

# **WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Regular Meeting**

***Wednesday, June 10, 2015***

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of May 13, 2015**
- 2. Budget**
  - a. City Revenue & Expenditures Budget by Department - May 2015
- 3. Bills: 2014 – 2015 Budget: Claims #19, #20**
- 4. Reports of Library Administration**
- 5. Trustee Reports & Business**
  - a. WLS
  - b. Friends Meeting Minutes – 04/09/15, 05/14/15, 05/17/15
  - c. Foundation – Executive Directors Report – 06/02/15
  - d. Other
- 6. Ongoing Business**
  - a. Vote on Disaster Plan
  - b. Capital Program - DASNY Update
  - c. ComicCon 2016
- 7. New Business**
  - a. Vote on Board of Trustees Meeting Schedule – (July 2015 – June 2016)
  - b. Revised Collection Development Policy
  - c. Request for Approval for 4 Library Staff to attend ALA San Francisco

**White Plains Public Library Board of Trustees  
Minutes of Regular Meeting  
May 13, 2015**

**Call to Order**

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by President Tim James. In attendance were Trustees Furth, Matthews-Serra, James, Scherer, and Schwarz. 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 was Trustee Haynes. Absent without notice were Trustees Barrera, Connor, and D'Ambrosio.

**Minutes of Regular Meeting of April 8, 2015**

The minutes of the regular meeting of April 8, 2015 were approved as submitted on a MOTION by Trustee Schwarz, seconded by Trustee Scherer.

**Budget**

The City Revenue & Expenditure Budget by Department as of April 2015 was reviewed and Library Director Kenney reported that we were spending out the materials budget and any monies that were leftover would be used toward technology.

**Bills 2014 – 2015 Budget: Claims #17, #18**

Trustee Furth reviewed the bills and found them to be in order. On a MOTION by Trustee Furth, seconded by Trustee Schwarz, approval was granted for payment of bill voucher #17 and #18.

**Reports of Library Administration**

As requested by Trustee Schwarz, Library Director Kenney discussed Mr. Lolis's technology report and the setbacks they have been having with the network and equipment. Mr. Kenney also discussed the Westchester ComiCon event being held at the Library on May 16<sup>th</sup>.

**Trustee Reports & Business**

**WLS** – Trustee Furth stated she was unable to make several WLS board meetings and was given permission to miss them.

**Friends** – President James asked if there was anything to report and both Library Director Kenney and Assistant Library Director Degyansky encouraged the Board to attend the Friends Annual Meeting on Sunday, May 17<sup>th</sup> where a special program, "Out of the Swamp," on the history of downtown White Plains and the block that the Library occupies.

**Foundation** –Ms. Hollahan remarked that their Board decided to raise their fundraising goal from \$225,000 to \$500,000 by 2018 and the Board was anxious to move forward with the renovation. Ms. Hollahan also noted that the 6<sup>th</sup> grade visit on Friday would be attended by Mayor Roach at the suggestion of President Tabakman.

**Other** –

**Minutes of the May 13, 2015 meeting of the Library Board of Trustees, page 2****Ongoing Business**

Assistant Library Director Degyansky distributed an executive summary of the Disaster Plan as the full document was 63 pages. Ms. Degyansky noted that she had shared the Disaster Plan with Councilman Krolian and was waiting for a response. Assistant Library Director Degyansky stated several of the issues still needed to be decided such as offsite backup storage. Assistant Library Director Degyansky stated that she would email the full document to the Board for their review and comment prior to the vote at the next meeting. Trustee Furth asked how much it would cost to back up the data on the Cloud. Library Director Kenney stated he would check with Mr. Lolis regarding the cost. Ms. Degyansky thanked Librarian Baird for reviewing and editing the document. Mr. Kenney thanked Assistant Library Director Degyansky for all her efforts as this is the first edition of the Disaster Plan.

Library Director Kenney noted that the Foundation wanted a name for the renovated Adult area that would include both the Furth Learning Commons and the Friends Café and Bookstore. They wanted a name that was short and clear, like had been created for the Trove and the Edge. After several brainstorming sessions, it was agreed that the new adult area would be called The Hub.

Mr. Kenney remarked that the Foundation Board was concerned about phases two and three of Library's renovation so he had arranged a meeting next Tuesday with Mayor Roach, John Callahan, Presidents James (Library Board) and Tabakman (Foundation Board) to discuss the future projects.

Mr. Kenney discussed the Dormitory Authority Grant for \$67,469 that was given to the Library by New York State; the Library needed to act on renovation work by June 30, 2016 or would have to return the funds to the State. Library Director Kenney remarked that since phase two has been postponed, New York State has allowed the Library to re-scope the project and he was working to secure \$32,531 from the Library Fund Reserve for Financing and allocate it to the capital line in the Library Fund, thereby creating a capital project of \$100,000. This would allow the Library to take action on a piece of the phase two renovation and demolish the large reference desk, replace it with a new book area, and move both circulation and reference service desks. Library Director Kenney remarked he had a meeting with the architect on Monday to determine if the new project could be achieved with a budget of \$100,000. If so, the next steps would be for the Capital Projects Board to approve the project and the Common Council to adopt an ordinance authorizing a \$100,000 capital improvement project for the Library to be funded by \$32,531 of cash from the Library and \$67,469 from grants. The capital funds could be spent only on construction, carpeting, electrical and data work. Mr. Kenney said that we would approach the Library Foundation for funding for shelving and furniture.

**New Business**

Mr. Kenney advised the Board that IBM was working with WLS and sponsoring a Leadership Impact Workshop: Leading Organizational Change. He needed a trustee from the Board since President James could not attend. Trustee Furth agreed to represent the trustees at the workshop on June 12 at WLS.

Library Director Kenney asked that the Revised Collection Development Policy be tabled until next month.

Mr. Kenney mentioned that long-time library staffer, Gloria Fernau was retiring as of May 15, 2015.

**Adjournment**

There being no more business before the Board, the meeting was adjourned at 7:44 p.m. on a MOTION by Trustee Scherer, seconded by Trustee Furth.

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Denise Matthews-Serra, Secretary  
Library Board of Trustees

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** June 3, 2015

In the Budget Report as of May 2015 all monthly revenues and expenditures are normal with the following notations:

Expenditure Code 3.601 (Electricity) - this higher than normal expense on the April 2015 bill is attributed to a City-wide Energy Cost Adjustment for the month of February 2015

Expenditure Code 3.603 (Gas) - this higher than normal expense is an accumulation of 5 months of bills

FOR 2015 11

	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	-25,291.00	.00	.00	9,399.00	159.1%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-25,291.00	.00	.00	9,399.00	159.1%
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	-3,398.99	-255.89	.00	398.99	113.3%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-5,174.94	-255.89	.00	379.94	107.9%
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	-70,085.91	-5,332.93	.00	-29,914.09	70.1%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,924.40	-285.00	.00	-3,075.60	48.7%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-16,599.67	-1,343.05	.00	1,599.67	110.7%
06699 OTHER	-4,500	-4,500	-2,657.52	-215.70	.00	-1,842.48	59.1%
TOTAL MISCELLANEOUS	-125,500	-125,500	-96,635.50	-7,176.68	.00	-28,864.50	77.0%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-5,196,246.07	-400,000.00	.00	-932,269.93	84.8%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-5,196,246.07	-400,000.00	.00	-932,269.93	84.8%
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 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,311,187	-6,329,703	-5,323,347.51	-407,432.57	.00	-1,006,355.49	84.1%
GRAND TOTAL	-6,311,187	-5,323,347.51	-407,432.57	.00	-1,006,355.49	84.1%

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

FOR 2015 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>1. SALARIES &amp; WAGES</b>							
1.100 APPTD OFFICIALS SALARIES	146,696	149,630	134,151.17	11,465.91	.00	15,478.83	89.7%
1.150 MANAGERIAL SALARIES	212,625	212,625	190,620.90	16,293.43	.00	22,004.10	89.7%
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	1,987,803.18	168,222.38	.00	227,020.82	89.7%
1.201 CSEA OVERTIME	46,000	46,000	50,025.78	6,090.77	.00	-4,025.78	108.8%
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	200,883.83	19,414.24	.00	54,116.17	78.8%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	2,572,884.86	221,486.73	.00	315,794.14	89.1%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	222,605	218,507	194,613.13	16,736.25	.00	23,893.87	89.1%
2.020 MTA PAYROLL TAX	9,997	9,823	8,759.48	743.84	.00	1,063.52	89.2%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	473,193.71	38,115.24	.00	56,782.29	89.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	421,813.09	39,548.42	.00	46,739.91	90.0%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	165,469.15	.00	.00	13,420.85	92.5%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHR	1,548	1,548	767.38	.00	.00	780.62	49.6%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	46,575.60	.00	.00	3,424.40	93.2%
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	37,176.45	3,459.50	.00	4,593.55	89.0%
2.407 OPTICAL INSURANCE	11,764	11,422	10,372.50	965.24	.00	1,049.50	90.8%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	2,861.76	260.16	.00	273.24	91.3%
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	473.75	25.00	.00	676.25	41.2%
2.603 TRAVEL AND TRANSPORTATION	1,000	2,000	996.90	35.00	.00	1,003.10	49.8%
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	1,395,019.90	99,888.65	.00	154,566.10	90.0%
<b>3. MATERIALS &amp; SUPPLIES</b>							

FOR 2015 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	8,440.64	39.18	120.00	439.36	95.1%
3.003 PRINTING	4,000	4,000	2,159.38	1,504.47	780.00	1,060.62	73.5%
3.004 POSTAGE	0	0	225.41	11.00	.00	-225.41	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	123,506.28	24,776.32	.00	82,142.72	60.1%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	13,553.69	507.00	.00	1,006.31	93.1%
3.010 NON-BOOK MATERIALS	100,000	100,000	136,899.33	16,646.29	.00	-36,899.33	136.9%
3.011 PROGRAM SUPPLIES	4,000	3,000	2,545.02	177.82	.00	454.98	84.8%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	505.00	170.00	.00	495.00	50.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	12,256.00	248.98	.00	-2,256.00	122.6%
3.016 REPLACEMENT MATERIALS	3,000	3,000	693.22	529.70	.00	2,306.78	23.1%
3.022 PC SOFTWARE	2,004	2,004	1,908.00	.00	.00	96.00	95.2%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	8,970.75	1,718.00	.00	3,029.25	74.8%
3.302 BULD./FAC. EMERGCY REPRS	3,325	3,325	925.00	.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	23,912.18	1,845.34	.00	-8,912.18	159.4%
3.601 ELECTRICITY	393,931	393,931	340,992.53	43,380.58	.00	52,938.47	86.6%
3.602 TELEPHONE	3,360	3,360	3,325.14	723.46	.00	34.86	99.0%
3.603 GAS	65,500	65,500	56,646.78	34,213.43	.00	8,853.22	86.5%
3.604 WATER	4,000	4,000	3,302.35	.00	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	1,031.18	23.38	.00	324.82	76.0%
3.704 COPIER RENTAL	6,701	6,701	6,141.41	558.31	.00	559.59	91.6%
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	824,785.85	127,073.26	900.00	92,220.15	90.0%
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	102,907.84	3,020.42	22,865.65	4,980.51	96.2%
4.016 SECURITY GUARDS	109,809	109,809	93,129.74	8,945.86	.00	16,679.26	84.8%
4.023 PROGRAM SERVICES	56,500	56,500	50,087.05	5,216.95	.00	6,412.95	88.6%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	14,139.38	15.16	.00	-1,663.38	113.3%
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	9,100.00	650.00	.00	900.00	91.0%
TOTAL DIRECT COSTS	364,889	364,889	314,714.01	17,848.39	22,865.65	27,309.34	92.5%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	376,246.07	.00	.00	78,565.93	82.7%
9.990 RESERVE FOR FINANCING	10,000	153,831	.00	.00	.00	153,831.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	608,643	376,246.07	.00	.00	232,396.93	61.8%

FOR 2015 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	5,483,650.69	466,297.03	23,765.65	822,286.66	87.0%
GRAND TOTAL	6,311,187	6,329,703	5,483,650.69	466,297.03	23,765.65	822,286.66	87.0%

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

**WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**BUDGET YEAR 2014 - 2015**

**CLAIM LIST # 19**

**Claims Paid On: May 29, 2015**

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	160	Maribel Perez - reimburse	\$ 25.00
3.001 Office Supplies	April '15	Purchase - Supply Room	427.90
3.004 Postage	161	American Library Association	11.00
3.005 Books	claim 5/13	Amazon	12.29
	164	Baker & Taylor, Inc.	2,155.93
	163	Ingram Library Services	486.32
3.010 Non Books	claim 5/13	Amazon	286.56
	PC-194	Midwest Tape	3,204.83
3.011 Program Supplies	claim 5/14	Staples	157.82
3.306 Maintenance Supplies	April '15	Purchase - Supply Room	151.97
3.601 Electricity	3/16 - 4/14	NYPA	43,380.58
3.602 Telephone	2/22 - 3/21	Verizon	333.82
	3/22 - 4/21	Verizon	105.92
	4/22 - 5/21	Verizon	233.28
3.703 Equipment Rental	May '15	USA Mobility Wireless	23.38
3.704 Copier Rental	PC-195	Canon Financial Services	558.31
4.015 Service Contracts	PC-196	Sentry Custom Security	2,229.30
4.016 Security	165	Security Services of Connecticut	4,460.72
4.023 Program Services	PC-194	Midwest Tape	3,682.28
4.709 Library Programs	162	Westchester Library System	500.00

Approved:

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Denise Matthews-Serra, Secretary

WHITE PLAINS PUBLIC LIBRARY  
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 20

Claims Paid On: June 12

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	PC-198	Bonnie Grant - reimburse	\$ 82.33
2.603 Travel	168	Erik Carlson - reimburse	27.00
	169	Sharon Rothman - reimburse	47.00
3.003 Printing	PO33218	PSI Plastic Graphics	780.00
3.005 Books	PC-198	Bonnie Grant - reimburse	10.50
	173	Baker & Taylor, Inc.	6,549.42
	170	Bilingual Publications	109.16
3.010 Non Books	PC-198	Midwest Tape	1,904.81
	PC-197	OverDrive	1,981.85
3.011 Program Supplies	PC-198	Bonnie Grant - reimburse	28.14
	PC-200	Maribel Perez - reimburse	19.77
3.022 Software	167	Bill Deierlein - reimburse	75.98
3.306 Maintenance Supplies	PC-205	Burke & McCowen	6.84
	PC-202	Grainger	878.48
	PC-199	Keymaster	75.00
3.604 Water	171	City of White Plains Water Fund	1,766.75
4.015 Service Contracts	PC-203	Sound Water Treatment Center	335.00
4.016 Security	172	Security Services of Connecticut	4,452.58
4.023 Program Services	PC-198	Midwest Tape	286.40
	PC-201	Baker & Taylor, Inc.	1,985.00
	PC-204	Protect Youth Sports	23.85
4.058 Online Subscriptions	174	Cablevision	15.16
4.709 Library Programs	166	Naicy Pretill	500.00

Approved:

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Denise Matthews-Serra, Secretary

By: Timothy Baird  
Dept. Adult Services  
Subject: Monthly Report – May 2015  
Date: June 3<sup>rd</sup>, 2015

### Administrative

- Attended the final Mayor's Youth Board meeting of the school year.
- Attended Friends of the WP Youth Bureau launch at Cambria Suites.
- Attended training on Discrimination, Harassment, and Violence in the workplace.
- Met with new Edge Library Assistant Jennifer Lisman on her first day in mid-May.
- Created blog post for new Museum Pass with Stone Barns Center for Food & Agriculture.
- Created weeding list for Assistant Director Degyansky.
- Along with many on the staff, assisted with the four Eastview visits in May.

*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.*

- Staff attended a workshop at WLS on Reader's Advisory and using NoveList.
- Staff assisted with the Eastview 6<sup>th</sup> grade visits to the Library. It was a very successful Outreach effort.
- Librarian Himmelfarb is part of the team creating the Library exhibit: Hidden in Plain Sight.
- Librarian Himmelfarb has been working with ArtWestchester and Zork to bring a performance to the Library during JazzFest next September.
- Librarians Rothman and Perez attended the United Way Not-For-Profit Leadership Summit.
- Several staff attended the WCC Global Talent Bridge workshop to learn how to help skilled immigrants. The Library hosted the workshop.
- Librarians Rothman, Carlson, and Carroll attend Book Expo America in NYC.
- Librarian Duffy completed a WLS sponsored Adult Mental Health first aid workshop. He received a certificate for completing the 8 hour course.
- Librarian Carlson attended a Workplace Harassment, Discrimination, and Violence workshop at City Hall.

- Librarian Carroll attended an SLJ webinar on Diverse Book for Teens.

#### Customer Service:

- Librarian Himmelfarb has been working with a patron on an extended research project dealing with street names in White Plains.
- 1-1 trainings in using ReferenceUSA, Business Research, ebooks, and Mouse Basics.
- SCORE had several appointments at the Library for prospective small business owners.
- Staff conducted Library tours for ESL students.
- Computer classes were offered on using iPads, MS Excel, MS Word, and 3D Printing.

#### Community Outreach:

- Media Specialist Olney attended the Louck's Track Meet at WPHS with Foundation Director Hollahan.
- Media Specialist Olney taught a Visual Reasoning Enrichment [VRE] class at Eastview.
- Librarian Himmelfarb conducted 3 Oral History interviews.
- Librarian Carlson attended a Global Ambassadors event at WPHS.
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#### Programs:

- Short Story discussion series continued in May led by Librarian Wenglin.
- Poetry Slam & Open Mic featured Guest Poet Saroya Marsh.
- Librarian Himmelfarb hosted the Poetry Slam finals. A team of 6 was selected but due to the cost of traveling to the National Finals, the team will not attend.
- Librarian Himmelfarb collaborated with city archivist Elaine Massena to present at the Friends of the Library annual meeting. Their program was titled "Out of the Swamps".
- Business Programs: Job Club, Identity Theft, Home Based Business.
- 7 English Conversation groups were led by staff for ESL learners.
- Please see the Edge Report for the listing of Teen programs this month.

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

## OUTREACH AND COLLABORATION

- Collaborated with the Slater Center to arrange for a Summer Youth person for Collection Management. The Youth Bureau will provide Summer Youth for the Trove, Edge, and maintenance for a total of 5 teen workers this summer.
- Created and submitted a list of potential program sponsorship opportunities at the request of New York Presbyterian Hospital of Westchester. They expressed interest in providing some funding for a summer program.
- Submitted a grant to “Poets and Writers” to host a veteran’s writing workshop in late summer or early fall. This program will be offered in collaboration with the Veterans Writing Workshop of Fordham University.

## PROGRAMMING

- Monitored an author program on May 2 with David Steinberg who wrote Road to Ruins, a hiking guidebook. Three people attended.
- Monitored the “De-mystifying Medicare” program offered by the WLS Seniors out Speaking on May 4. Sixteen people attended.
- Participated in the Eastview class visits on May 6, 15 and 21.
- Coordinated the set-up and monitored the Comicon on May 16. Approximately 700 people attended.
- Worked with the White Plains City Schools Fine Arts Department to bring their annual art show to the Library. The opening reception on May 28 attracted over 1,000 people.
- Developed and administered a survey to determine interest in arts programming for seniors. The Creative Aging series will be scheduled for fall, 2015.

## STAFF AND TRAINING

- Attended an Elder Abuse workshop at WLS on May 5.
- Attended Non-harassment training at City Hall on May 5. Coordinated scheduling of this mandatory training for all library supervisors.
- Conducted two Volunteer Orientation sessions on May 14. Nine people attended. Three completed the application process and background check. Personal interviews were conducted to place volunteers to help with computer classes and provide assistance in Collection Management.

**By:** Rosemary Rasmussen  
**Dept.** The Trove - Children's Services  
**Subject:** Monthly Activity Report -May 2015  
**Date:** June 3, 2015

### Outreach, Projects & Visits

- ◆ We continued the Eastview visits, which were a great success.
- ◆ When a teacher sent students in for biographies on Henry Box Brown, we found out her name and asked if she would like to have Terry Rabideau bring her StoryWalk to her class. They had already gone on a class trip about the underground railroad and welcomed Terry to Post Road School. Terry set the StoryWalk up in the hall and lead the students in the true story about Henry Box Brown who mailed himself to freedom.
- ◆ Rosemary Rasmussen gave our Library materials and bookmarks at the wonderful PTA book giveaway day at Eastview School.
- ◆ The opening of the fantastic student art show increased attendance in the Trove.

### Programs

- ◆ Raquel Cavalcanti and Terry once again ran the popular Stuffed Animal Sleepover. When will we have another one?
- ◆ Rosemary and her small group of Garden Tweens went outside to plant the seedlings which did sprout. We used the planters on the driveway side of the Library. There needed to be a lot of cleanup before we could plant anything. The weather did not cooperate, and only a few plants made it, but the seeds we planted directly in the planters are coming up. Next year will be better.
- ◆ Another new program was a storytime on the alphabet. Terry read some alphabet books, then passed out ipads loaded with some alphabet activities. The families loved it! Thanks to The Edge for the loan of the ipads.
- ◆ Tata Cañuelas hosted a popular Cinco De Mayo dance performance.
- ◆ Deb and Bonnie coached the Raging Pages in a fun prep session for the Battle of the Books.
- ◆ Terry ran a special Lego bridge building with Aaron Tang of Bricks4Kids and Andrew O'Rourke of the New New York Bridge Educational Outreach Office.

### Staff

- ◆ Deb & Bonnie attended the SLJ Day of Dialog, with many authors who were in town for Book Expo.
- ◆ Rosemary attended Book Expo for a day.
- ◆ Terry went to BookCon, the extension of BEA for the general public.
- ◆ Bonnie met with Manching Tom from Manhattanville College to evaluate the tutors we place from her program.

By: Christiane Deschamps  
Department: Collection Management  
Subject: Monthly Report (for May)  
Date: June 3, 2015

### **Customer Service**

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 11 Request a Purchase forms.

Book displays this month were "The Books of Mad Men" (Brian Kenney), "May Is Mental Health Awareness Month" (Austin Duffy), "Change Your Stripes....Self Help Books" (myself). Kenney, De Luca and I refreshed/merchandised New Books area.

### **Collection Management**

Updating (and uploading to new web site) of the Library's "Magazines and Newspapers" List was completed thanks to the coordinated efforts of Karen Jackson, Suzanne Erhard, Susan Siegel, Ben Himmelfarb, John Lolis and Ryan Jackson.

Using a wide variety of print and online review sources, De Luca selected all adult print and AV materials, monitoring budgets for those fund lines. She reviewed White Plains and WLS Purchase Alert and Missing lists, ordering accordingly; updated NY Times Bestsellers available as ebooks on Overdrive page; added adult titles to Bookletters; weeded with focus on nonfiction DVDs; and reviewed all nonfiction books slated for de-selection; decided which new books would get transferred to old; contacted publishers regarding author programs; submitted content for online newsletter "This Month on Martine." DeLuca selected DVDs for re-casing.

### **Technical Services**

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. Jerrick Harris assisted with such tasks as call number assignments, processing materials, and shifting new books to old. Black fixed catalog to reflect cancellation of orders. Special projects included re-casing of DVDs (by Susan), processing/cataloging of many summer reading books, and assisting Sharon Rothman with Job Information books weeding.

### **Workshops and Programs**

EAP City workshop on "Harassment, Discrimination and Workplace Violence" and "Ninth Annual BookExpo America Adult Librarians' Dinner" (myself). "NoveList as a Reader's Advisory Tool" (DeLuca and myself). "Cataloging at WLS 2015" (Black). 3 days at BookExpo conference and Library Journal webcasts on genre fiction (DeLuca).

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

## **Programming**

- 5 de May celebration 62 people
- Offered Global Talent presentation on Skilled Immigrants for staff 10 members
- 1-1 Spanish computer class
- Worked with Eastview Middle school's bilingual school during visit
- Attended ceremony for last Spanish class 10 people present

## **Outreach**

- Contacted Grace Beltran from Open Door to discuss potential programs about Health in the Fall (In Spanish)
- Attended El Centro Hispano Food pantry registered 13 people for library cards.
- Contacted Richard Hope for the possibility of doing Outreach at the Farmer's Market
- 1 ESL Tour
- Contacted The Bristol Nursing Home for Outreach participation
- Contacted Westcop for Outreach
- Searched for missing items
- Email reference
- 

## **Meetings**

- Attended United Way summit
- Attended Westchester Independent living training on Immigration relief
- Attended Immigration relief meeting at Neighbor's link

**Laptop usage 6 times**

# MONTHLY REPORT

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

- Our new website was launched on Thursday, May 28<sup>th</sup>. There were however problems stemming from an incomplete import of the underlying database. The cause of that was identified and, following a re-import of the database, everything is looking good and working well. Well-deserved kudos go to Ryan Jackson for his outstanding efforts in developing the new site.
- Corresponding with the launch of the new website, a new development and test webserver was installed on existing server hardware. The production webserver which was replaced will be configured to serve as our staff intranet server.
- The CyberPool computers have finally been replaced with faster (albeit used) systems that have Windows 7 and Microsoft Office 2013 installed. In order to avoid network issues which inexplicably occur in the CyberPool, we removed the network login and entered hard-coded network addresses on the systems. The City IT Department has promised us a replacement network switch for the area, but we have no target date as to when we will receive it.
- On Sunday, May 10<sup>th</sup>, there was a network outage that affected the Circulation workroom, the selfchecks and the Reference Desk. It was discovered that a UPS (Uninterruptible Power Supply) failure caused a disruption of power to the network switch. The UPS was bypassed and network connectivity was restored.
- The auditorium podium component that had failed for the second time in April and was sent for repair has been received and was reinstalled in the podium. It has been functioning normally since that time.

## Memorandum

To: Brian Kenney, Library Director  
From: Nancy Kunz, Community Relations Librarian  
Subject: May 2015 Publicity  
Date: 6/1/15

White Plains Announces Its First Ever Comic Con

<http://news.hamlethub.com/whiteplainsdowntown/events/442-white-plains-announces-its-first-ever-comic-con>

Heather Miller of White Plains Rotary Club Named President of the Year (mention)

<http://whiteplains.dailyvoice.com/news/heather-miller-white-plains-rotary-club-named-president-year>

Superheroes come out for “Comic Con”

<http://westchester.news12.com/news/superheroes-come-out-for-%C3%A3-%C3%A6-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A5-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A3-%C3%A2-white-plains-comic-con%C3%A3-%C3%A6-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A5-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A3-%C3%A2-%C3%A5-%C3%A3-%C3%A2-1.10445948>

Bryant-Mamaroneck Parks’ StoryWalk Features New Book in White Plains

<http://whiteplains.dailyvoice.com/events/bryant-mamaroneck-parks-storywalk-features-new-book-white-plains>

**MONTHLY REPORT  
AGENDA ITEM #4**

**By:** Brian Kenney  
**Dept.** Library Director  
**Subject:** Monthly Report  
**Date:** June 10, 2015

Attended meeting of the Association of Development Officers of Westchester, 5/13.

Participated in Friends Annual Meeting, "Out of the Swamp," 5/17.

With Tim James, Diane Tabakman, met with Mayor Roach and John Callahan to discuss capital projects, 5/19.

Attended workshop at WLS on Readers Advisory by Duncan Smith of Novelist, 5/20.

Facilitated Book 'Em, a mystery discussion group, 5/20.

Attended PLDA, met with representatives from SIRSI to discuss enhancements of library catalog, 5/21.

Met with Linda Seckelson, gallery manager and Stephen Van Dyke, Cooper Hewitt, to plan fall exhibit on Pop-Up books, 5/22.

Planned for summer exhibit, Hidden in Plain Sight: Architecture Details of White Plains.

Met with Rai Fernandez, architect; construction company; Creative Concepts, furniture vendor, to investigate feasibility of demolition of service desk, replacement by new furnishings.

Met with John Callahan, Rick Hope (DPW) to review demolition of service desk, 5/29.

Attended Book Expo America, 5/28-29.

Met with Sue Hall, Peter Pearson, Library Strategies, to discuss retreat for strategic planning, 5/28.

Continued to plan Children's Book Festival, 6/1.

Participate in NY State Writer's Hall of Fame, Induction ceremony, 6/2.

# Edge Report - May 2015

## **Teen Programs:**

- Librarian Carlson
  - Spa Time: Mother's Day Gifts, Distracted Driving Bumper Stickers, Distracted Driving PSA, LED Light Art, and Teen Book Review Club
- Digital Media Specialist (DMS) Olney
  - Distracted Driving Video Game Workshop
- Librarian Carroll
  - Mother's Day Cards, Placemats for Charity, Make Your Own Chalkboard

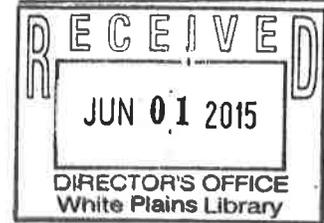
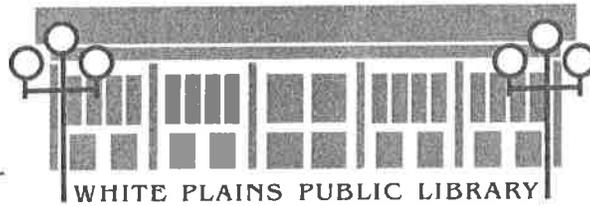
## **Training & Meetings:**

- Librarian Carlson
  - Edge Staff Meetings, and Workplace Harassment
- DMS Olney
  - Edge Staff Meetings
- Librarian Carroll
  - Edge Staff Meetings, and SLJ Webinar,

## **Other Projects:**

- Librarian Carlson
  - 6th Grade Visits, Project with The Explorers, Attended The Event with the Global Ambassadors, Attended BEA
- DMS Olney
  - 6th Grade Visits, Loucks Track Meet, Taught Visual Reasoning Enrichment (VRE) class at Eastview Middle School
- Librarian Carroll
  - 6th Grade Visits, Attended BEA

# F R I E N D S



## MINUTES OF MEETING 4/9/15

ATTENDING: Charlotte Ayers, Deb Gaffey, Lee Palmer, Rhoda Phillips, Angie Poulos, Faith Robinson

Rhoda called the meeting to order at 10 AM and reported a bank balance of \$37,626.38. The minutes of the previous meeting were read and accepted .

The newsletter is almost ready for mailing - thank you Faith.

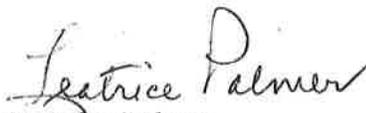
Deb showed us a flyer seeking volunteers and membership in the Friends and another promoting the annual meeting. They will be included with the newsletter.(attached)

Rhoda distributed copies of the NYLA Friends newsletter which contained some disquieting information. An article indicated that tax is expected to be collected for books sold at a Library Bookstore. What????? The matter has been referred to Brian for clarification and we hope he will have some information for us at our next meeting.

Ben and Elaine seem to have their ducks in a row for the annual meeting and we're hoping to have a sizeable audience. The meeting is on Sunday, May 17<sup>th</sup> at 2 PM so spread the word.

Brian requested and was granted \$300 for the installation of a gallery exhibit to run from June to August. It's called "Hidden in Site" and will feature architectural details of White Plains buildings. This is the second program highlighting our city and how appropriate is that, considering that this year is the 100<sup>th</sup> anniversary of White Plains as a city.

Our next meeting will be on May 14<sup>th</sup> in the Board room at 10 AM.

  
Leatrice Palmer  
Secretar



## **WE'RE LOOKING FOR NEW FRIENDS!**

*The Friends of the White Plains Public Library*

The Friends are the Library's unsung heroes. Since 1947 this group of dedicated volunteers has been sponsoring:

- musical programs and movies
- book discussion groups
- author appearances
- the Museum Gallery
- staff enrichment
- new equipment and furnishings
- books for the home bound
- the Friends Bookstore

**WE NEED YOU!**

Ready to help? Contact Assistant Library Director Kathy Degyansky at  
914-422-6965 or [kdegyansky@whiteplainslibrary.org](mailto:kdegyansky@whiteplainslibrary.org).

**The Friends of White Plains Library  
invite you to their annual meeting  
in memory of Kay Conroy:**

**Out of the Swamps:  
A History of Downtown  
White Plains Told Through  
100 Martine Avenue**



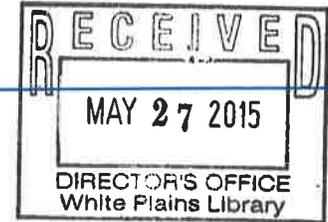
Photo: Looking East on Martine Ave  
from Brookfield St, Photo from Peter  
Kanze Collection

100 Martine Avenue hasn't always been 100 Martine Avenue! Before White Plains was settled by Europeans, the Weckweeskeck people occupied the area around 100 Martine and called it Quarropas ("white fog on the marsh"). It was still a swamp until well after the Revolutionary War, with maps showing the area becoming a recognizable form in the late 1800s. What happened next? Find out! Join Librarian for White Plains History Ben Himmelfarb and City Archivist Elaine Massena as they trace the history of the spot the library now occupies through photographs, maps, and stories to give listeners a vivid sense of the layers of experience we stand on.

**Sunday, May 17, 2015  
2:00-4:00 PM**



100 Martine Avenue • White Plains, NY 10601 • 914-422-1400 • [whiteplainslibrary.org](http://whiteplainslibrary.org)  
[facebook.com/WhitePlainsPublicLibrary](https://facebook.com/WhitePlainsPublicLibrary)    Twitter: @WhitePlainsLib    Text: WPPL to 66746



MINUTES OF MEETING 5/14/15

ATTENDING; Betty Barone, Deb Gaffey, Lee Palmer, Rhoda Phillips, Angie Poulos

Rhoda called the meeting to order and reported a bank balance of \$36,425.85.

The minutes of the previous meeting were read and accepted.

An acknowledgment of our donation in memory of Rita Poux was read.

Zela has retired from the Board but will continue to work in the book room on Thursdays.

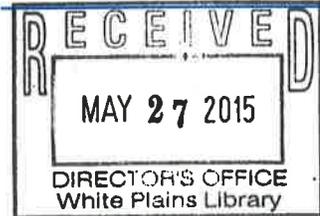
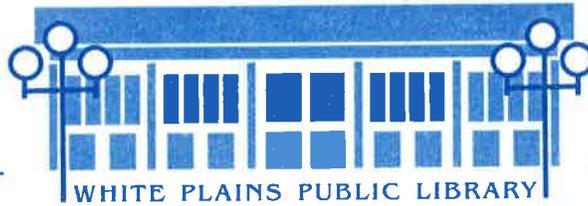
Sad to say, Mary Leslie has suffered a stroke. She is in re-hab at Burke and we send her our love and all good wishes for a speedy recovery.

Betty is all set for the hospitality chores for the annual meeting on Sunday April 17<sup>th</sup>.

Our next meeting will be on June 11<sup>th</sup> in the Board room at 11 am....please note the later time.

  
Leatrice Palmer  
Secretary

# F R I E N D S



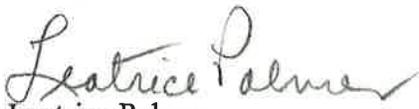
## MINUTES OF ANNUAL MEETING 5/17/15

Ben Himmelfarb and Elaine Massina were our guest artists - and artists they were. Our audience numbered more than 50 and everyone agreed that this program was one of our most interesting. Titled "Out of the Swamps" Ben and Elaine traced the history of White Plains from before it was White Plains thru urban renewal. Our Library stands on ground that was home to Indians before the Revolutionary war. Streets like Quarropas and Orawampum give hints of what was here before Grove and Main.

With visuals and orals, photographs, maps and wonderful stories they made history come alive for us. Questions and comments from the audience indicated the interest this program evoked. We thank them and aren't we lucky to have them on the staff.

As usual, Betty provided the sunny decor and we appreciate the variety of refreshments, baked and bought, everything was attractive and delicious.

Although this meeting usually ends our fiscal year, we are having a Board meeting in June. Be assured we'll give you a head's up before the start of the new year in September.

  
Leatrice Palmer  
Secretary

Memo to: White Plains Public Library Board of Trustees  
From: Libby Hollahan  
Date: June 2, 2015  
Re: Library Foundation Report

**Fundraising:**

At our April meeting, the Foundation approved setting a \$500,000 fundraising goal over three years (through 6/30/18) for Phases 2 and 3 of the first floor renovations. The renovated adult library will be called "The Hub," which will include the Hope & John Furth Learning Commons, the Café & Friends' Bookstore, the Marvin & Renee Kent Tutoring Alcove, and the George and Lucia Perkins Large Print Collection, and other areas available for naming. We are developing plans and new materials to move the Campaign forward.

Recent gifts include an unrestricted \$8,000 gift from a regular donor who prefers to remain anonymous but is very interested in local history. Also, \$1,200 in total restricted gifts for the Clarice Wilson Memorial Concert fund; the annual concert took place on April 26 with a beautiful performance by pianist Adam Kent.

A First Year Report on The Edge with a thank you letter will be mailed to Edge donors this week.

Our Fall 2015 Gala will celebrate the Foundation's 20<sup>th</sup> anniversary. The fundraising focus will be on the Campaign for The Hub. Jen DeMilio and Fred Singleton have graciously agreed to co-chair the Gala again this year. Gail Schwartz is chairing the Gala Honorary Committee, and we are in process of inviting people. Our honoree is Phil Klay, White Plains native and author of "Redeployment," the 2014 National Book Award winner.

**Grants:**

**--Shinnyo-en Foundation:**

--Eastview 6<sup>th</sup> grade visits to the Library funded through this grant took place over the last month, with groups of 125-150 students visiting on 4/29, 5/6, 5/15, and 5/21. The students enjoyed a full day program of workshops and tours of the Edge. We had great feedback from Eastview staff.

--Will again offer the Summer TV Production Camp funded by this grant.

--Shinnyo-en program director Ineko Tsuchida will be here on June 10 for a site visit and discussion about future funding.

**--Allstate:** The out-of-home ad campaign portion of this year's grant begins mid-June with billboard ads at the City Center movie complex, White Plains train station, and bus shelters again this year.

--Submitted our proposal for 2016. Program is likely to include some new teen programming on career readiness and leadership development, as well as teen safe driving and financial literacy/career development for adults.

**Other:**

Working with Brian Kenney, Max Rodriguez, Frank Williams and Jill Iannetta on the Westchester Children's Book Festival planned for Oct. 17. Budget is \$11,500. Have received \$2,000 in sponsorship support so far; waiting for approval on another \$5,000 sponsorship; and will be soliciting additional sponsorships.

**White Plains Library Foundation**  
**Minutes of Board of Directors Regular Meeting**  
**April 22, 2015**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Diane Tabakman at 7:05 p.m. at the White Plains Public Library. Directors in attendance were: Jim Benerofe, Jen DeMilio, Yuki Haynes, Richard Hecht, Susan Hecht, Joan Kass, Beth Kava, Brian Kenney, Barbara Loucks, Marjolein Mooney, Denise Serra, Gail Schwartz, J. Frederick Singleton and Diane Tabakman. Absent with notice were Denise D'Ambrosio, Richard Kaye, Gregory Keenan, G. Frederick Perkins, Jr., Nick Wolff and Assistant Library Director Kathy Degyansky. Also present were Foundation Executive Director Libby Hollahan and Secretary to the Library Director, Sandra McDaniel.

**Minutes of Regular Meeting of March 25, 2015**

The minutes of the regular meeting of March 25, 2015 were approved with two corrections on a MOTION by Yuki Haynes, seconded by Fred Singleton with abstentions from Barbara Loucks and Denise Serra.

**Library Director's Report**

Library Director Kenney stated that he had met with Library Board of Trustees President, Tim James, on how to work with City Hall to further Phase 2 & 3 of the renovation and Mr. James agreed that both Boards should meet with Mayor Roach and John Callahan informally over the next few weeks. Mr. Kenney remarked that he had done research on similarly-sized libraries and gave examples where the Foundation Boards of those libraries had raised the needed money. Ms. Serra asked if we could contact these Foundation Directors regarding their success stories and Mr. Kenney agreed to do so. Library Director Kenney stated that he presented the library budget to the Common Council today and they had a very positive conversation.

Treasurer Hecht remarked that the City had approved a few projects in the budget for the library and Mr. Kenney responded that some of those projects had not been funded. Mr. Kenney advised the Board that the next capital project scheduled to take place was the heating system replacement which would cost approximately \$1.0M. Mr. Hecht stated he was on the City's Budget & Management Advisory Committee and said that the City was being fiscally conservative due to concerns about the City's economic outlook.

**President's Report**

President Tabakman discussed corporate giving and cautioned that we should not expect it to be a major source of Foundation fundraising, as corporate giving has declined since the recession and is now often being channeled through companies' marketing budgets. The Board discussed the attributes of the adult learning area and thought it should have a short, catchy name for the entire adult area—something similar to The Trove and The Edge. The Board came up with a list of potential names that would incorporate the several designated areas already in place (Hope & John Furth Learning Commons, etc.). Ms. Hollahan asked that the Board provide feedback on the list of names and would like to settle on a name by the next board meeting so that we can begin using it in marketing materials for the Campaign and Gala. On a MOTION by Richard Hecht, seconded by Jim Benerofe, approval was granted to embark on a fundraising goal of \$500K by June 30, 2018 for a contribution to the City's continued renovation of the first floor of the library (Phases 2 & 3).

**Committee Reports**

Ms. Hollahan stated that Jen DeMilio and Fred Singleton would be back as co-chairs of the Gala and that Jeane Garment, former board member, would be on the Honorary Committee. Ms. Tabakman stated that there was nothing to report from the business committee.

**Executive Director's Report**

Ms. Hollahan discussed her written report and mentioned the United Way Giving Local Day which was a 24 hour online giving event scheduled for May 5<sup>th</sup> and 6<sup>th</sup> with purpose of raising money for non-profit

organizations and a way to build constituents. Ms. Hollahan stated that the 6<sup>th</sup> grade visits to the library were approaching and volunteers were needed from 10 a.m. to 12 p.m. as well as help at lunchtime and with the art activities on the following dates: 4/29, 5/6, 5/15, 5/21.

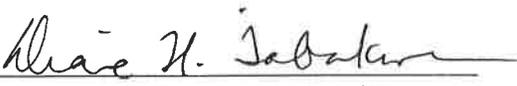
**Treasurer's Report**

Treasurer Hecht stated that this financial report was not that different from last month's report. Mr. Hecht noted that at the next Finance Committee meeting would be scheduled shortly and the revised 990 would be available at the next board meeting.

Ms. Hollahan thanked Mr. Singleton for arranging outreach tables for Allstate at the Loucks Games and noted that the Friends of the Library Annual Meeting/Local History Program would take place on May 17 and she would like see the board members show their support.

Ms. Tabakman recommended the local history training giving by Librarian Himmelfarb.

On a MOTION by Jim Benerofe, seconded by Susan Hecht, the meeting was adjourned at 8:23 p.m.

  
Diane H. Tabakman, President/Secretary