royal Scarlet Deli	400.00
3.010 Non Books	PC-151	Midwest Tape	4,863.11
	PC-163	Midwest Tape	4,831.59
	PC-155	OverDrive	1,573.28
3.011 Program Supplies	claim 3/6	Staples	31.89
	PO33005	Fun Express LLC	197.22
	PC-153	Bonnie Grant - reimburse	28.34
	PC-157	Michael's Pizza	30.00
	PC-154	Rosemary Rasmussen	25.92
3.012 Equipment Maintenance	PC-160	Carl Viggiani	125.00
3.022 Software	PC-152	Mosio	828.00
3.306 Maintenance Supplies	Feb '15	Purchase - Supply Room	747.00
	PC-162	Grainger	238.15
	PC-158	Kent Supply Company	18.64
3.601 Electricity	1/13 - 2/12	PASNY	28,971.64
3.602 Telephone	12/22 - 1/21	Verizon	480.24
	1/22 - 2/21	Verizon	268.90

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

BUDGET YEAR 2014 - 2015

CLAIM LIST # 15

Page 2

Claims Paid On: March 20, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.703 Equipment Rental	March '15 PC-164	USA Mobility Wireless Pitney Bowes	\$ 23.38 258.00
3.704 Copier Rental	PC-165	Canon Financial Services	558.31
4.015 Service Contracts	PC-164 PC-161 PC-150	Pitney Bowes Canon Solutions America Sound Water Treatment Center	168.00 456.12 335.00
4.016 Security	128	Security Services of Connecticut	8,005.69
4.023 Program Services	PC-151 PC-163 PC-159	Midwest Tape Midwest Tape Protect Youth Sports	338.65 440.40 23.85
4.709 Library Programs	126	Eriel Clementine von Radics	150.00

Approved:

Denise Matthews-Serra, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 16

Claims Paid On: April 17, 2015

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.603 Travel	131	Ben Himmelfarb - reimburse	\$ 46.00
3.001 Office Supplies	claim 3/24 PO33073	Staples CDW Government	27.45 1,439.75
3.003 Printing	PO32983	PSI Plastic Graphics	1,250.00
3.005 Books	132 133 134	Ingram Library Services National Learning Corp Regent Book Company	379.96 88.91 14.01
3.010 Non Books	PC-166 PC-175 PC-167	Midwest Tape Midwest Tape OverDrive	6,670.85 3,738.87 3,307.05
3.011 Program Supplies	PC-168	Michael's Pizza	40.00
3.014 Library Supplies	PO33073	CDW Government	1,439.74
3.306 Maintenance Supplies	PC-169 PC-170 PC-171 PC-172	Burke & McCowen Grainger Wallauer's W.B. Mason	66.51 1,748.87 8.53 351.80
4.015 Service Contracts	PC-173	Sound Water Treatment Center	335.00
4.016 Security	135	Security Services of Connecticut	4,468.86
4.023 Program Services	PC-166 PC-175 PC-174	Midwest Tape Midwest Tape Baker & Taylor, Inc.	1,066.55 744.00 3,419.00
4.058 Online Subscriptions	137	Cablevision	15.16
4.709 Library Programs	129 130	Hieu Minh Nguyen Naicy Pretill	150.00 500.00

Approved:

Denise Matthews-Serra, Secretary

By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – March 2015
Date: April 1, 2015

Administrative

- Completed 5 Merit Evaluations of staff and met with each staff member individually to go over their performance and to set an Action Plan for the coming year.
- Completed 2 Probationary evaluations of staff. Librarians Carroll and Himmelfarb will become permanent employees on May 1st.
- Met with Librarian Deschamps to discuss the best way to use turnover reports when make collection management decisions.
- Added ESL Book group entries to the Library calendar.
- Attended meeting to discuss draft of new Library website.
- Met with Director Kenney and Librarian Deschamps to discuss bound periodicals holdings and how our periodicals list should be arranged.

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

- Media Specialist Olney submitted program idea “125 Great Film Resources and Ideas” for the fall NYLA Conference.
- Librarians Kunz & Perez attended the ReferenceUSA Networking breakfast.
- Librarian Himmelfarb has been working with Ryan Jackson of Systems on revamping the Local History portion of the website and to have Oral Histories ready for listening via the site by the end of April.
- Librarian Himmelfarb attended two lectures at the Center for Book Arts in NYC on “activating archives”: introducing users to the materials you have and making it accessible to them.
- Librarian Carlson met with the Middle School ELA Department; the Global Ambassadors; and the Explorers Club.
- Media Specialist Olney attended a webinar on using Blender.

- Librarian Carroll attended an SLJ webinar on upcoming Teen Fiction; YALSA webinar on homework help programs; White Plains Coalition for Living Wellness meeting; WLS Battle of the Books meeting [she will lead a team for this year's competition].
- Librarian Duffy attended an ALA webinar "The Future of Libraries", and a Legal Services of the Hudson Valley webinar "Access to Justice".

Customer Service:

- Librarian Himmelfarb answered 18 Local History questions this month.
- Staff did 13 1-1 trainings in March.
- 7 Computer classes were offered as well as weekly Drop-in computer help.
- Library tours for the WCC ESL students continued.
- Beginning Conversational Spanish classes continued.
- 9 English Conversation groups were led by staff.

Community Outreach:

- Media Specialist Olney gave a tour of the Edge Media Lab to Media Specialist from White Plains High School.
- Elizabeth Hughes led a book discussion of Ian McEwan's "The Children Act" at Gilda's of Westchester.
- Librarian Himmelfarb met with Richard Dillon, the Social Studies Coordinator for the school district. Dillon is interested in having students take part in the People & Stories oral history program as a way for students to "apprentice" in the community.
- Please see the "Community Outreach" report for more Outreach efforts by Librarian Perez.

Programs:

- Librarian Kunz has started planning for a summer International Film Festival.
- ESL Book Group read "Tuck Everlasting" and the Page Turners read Barbara Pym's "Excellent Women".
- Poetry Slam & Open Mic featured Alex Dang and Clementine von Radics.
- Librarian Himmelfarb worked with Media Specialist Olney on a Music in the Edge program where teens get to experiment with recording and producing music.
- Please see the Edge Report for a listing of all March Teen programming.
- ESL Programs included: WEDC Marketing program; Preparing for the Citizenship Interview; WEDC Business program Atencion al Cliente.

- Our spring Short-Story Series began on a high note, despite rescheduling for snow, with spirited discussions led by Barbara Wenglin of poignant stories by Pulitzer-Prize winning authors, Alice Walker and Edward P. Jones. The second session included compelling works by Jhumpa Lahiri and Richard Bausch. With more than 70 registered, we welcomed over 60 participants at the two March sessions.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for March 2015
Date: March 30, 2015

OUTREACH AND COLLABORATION

- Arranged an exhibit of portraits of foster children up for adoption with the Westchester Department of Social Services for April.
- Prepared and submitted the Library's application to host a table at the Sustain White Plains street fair scheduled for April 18. Arranged with Friends to sell books at the event.
- Arranged for lobby tabling by staff from the Veterans Outreach program of Family Services of Westchester.
- Attended the opening reception for Crossing Borders, an exhibit at Arts Westchester on March 14.
- Met with other Assistant Library Director's at the quarterly PLADA meeting held at Chappaqua Library on March 18.

PROGRAMMING AND EXHIBITS

- Arranged an author program with David Steinberg who will discuss the latest edition of his book, *Road to Ruins*, a guide book about hikes to ruins of old factories, and other buildings in New York State. The program will be presented on May 2.
- Arranged for a session of "De-mystifying Medicare" to be presented by Westchester Library System Seniors Out Speaking volunteers on May 4.
- Working with local high school art teachers on arrangements and logistics for a group show to be installed April 7. The show will run from April 8 through May 20. An opening reception will be held Thursday, April 9, 5-7pm.

STAFF AND INTERNAL

- Prepared and submitted a fire evacuation plan to the Fire Prevention Office of Public Safety. After reviewing, the Fire Prevention Office suggested changes which will necessitate a revision in the Library's Emergency Policy.
- Prepared a draft Disaster Plan for review by staff and the Board of Trustees.
- Continue to have status meetings with Collection Management Librarians (March 17) and the Outreach Librarian (March 11).
- Three volunteers were vetted this month. One began work in Collection Management on March 19. A second will support homebound deliveries beginning in April. The third will provide one-on-one resume writing support by appointment for the public, also starting in April.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report -March 2015
Date: April 1, 2015

Outreach, Projects & Visits

- ◆ Terry Rabideau participated in the Our Lady of Sorrows School family read aloud night. She demonstrated some of our new Target Bag-a-Tales. More in house demos continued during the month, too.
- ◆ Deb Gaffey spoke at the Ridgeway School PTA meeting and also visited Little Disciples preschool.
- ◆ Raquel Cavalcanti visited Bright Horizons for a slew a storytimes with the preschoolers.
- ◆ Raquel also arranged an incredible display for Women's History Month in the Tree Trail.

Programs

- ◆ March was a month of special programs. Thanks to the Audubon Society again this year for the wonderful program from the Greenburgh Nature Center. The children were thrilled to see the live animals and many of them knew quite a bit about them.
- ◆ Tata Cañuelas and some of our families presented a wonderful program on the Indian celebration of Holi. The weather only kept a few families away.
- ◆ Terry celebrated Read Across America with a special Dr Seuss storytime afterschool.
- ◆ Terry and Raquel held a Fancy Nancy party in honor of ten years of the popular books.
- ◆ And The Trumble In The Trove! What a wonderful family day sponsored by the Foundation. We had balloon animals, a puppet show of Leo Lionni's Swimmy by Vermont Puppetree, a juggling show by Will Shaw, a gymnastics workshop by the YWCA, crafts and facepainting by our volunteer Trove Squad! Then the wonderful booksale and bake sale by the Foundation volunteers.

Staff

- ◆ Terry and Tata attended the NYLA YSS conference on Long Island.
- ◆ Tata attended the Anne IZard Award meeting.
- ◆ Rosemary and Tata both attended WLS meetings.
- ◆ Bonnie Grant attended planning meetings for Battle of the Books, and planned our own mini battles.
- ◆ Deb attended the Friends of the Library meeting.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for March)
Date: April 1, 2015

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 12 Request a Purchase forms.

Book displays this month were "Irish Writers" (myself) and "Terry Pratchett" and "Women's History Month" (Austin Duffy). Brian Kenney, De Luca and I refreshed/merchandised New Books area.

Collection Management

Using print and online review sources, White Plains and WLS Purchase Alerts and Missing Lists, De Luca selected all adult AV and print materials. She updated on our website: database descriptions; NY Times Bestsellers available as ebooks; and Bookletters. She decided which new books would get shifted to regular collection, weeded paperbacks, DVDs, and audiobooks, and reviewed all nonfiction books slated for de-selection. She reported on ebook circulation data and contacted publishers regarding author programs.

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 catalog; shifted New Books to Old; and deleted missing materials from catalog. Siegel selected books for Valhalla Shelter. Black deleted cancelled orders and inaccurate magazine records from the catalog. Jerrick Harris assisted with such tasks as call number assignments, processing materials and weeding.

New volunteer, Steven Babcock, boxed and labeled materials for Better World Books.

Other

I attended 2 library programs: "Family Legal Issues or Disputes" by Zoya Golban of the Supreme Court Library and a demonstration of Library database RefUSA at the Business Networking Breakfast. I attended 2 webcasts: Library Journal's "Beyond Book Displays: Helping Readers Help Themselves" and "LightSpeed: A Walkthrough" about hoopla's new interface. I led two English Conversation classes. De Luca also attended "Beyond Book Displays" webcast, as well as *Editors' Picks: Your Next Big Reads*.

By: Mariel Perez
Dept: Community Outreach
Subject: Monthly Report
Date: March 2015

Programming

- Offered a WEDC program on “Marketing” in Spanish 15 people attended
- Preparing for the Citizenship Interview 23 people attended
- Careers in Home Health Aide program 7 people attended
- 1 1-1 computer help
- Added Spanish titles to Bookletters website
- Translated 4 Spanish flyers
- Offered WEDC program “Atencion al Cliente” 15 people attended
- Citizenship classes 25 people
- Spanish class 100 people attended

Outreach

- Working with Global Talent Group to offer a presentation to Westchester Librarians Interested in helping people with immigration population.
- Contacted the Neighborhood Housing Services of New York for future Spanish program.
- Called the Family services of Westchester for Outreach
- Attended Red dress event for Networking
- Called My sister’s place

Meetings

- Attended RefUSA workshop

MONTHLY REPORT

By: John Lolis
Dept. Library Systems
Subject: Monthly Activity Report - March 2015

- An entire network reconfiguration is planned to take place on Friday, April 1st while the Library is closed. This is not a physical reconfiguration of the network, but rather, a reconfiguration of the network address scheme, one that will allow for many more connections to the network without the danger of running out of available addresses. The new address configuration will also finally conform to the industry standard of using a private address space, that is, network addresses that are not found on the public internet. Our second Windows server has been reconfigured to act as a replacement DHCP server, that is, the server which assigns addresses to all network-attached devices. Ryan Jackson and myself will be on-site to reconfigure every sever, computer, printer and wireless access point with the new addresses.
- Ryan Jackson has been hard at work redesigning our website using a far more flexible framework for the WordPress platform. He will give a presentation of the new work-in-progress version of the website at the April 8th Library Trustees Board meeting.
- A prototype installation for the new CyberPool computers has been completed and the computer is currently being evaluated by The Trove Staff. Most all of the quite old games that were previously installed are no longer available due to compatibility issues with Windows 7; instead, a web page was developed that contains links to many online educational resources and games for children.
- One of the selfchecks in The Trove has been experiencing sporadic problems in which it suddenly aborts transactions. This began when the integrated receipt printer was replaced around the beginning of the year. During that time, we employed a replacement computer and a desktop receipt printer until the vendor, Sentry Technology, had a technician replace the entire selfcheck computer with one running Windows 7. Still, the problems persist and we are now expecting a return visit from the technician.
- Windows 7 has been installed on computer that replaced one of The Trove's public access catalog systems, one which also plays the scheduled closing announcements. This was necessary due to random time inaccuracies occurring on the computer, as well as other Windows XP systems.
- The auditorium podium experienced a failure of one of its components that handles the connection from a laptop to the auditorium projector. It was repaired under warranty and is now back in service.
- The credit card terminal is once again back in service at the Circulation/Reference Desk after its dedicated phone line was located and rerouted to that location. The line had been lost when the old Circulation Desk was demolished prior to the Library's Phase I renovation.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: March 2015 Publicity
Date: 4/1/15

Fourth Annual Fine Arts Show Comes to White Plains

<http://whiteplains.dailyvoice.com/lifestyle/fourth-annual-fine-arts-show-comes-white-plains>

With Kids, A Little Reading Goes a Long Way

<http://www.lohud.com/story/news/education/2015/03/09/parents-advised-read-kids/24680809/>

White Plains' Hidden Treasure

The Westchester Guardian, Thursday, March 12, 2015, p. 6.

Favorable review of our Library and services

Westchester Youngsters' Association puts a face on the proposed Raise the Age legislation

<http://www.chroniclebulletin.com/politics/westchester-youngsters39s-association-puts-a-face-on-the-proposed-raise-the-age-legislation-h7207.html>

2nd Chances: Panel Puts a Face on the Raise the Age Bill

<http://www.lohud.com/story/news/local/westchester/2015/03/20/raise-age-new-york/25112189/>

Free ReferenceUSA Networking Breakfast at the White Plains Library

<http://news.hamlethub.com/whiteplainsdowntown/events/397-free-referenceusa-business-networking-breakfast-at-the-white-plains-public-library>

Editorial: 'Raise the Age' Brightens Futures

<http://www.lohud.com/story/opinion/editorials/2015/03/19/raise-age/25029335/>

Help Ensure Future Generations Can Learn About the Past

<http://news.hamlethub.com/whiteplainsdowntown/events/403-help-ensure-future-generations-can-learn-about-the-past>

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: April 8, 2015

With Libby, developed new campaign for Capital project

Planned Westchester Children's Book Festival for Oct, 2015 with Youth Bureau, Max Rodriguez (Harlem Book Fair).

Gave talk about the future of the White Plains Public Library to the Women's Club.

Worked on the Eastview sixth-grade class visits.

With Eastview faculty and high school students, developed presentation for the National Service Learning Conference, Washington, 4/9-10.

Met with students in Jerry Nichols library management course to review White Plains library facility.

Led Book 'Em, a book discussion group for mystery lovers and several English Conversation Classes.

With Youth Bureau, others, planned Westchester Comic-Con to be held at the Library in June.

Worked on several gallery shows, including Hidden in Plain Sight, Architectural Details of White Plains (June) and What's Popping: Pop-up Books Today (Sept.) Worked on application for NEA/ALA grant Latino Americans, which would support an exhibit in spring 2015; we hope to partner with ArtsWestchester.

Participated in Trumble in the Trove (3/22).

Edge Report - March 2015

Teen Programs:

- Librarian Carlson
 - Origami, Comic Book Club, ACT Practice Test, CNC Drink Coasters, Friendship Bracelets, Intro to Soldering, Distracted Driving PSA, hosted the youth bureaus STEM Girls Academy, and Movies at the Edge.
- Digital Media Specialist (DMS) Olney
 - Robotics
- Librarian Carroll
 - Nail Polish Art, Homemade Silly Putty, Blankets for Charity
- Librarian Himmelfarb
 - Music in the Edge

Training & Meetings:

- Librarian Carlson
 - Edge Staff meetings, Middle School ELA department, Global Ambassadors, Explorers Club
- DMS Olney
 - Edge Staff meetings, Blender Webinar
- Librarian Carroll
 - Edge Staff meetings, *SLJ* Webinar on upcoming YA fiction, YALSA webinar on homework help programs, White Plains Coalition for Living Wellness meeting, WLS Battle of the Books meeting

Other Projects:

- Librarian Carlson
 - Donated blood during the City blood drive, trained Trove staff on how to use the 3D printer and teach a 3D printing class
- DMS Olney
 - Setup Playstation 2 in Media lab for gaming, Gave tour of Edge Media Lab to Media Specialists from White Plains High School, Submitted "125 Great Film Resources and Ideas" program idea for fall NYLA conference, Designed and printed 3D plastic examples for future 3D printing classes, created April Teen Program calendar.
- Librarian Carroll
 - Accompanied teens to the Harlem Fine Arts Show

F R I E N D S



MINUTES OF MEETING 3/12/15

ATTENDING: Zelda Ambrose, Charlotte Ayers, Betty Barone, Deb Gaffey, Ben Himmelfarb, Brian Kenney, Mary Leslie, Lee Palmer. Rhoda Phillips, Faith Robinson

Our meeting opened on a sad note, our Board has been diminished physically and emotionally by the death of Rita Poux. As a long-time resident of White Plains she was known for her generosity to those in need. We have offered our condolences to her family and have sent a donation in her name to one of her charities.

The annual meeting is set for May 17th and the program will be led by local history librarian Ben Himmelfarb and archivist Elaine Massina. Called "Out of the Swamp" Ben and Elaine will take us through the history and urban renewal of the area the Library occupies— what was then and what is now. Ben gave us an overview of what they will discuss and it sounds like a most interesting program.

Brian announced the April art exhibit in the Gallery will feature works by the art faculty of the White Plains schools and then in May will be the art work of the students k-12. In the Fall there will be a program demonstrating the production of Pop-up books.

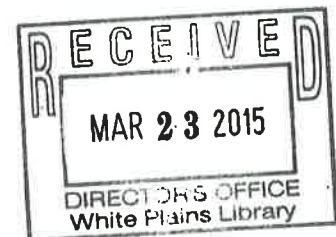
Brian submitted fund requests for Spring and Summer in the amount of \$4753 which were granted. See attached.

A bit belatedly (blame it on the winter weather!) we celebrated Mary's special birthday and we wish her many more healthy and happy years.

Charlotte Ayers has rejoined the Friends board and it's great to have her back with us.

Our next meeting will be on April 9th at 10AM in the Board room and till then we wish everyone a Happy Passover or Easter, whichever applies

Leatrice Palmer
Leatrice Palmer
Secretary



Request from Friends for Spring and Summer, 2015

Renewal of Movie License	\$ 503	
Professional Development: Four staff members to ALA in June	\$2000	<i>San Fran</i>
Professional Development: Two staff members to WLA	\$ 100	
Two art shows (summer and fall)	\$1000	
Summer Reading		
Summer reading materials	\$ 300	} <i>TROVE</i> <i>41150</i>
Summer Book Bunch	\$ 150	
Summer reading prizes	\$ 500	
Summer art supplies	\$ 200	
	<hr/>	
Total	\$4,753	

3/12/2015

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: April 1, 2015
Re: White Plains Library Foundation Report

Foundation Annual Meeting: The board elected the following officers: Diane Tabakman, President and Secretary; two Vice Presidents, Beth Kava and Gail Schwartz; and Richard Hecht, Treasurer. In addition, the board elected a new director, Jen DeMilio. I am working with the Executive Committee to assign board members to committees for the coming year.

Fundraising:

The Foundation Board is discussing next steps in the Capital Campaign for continuing first floor renovations, and what our goals should be. At our board meeting last week, Brian Kenney gave a tour of the adult services areas to be renovated and explained how the space would be used and how it would support the needs of various adult patrons. Board members suggested that our Campaign materials make this clearer and suggested that we come up with a catchy brand name—like The Trove and The Edge, which have become well-known names in the community—for the entire adult area, which is made up of the Hope & John Furth Learning Commons and the Café & Friends' Bookstore. I have been working with Brian and the Executive Committee to address these suggestions and to update our marketing materials.

The Board wants the Fall Gala to support the renovations. Gala sponsorship solicitations and other marketing will focus on this goal.

Grants:

--Shinnyo-en Foundation:

--The grant check (\$26,820) for a second year of funding for the Collaborative Grant program has been received.

--Working with Brian Kenney and Jody Kennedy to prepare workshop presentation on the collaboration for the National Service Learning Conference on April 10.

--Held meetings with Library staff and with Eastview staff to prepare for the Eastview 6th grade visits to the Library this spring.

--Allstate: Edge staff is planning several safe driving workshops this spring. We will have another safe driving outreach at the Loucks meet on May 9. Austin Olney will work the table with me and I will invite some Allstate volunteers. Kathlyn Carroll is coordinating several teen financial literacy programs under this grant. I met with Inspiria Media to plan the ad campaign portion of the grant, and there will be billboard ads at the City Center movie complex, White Plains train station, and bus shelters again this year. A new outlet this spring will be bus shelters at Purchase College.

--Target: Target sent us an additional \$1000 for the Early Reading program; however, they are phasing out this grant program, and have decided instead to support school field trips.

Events:

Trumble in The Trove was a great success, with strong attendance and popular performances, supported by the Foundation. Yuki Haynes and her committee organized a bake sale and a used book sale, netting \$880.

Our Fall 2015 Gala will celebrate the Foundation's 20th anniversary. The Foundation will be forming a Gala committee and a corporate outreach subcommittee in the next few weeks. Our honoree is Phil Klay, White Plains native and author of "Redeployment," the 2014 National Book Award winner.

**White Plains Library Foundation
Minutes of Board of Directors Annual Meeting
March 4, 2015**

The annual meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 7:07 p.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Yuki Haynes, Beth Kava, Richard Kaye, Brian Kenney, Barbara Loucks, Marjolein Mooney, G. Frederick Perkins, Jr., Gail Schwartz, Diane Tabakman and Nick Wolff. Absent with notice were Denise D'Ambrosio, Richard Hecht, Susan Hecht, Timothy James, Joan Kass, Gregory Keenan and J. Fred Singleton. Also present were Foundation Executive Director Libby Hollahan, Assistant Library Director Kathy Degyansky and Secretary to the Library Director, Sandra McDaniel.

On a MOTION by Fred Perkins, seconded by Jim Benerofe, the Board unanimously elected the Slate of Directors and Board Officers as follows:

Election of Directors

1) Election of Directors

Slate of Directors (Three-Year Term: Annual Meeting 2015–Annual Meeting 2018)

- | | |
|-------------------|-----------------|
| 1) Susan Hecht | 4) Beth Kava |
| 2) Gregory Keenan | 5) Richard Kaye |
| 3) Barbara Loucks | 6) Jen DeMilio |

Directors Continuing Without need for Election

Class of 2013-2016

- | | |
|------------------------------|----------------------------|
| 7) G. Frederick Perkins, Jr. | 10) J. Frederick Singleton |
| 8) Diane H. Tabakman | 11) Marjolein Mooney |
| 9) Denise D'Ambrosio | 12) vacancy |

Class of 2014-2017

- | | |
|----------------------|-------------------|
| 13) James Benerofe | 17) Richard Hecht |
| 14) Gail Schwartz | 18) Joan Kass |
| 15) Nicholas Wolff | 19) vacancy |
| 16) Yuki Itoh Haynes | |

Board Positions without need for election:

- 20) Timothy James, President, Library Board of Trustees
- 21) Brian Kenney, Library Director

2) Election of Officers

Slate of Officers (One-Year Term: Annual Meeting 2015 – Annual Meeting 2016)

Diane Tabakman, President and Secretary
Beth Kava, Vice President
Gail Schwartz, Vice President
Richard Hecht, Treasurer

On a MOTION by Richard Kaye, seconded by Fred Perkins, the meeting was adjourned at 7:12 p.m.


Nicholas Wolff, President/Secretary

White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
March 4, 2015

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Diane Tabakman at 7:13 p.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Yuki Haynes, Beth Kava, Richard Kaye, Brian Kenney, Barbara Loucks, Marjolein Mooney, G. Frederick Perkins, Jr., Gail Schwartz, Diane Tabakman and Nick Wolff. Absent with notice were Denise D'Ambrosio, Gregory Keenan, Richard Hecht, Susan Hecht, Tim James, Joan Kass, J. Frederick Singleton and Jen DeMilio. 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 January 21, 2015

The minutes of the regular meeting of January 21, 2015 were approved on a MOTION by Barbara Loucks, seconded by Fred Perkins.

President's Report

President Tabakman welcomed the Board and thanked everyone for their confidence. Ms. Tabakman also thanked Paul Schwarz for his time and thanked Mr. Wolff for agreeing to stay on the Board and looked forward to his guidance. President Tabakman shared her vision with the board members and remarked that she would like to meet with them individually to discuss their feedback and ways to engage them; would like to revitalize the Executive Committee which consisted of Ms. Kava, Ms. Schwartz, Mr. Hecht, Mr. Kenney, and herself (and Ms. Hollahan and Ms. Degyansky, ex officio); would like to work with Library Director Kenney to focus on our goals as well as assist in the new Executive Director search. Ms. Tabakman also mentioned the Committee List that was included in the board packet and stated that she would like everyone to review it so they can discuss it when she meets with them individually.

Library Director's Report

Library Director Kenney asked for suggestions from the Board on the newsletter as he was trying to balance Foundation and Library content. The Board responded with positive feedback and thought the newsletter was good outreach and engaging. Ms. Hollahan stated about 700 contacts were emailed and some board members who did not receive it will recheck their emails. Discussion continued on ways to grow the contact list and Ms. Tabakman suggested creating a splash page to encourage library users to share their email address to get the newsletter. Mr. Kenney commented that the IT department was working on it.

Mr. Kenney reviewed the results contained in the July 2013-14 Annual report and noted that ebooks, adult childrens and young adult programming had increased while library visits had decreased 5%, internet sessions had increased 25% when session time was increased from one hour to two hours. Library Director Kenney remarked that the data supported the renovation as people are coming to the library.

Committee Reports

Ms. Kava reported on the Spelling Bee Committee and said it went very well, attracted all ages and the proceeds would go towards purchasing four iPads for The Trove. Ms. Kava stated there were 22 teams and they were diverse and about 150 people in the audience came to watch and support them. Ms. Mooney noted that it was a nice community event and Ms. Schwartz remarked that Lawrence Otis Graham was a wonderful emcee of the event. Ms. Kava also thanked the school district for all their help and commented that there would be a wrap-up meeting next Monday.

Executive Director's Report

Ms. Hollahan discussed her written report and asked the Board members to review their bio list which is posted to the website and email her with any updates by March 12. She will also revise the contact list information.

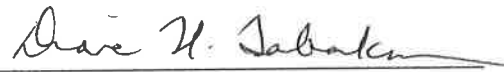
Ms. Hollahan stated that the Gala Committee was being formed and an Honorary Committee was in development for past honorees and founding Board members. She also noted that the Trumble in The Trove was taking place later in the month and Ms. Haynes, who has been organizing the event with a small core of volunteers, would like some more volunteers. Ms. Loucks suggested that the digital screens outside of the parking structure be used to advertise this event.

Treasurer's Report

Ms. Hollahan deferred the review of the financial reports until Treasurer Hecht's return. Ms Hollahan did speak, as a point of info, to the Finance Committee Meeting Minutes that were distributed and gave an update on the spending plans for two accounts.

President Tabakman noted that since she was already on the Finance Committee as president of the Foundation, space was now available on this committee and she encouraged anyone who was interested to serve. Fred Perkins volunteered to serve on the Finance Committee.

On a MOTION by Jim Benerofe, seconded by Fred Perkins, the meeting was adjourned at 8:04 p.m.


Diane Tabakman, President/Secretary

White Plains Public Library

Annual Report For Public And Association Libraries - 2014

1. GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 2014, 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	07/01/2013
1.7	Ending Fiscal Reporting Year	06/30/2014
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	07/01/2013
1.12	Ending <u>Local</u> Fiscal Year	06/30/2014
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/City	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	<i>For the fiscal year that ended in 2014, indicate the total percentage of the library's local public funding that was either subject to public vote during the fiscal reporting year, or that came from an appropriation which was approved by public vote</i>	0.00
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. Please click [here](#) to read general instructions before completing this section.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	55,001
2.2	Adult Non-fiction Books	103,230
2.3	Total Adult Books (Total questions 2.1 & 2.2)	158,231
2.4	Children's Fiction Books	54,238
2.5	Children's Non-fiction Books	37,474
2.6	Total Children's Books (Total questions 2.4 & 2.5)	91,712
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	249,943

Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	3,012
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	3,012
2.12	Total Print Materials (Total questions 2.7 and 2.11)	252,955

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	63,908
2.14	Local Databases	27
2.15	NOVELNY Databases	11
2.16	Total Databases (Total questions 2.14 and 2.15)	38
2.17	Audio - Downloadable Units	10,882
2.18	Video - Downloadable Units	23
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	600
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	75,451

Non-Electronic Materials

2.21	Audio - Physical Units	13,753
2.22	Video - Physical Units	21,178
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	73,908
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	108,839
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	437,245

CURRENT SERIAL SUBSCRIPTIONS

2.26	Current Print Serial Subscriptions	210
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.27	Cataloged Books	12,231
2.28	All Other Print Materials	0
2.29	Electronic Materials	17,339
2.30	All Other Materials	5,161

2.31 **Total Additions (Total questions 2.27 through 2.30)** 34,731

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.21 as of the end of the fiscal year reported in Part 1; report information on questions 3.22 through 3.67 for the 2014 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	531,300
3.2	Registered resident borrowers	37,297
3.3	Registered non-resident borrowers	604

Please report information on WRITTEN POLICIES as of 12/31/14.

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

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	N

Please report information on ACCESSIBILITY as of 12/31/14.

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

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

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.12	Adult Program Sessions	576
3.13	Young Adult Program Sessions	152
3.14	Children's Program Sessions	991
3.15	All Other Program Sessions	0
3.16	Total Number of Program Sessions (Total questions 3.12 through 3.15)	1,719
3.17	Adult Program Attendance	6,707
3.18	Young Adult Program Attendance	2,091
3.19	Children's Program Attendance	21,238
3.20	All Other Program Attendance	0
3.21	Total Program Attendance (Total questions 3.17 through 3.20)	30,036

Please report information on SUMMER READING PROGRAMS for the 2014 calendar year.

SUMMER READING PROGRAM

3.22- Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2014 (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	No
3.23	Library outlets offering a summer reading program	1
3.24	Children registered for the library's summer reading program	884
3.25	Young adults registered for the library's summer reading program	164
3.26	Adults registered for the library's summer reading program	0
3.27	Total number registered for the library's summer reading program (total 3.24 + 3.25 + 3.26)	1,048
3.28	Children's program sessions - Summer 2014	171
3.29	Young adult program sessions - Summer 2014	44
3.30	Adult program sessions - Summer 2014	0
3.31	Total program sessions - Summer 2014 (total 3.28 + 3.29 + 3.30)	215
3.32	Children's program attendance - Summer 2014	6,104
3.33	Young adult program attendance - Summer 2014	418
3.34	Adult program attendance - Summer 2014	0
3.35	Total program attendance - Summer 2014 (total 3.32 + 3.33 + 3.34)	6,522

COLLABORATORS

3.36	Public school district(s) and/or BOCES	1
3.37	Non-public school(s)	4
3.38	Childcare center(s)	0
3.39	Summer camp(s)	2
3.40	Municipality/Municipalities	1
3.41	Literacy provider(s)	1
3.42	Other (describe using the State note)	0
3.43	Total Collaborators (total 3.36 through 3.42)	9

Please report information on EARLY LITERACY PROGRAMS for the 2014 calendar year.

EARLY LITERACY PROGRAMS

3.44	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.45	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	No
3.46	Number of sessions	
a.	Focus on birth - school entry	246
b.	Focus on parents & caregivers	17
c.	Combined audience	239
d.	N/A	0
3.47	Total Sessions	502
3.48	Attendance at sessions	

a.	Focus on birth - school entry	3,898
b.	Focus on parents & caregivers	407
c.	Combined audience	5,478
d.	N/A	0
3.49	Total Attendance	9,783

3.50 Collaborators (check all that apply):

a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No
f.	N/A	No

Please report information on ADULT LITERACY for the 2014 calendar year.

ADULT LITERACY

3.51	Did the library offer adult literacy programs?	Yes
3.52	Total program sessions	193
3.53	Total program attendance	1,463

3.54 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

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2014 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.55	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	Y
3.56	Children's program sessions	8
3.57	Young adult program sessions	3
3.58	Adult program sessions	297
3.59	Total program sessions (total 3.56 + 3.57 + 3.58)	308
3.60	Children's program attendance	155
3.61	Young adult program attendance	57
3.62	Adult program attendance	2,391
3.63	Total program attendance (total 3.60 + 3.61 + 3.62)	2,603

3.64 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

Please report information on DIGITAL LITERACY for the 2014 calendar year.

DIGITAL LITERACY

3.65	Did the library offer digital literacy programs?	Y
3.66	Total program sessions	115

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	104,861
4.2	Adult Non-fiction Books	77,973
4.3	Total Adult Books (Total questions 4.1 & 4.2)	182,834
4.4	Children's Fiction Books	140,021
4.5	Children's Non-fiction Books	33,526
4.6	Total Children's Books (Total questions 4.4 & 4.5)	173,547
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	356,381

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	245,390
4.9	Circulation of Children's Other Materials	43,842
4.10	Circulation of Electronic Materials	20,975
4.11	Total Circulation of Other Materials (Total questions 4.8, 4.9 & 4.10)	310,207
4.12	Grand Total Circulation Transactions (Total questions 4.7 & 4.11)	666,588
4.13	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	217,389

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	109,228
4.15	Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	47,532
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	80,375
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2014.

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	418,360
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	119,508
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

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions

funded in the library's budget whether those positions are filled or not . This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified) 1
 6.3 Vacant Library Director (certified) 0
 6.4 Librarian (certified) 16.21
 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 25
 6.11 Vacant Other Staff 4
 6.12 **TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)** 44.21
 6.13 **VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)** 5.00

SALARY INFORMATION

6.14 FTE - Entry Level Librarian (certified) 1
 6.15 Salary - Entry Level Librarian (certified) \$56,448
 6.16 FTE - Library Director (certified) 1
 6.17 Salary - Library Director (certified) \$146,696
 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, 2014. Please click [here](#) to read general instructions before completing this section.

7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. Y
 7.2 2. Has a board-approved written long range plan of service. Y
 7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. Y
 7.4 4. Has board-approved written policies for the operation of the library. Y
 7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y
 7.6 6. Periodically evaluates the effectiveness of the library's 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.	Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:	
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. Fax capability (see instructions)	Y
7.18	10. Distributes board-approved 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 Commissioner's Regulation 90.8.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1
PUBLIC SERVICE HOURS - Report hours to <u>two</u> decimal places.		
8.6	Minimum Weekly Total Hours - Main Library	60
8.7	Minimum Weekly Total Hours - Branch Libraries	0
8.8	Minimum Weekly Total Hours - Bookmobiles	0
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	60.00
8.10	Annual Total Hours - Main Library	3,120
8.11	Annual Total Hours - Branch Libraries	0
8.12	Annual Total Hours - Bookmobiles	0
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,120.00

9. SERVICE OUTLET INFORMATION

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

1.	Outlet Name	White Plains Public Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	100 Martine Avenue
4.	Outlet Street Address Status	00 (for no change)
5.	City	White Plains

6.	Zip Code	10601
7.	Phone (enter 10 digits only)	(914) 422-1400
8.	Fax Number (enter 10 digits only)	(914) 422-1462
9.	E-mail Address	bkenney@whiteplainslibrary.org
10.	Outlet URL	www.whiteplainslibrary.org
11.	County	Wetchester
12.	School District	White Plains
13.	Library System	Westchester Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,120
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	96
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	City
22.	Who owns the land on which this outlet is built?	City
23.	Indicate the year this outlet was initially constructed	1974
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013
25.	Square footage of the outlet	82,000
26.	Total number of Internet terminals at this outlet used by the general public	75
27.	Type of connection on the outlet's public Internet computers	Municipal Networks (wireless or other)
28.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
29.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	5 Greater than or equal to 3 mbps and less than 6 mbps
30.	Internet Provider	Other (specify using the State note)
31.	WiFi Access	Available only when the library is open
32.	Number of wireless sessions provided by the library wireless service per year	93,750
33.	Does the outlet have interactive videoconferencing capability for public use?	N
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	<i>LIBID</i>	8800667060
37.	<i>FSCSID</i>	NY0760
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, 2014. 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, 2014 to December 31, 2014) 12
- 10.2 Number of voting library board positions stated in the library's charter. 7
- 10.3 Number of current voting positions on library board. 9
- 10.4 Trustee term length 2

BOARD MEMBER SELECTION

- 10.5 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of March 1, 2015. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

- 10.6 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), or Vacant Mr.
- 10.7 First Name Timothy
- 10.8 Last Name James
- 10.9 Mailing Address 300 Martine Ave #4K
- 10.10 City White Plains
- 10.11 Zip Code (5 digits only) 10601
- 10.12 Phone (enter 10 digits only) (914) 684-1576
- 10.13 E-mail Address tigercub78@aol.com
- 10.14 Term Begins - Month March
- 10.15 Term Begins - Year (yyyy) 2015
- 10.16 Term Expires - Month December
- 10.17 Term Expires - Year (yyyy) 2017
- 10.18 The date the Oath of Office was taken (mm/dd/yyyy) 03/02/2015
- 10.19 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/02/2015
- 10.20 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 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 Ex-Officio (Voting)
- 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):	Ms.
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	Paul
3.	Last Name of Board Member	Schwarz
4.	Mailing Address	14 Easton Ave
5.	City	White Plains
6.	Zip Code (5 digits only)	10605
7.	E-mail address	pkschwarz1@gmail.com
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):	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)	2015
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2017
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	Secretary
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	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

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

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.	Y
1.	Source of Funds	City
2.	Name of funding County, Municipality or District	White Plains
3.	Amount	\$5,999,944
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	N
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$5,999,944

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$15,892
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	\$8,616
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,508

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$0
11.17	Library Charges	\$104,196
11.18	Other	\$2,202
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$106,398
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$6,130,850
11.21	BUDGET LOANS	\$0
TRANSFERS		
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2014 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$0
11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$6,130,850

12. OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

Please click [here](#) to read general instructions before completing this section.

12.1	Certified Librarians	\$1,467,246
12.2	Other Staff	\$1,377,805
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,845,051
12.4	Employee Benefits Expenditures	\$1,582,822
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$4,427,873

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$172,903
12.7	Electronic Materials Expenditures	\$50,722
12.8	Other Materials Expenditures	\$77,719
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$301,344

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$18,949
12.14	From Other Funds (72OF)	\$0

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$18,949
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$583,514
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$602,463
MISCELLANEOUS EXPENSES		
12.18	Office and Library Supplies	\$24,882
12.19	Telecommunications	\$3,789
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$111
12.22	Professional & Consultant Fees	\$4,793
12.23	Equipment	\$18,727
12.24	Other Miscellaneous	\$223,774
12.25	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$276,076
12.26	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$86,073
DEBT SERVICE		
Capital Purposes Loans (Principal and Interest)		
12.27	From Local Public Funds (73PF)	\$424,943
12.28	From Other Funds (73OF)	\$0
12.29	Total (Add Questions 12.27 and 12.28)	\$424,943
12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	Total Debt Service (Add Questions 12.29, 12.30 and 12.31)	\$424,943
12.33	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32)	\$6,118,772
TRANSFERS		
Transfers to Capital Fund		
12.34	From Local Public Funds (76PF)	\$0
12.35	From Other Funds (76OF)	\$0
12.36	Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0
12.37	Transfer to Other Funds	\$12,078
12.38	TOTAL TRANSFERS (Add Questions 12.36 and 12.37)	\$12,078
12.39	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.33 and 12.38)	\$6,130,850
12.40	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2014	\$0
12.41	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.39 and 12.40; same as Question 11.26)	\$6,130,850
ASSURANCE		
12.42	The Library operated in accordance with all 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).	04/08/2015

FISCAL AUDIT

- | | | |
|-------|---|-----------------------|
| 12.43 | Last audit performed (mm/dd/yyyy) | 11/19/2014 |
| 12.44 | Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) | 07/01/2013-06/30/2014 |
| 12.45 | Indicate type of audit (select one): | City |

CAPITAL FUND

- | | | |
|-------|--|---|
| 12.46 | 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.* Please click [here](#) to read general instructions before completing this section.

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 12.36) | \$0 |
| 13.9 | TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8) | \$0 |

NON-REVENUE RECEIPTS

- | | | |
|-------|---|-----|
| 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 2014 (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

Please click [here](#) to read general instructions before completing this section.

- | | | |
|------|-------------------------|-----|
| 14.1 | Construction | \$0 |
| 14.2 | Incidental Construction | \$0 |

Other Disbursements

- | | | |
|------|--|-----|
| 14.3 | Purchase of Buildings | \$0 |
| 14.4 | Interest | \$0 |
| 14.5 | Collection Expenditures | \$0 |
| 14.6 | Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5) | \$0 |

- | | | |
|------|---|-----|
| 14.7 | TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6) | \$0 |
|------|---|-----|

- | | | |
|------|--|-----|
| 14.8 | TRANSFER TO OPERATING FUND (Same as Question 11.22) | \$0 |
|------|--|-----|

- | | | |
|------|---------------------------------|-----|
| 14.9 | NON-PROJECT EXPENDITURES | \$0 |
|------|---------------------------------|-----|

14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2014	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	15.93
16.2	Total Librarians	17.68
16.3	All Other Paid Staff	25.38
16.4	Total Paid Employees	43.06
16.5	State Government Revenue	\$15,892
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$115,014
16.8	Total Operating Revenue	\$6,130,850
16.9	Other Operating Expenditures	\$964,612
16.10	Total Operating Expenditures	\$5,693,829
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	252,955
16.13	Total Registered Borrowers	37,901
16.14	Other Capital Revenue and Receipts	\$0
16.15	Total Number of Internet Terminals Used by the General Public	75

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8800667060
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CI1
17.7	<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!

2015/2016 LIBRARY HOURS & HOLIDAY SCHEDULE

Effective July 1, 2015

Library Hours:

July - August:

Monday, 10 am - 9 pm
 Tuesday, 10 am - 9 pm
 Wednesday, 10 am - 9 pm
 Thursday, 10 am - 9 pm
 Friday, 10 am - 6 pm
 Saturday, 1 pm - 5 pm
 Sunday, 1 pm - 5 pm

September - June:

Monday, 10 am - 9 pm
 Tuesday, 10 am - 9 pm
 Wednesday, 10 am - 9 pm
 Thursday, 10 am - 9 pm
 Friday, 10 am - 6 pm
 Saturday, 10 am - 5 pm
 Sunday, 1 pm - 5 pm

Holiday Closings:

Independence Day	July 3/July 4	Friday/Saturday
Labor Day Weekend	Sept 5/Sept 6	Saturday/Sunday
Labor Day	Sept 7	Monday
Columbus Day	Oct 12	Monday
Election Day	Nov 3	Tuesday
Veterans Day	Nov 11	Wednesday
Thanksgiving Eve Close at 6 p.m.	Nov 25	Wednesday
Thanksgiving Day	Nov 26	Thursday
Christmas Eve Close at 1 p.m.	Dec 24	Thursday
Christmas Day	Dec 25	Friday
New Year's Eve Close at 1 p.m.	Dec 31	Thursday
New Year's Day	Jan 1	Friday
Martin Luther King, Jr. Day	Jan 18	Monday
Lincoln's Birthday	Feb 12	Friday
Presidents' Day	Feb 15	Monday
Good Friday	March 25	Friday
Easter Sunday	March 27	Sunday
Memorial Day Weekend	May 28/29	Saturday/Sunday
Memorial Day	May 30	Monday

WHITE PLAINS PUBLIC LIBRARY
January 1, 2015 thru March 31, 2015

HOURLY STAFF APPOINTMENTS (3)

Cuppy, Cassandra	Library Assistant PT	1/12/15
Federico, Theresa	Instructor	1/29/15
McNulty, Marlene	Library Page	2/10/15

HOURLY STAFF RESIGNATIONS (1)

Papadakos, Naama	Program Coordinator	1/16/15
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HOURLY STAFF TERMINATIONS (1)

Varian, Miriam	Jr. Librarian PT	1/5/15
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