

WHITE PLAINS PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Wednesday, November 12, 2014

7:00 p.m. Call to order

- 1. Minutes of Regular Meeting of October 8, 2014**
- 2. Budget**
 - a. City Revenue & Expenditures Budget by Department - 10/30/14
- 3. Bills: 2014 – 2015 Budget: Claims #5, #6, #7**
- 4. Report of Library Administration**
- 5. Trustee Reports & Business**
 - a. WLS
 - b. Friends Meeting Minutes – 10/9/14
 - c. Foundation – Executive Directors Report – 11/5/14
 - d. Other
- 6. Ongoing Business**
 - a. Capital Projects
 - b. RFP for WPCM
 - c. Library Trustee Association Membership Discussion
- 7. New Business**
 - a. New Technology Demo in The Edge

White Plains Public Library Board of Trustees

Minutes of Regular Meeting

October 8, 2014

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 7:06 p.m. by President Paul Schwarz. In attendance were Trustees Barrera, Connors, D'Ambrosio, Furth, Haynes, James, Matthews-Serra, and Schwarz. Absent with notice was Trustee Scherer. Also in attendance were Library Director Brian Kenney, Assistant Library Director Kathy Degyansky, Foundation Executive Director, Libby Hollahan and Library Director's Secretary, Sandra McDaniel.

Minutes of Regular Meeting of September 10, 2014

The minutes of the regular meeting of September 10, 2014 were approved as submitted on a MOTION by Trustee Haynes, seconded by Trustee Matthews-Serra.

Budget:

City Revenue & Expenditure Budget by Department as of October 1, 2014 were reviewed.

Bills: 2014/15 Budget: #4

Trustee Furth reviewed the bills prior to the meeting. Trustee Furth, seconded by Trustee Haynes approved payment of bill voucher, #4 on a MOTION. Trustee Matthews-Serra noted that the PASNY bill was over \$35,000 which was up \$5,000 and Library Director Kenney responded that the City across the board had received an increase and it should decrease next month to the usual amount.

Report of Library Administration

Library Director Kenney reported that he was going to try to initiate a preliminary discussion with a Starbuck's-type of establishment to see if they would be interested in occupying space in the Bookstore Café. Mr. Kenney advised the Board that the Hoopla contract for the on-demand internet streaming service was signed today and that he would coordinate with the department heads the launch of the new service.

Trustee Matthew-Serra inquired about the 500 holds that were not being picked up and was there a way to fine people. Library Director Kenney explained that in the past people were fined for not picking up reserves, but this had been discontinued. Assistant Library Director Degyansky noted that when we had fined people it created dissent and argument at the service desk, taking up valuable staff time, and she doesn't recommend fining people. Trustee Haynes stated that a person waiting for the book was unable to get it and Mr. Kenney said a reminder was being sent through WLS software to pick up the hold.

Trustee Reports & Business

WLS – Trustee Furth stated that there was nothing to report. Trustee Furth attended a Library Association meeting last night on new technology (3D printer and Makerspace) and was very impressed. Trustee Furth said the presentation would be on the WLS website in a week and she recommended it. Trustee Furth noted that White Plains was one of five libraries in Westchester that has Makerspace technology. Library Director Kenney will have a demo on new technology in The Edge at the next meeting.

Minutes of the October 8, 2014 meeting of the Library Board of Trustees, page 2

Friends –(none)

Foundation –Ms. Hollahan distributed the citywide newsletter that was mailed out to White Plains residents and also discussed the Dough Raiser event that was taking place tomorrow to raise funds to support the Trove. Ms. Hollahan also discussed the plans for the Gala, Spelling Bee and gave an update on her grant work.

Other –

Ongoing Business:

Assistant Library Director Degyansky stated that four volunteer orientations had been held and 16 people attended. Ten people applied and four had accepted assignments. Ms. Degyansky further stated that the Collection Management volunteer took a full-time job and had resigned. She noted that the next orientations were on October 23 at 11 a.m. and 7 p.m. and she was trying to target program presenters and volunteers to help with Edge homework and Homebound Services. Trustee Furth asked if we delivered books to nursing homes and Ms. Degyansky remarked that some assisted living communities come to the library to get books. Library Director Kenney stated that two volunteers helped with the English Conversation class so that we now typically have around 18 people divided into two groups which make it more beneficial to the participants. Mr. Kenney also noted that volunteers helped with summer cinema program and it was very successful.

Library Director Kenney discussed the status of the Community Media RFP. The Board discussed several concerns regarding the mission and objectives, potential conflicts on objectives with Mr. Kenney. Trustee D'Ambrosio encouraged the Board to review the RFP before submission and Mr. Kenney agreed to email the RFP to the Board as well as discuss it at the next meeting. Library Director Kenney did note that the inclusion of the cable studio inside the library would have been beneficial with The Edge programs this summer vs. using the Eastview studios.

New Business:

On a MOTION by Trustee Furth, seconded by Trustee Connors, the personnel additions/deletions from July 1-September 30, 2014 were approved.

Library Director Kenney pointed out that Overdrive (our ebook vendor) now has Simon & Shuster titles available. Mr. Kenney stated that the biggest difference is the new “buy it now” button that accompanies S&S, and other, titles; this may lead to confusion among users who might believe that they need to purchase ebooks, and not borrow them. The “buy it now” button is a requirement on the part of the publisher for libraries to offer S&S content. Library Director Kenney commented that WLS has already implemented this; Trustee Furth remarked that she would bring it up with the WLS Board.

Library Director Kenney reviewed the WLS statistics (comparison data) document which he received yesterday with the Board.

President Schwarz noted that he and Trustee Furth gave Library Director Kenney his evaluation yesterday and remarked the Board was very happy with Library Director Kenney. Trustee Furth noted that the Board felt underused sometimes and felt the Board needed to set goals together with the director and brainstorm ways to achieve these goals. Trustee Furth suggested the first thing to do was join the Library Association which dues were \$425 a year based on the library's

Minutes of the October 8, 2014 meeting of the Library Board of Trustees, page 3

size (refer to membership dues page which was distributed). Ms. Furth stated that the last time we were members was in 2008 but due to budget constraints were unable to rejoin. Trustee Furth asked the Board where we go to get the money for membership and asked board members to look at the website and make an informed decision. President Schwarz requested that this topic be put on the agenda next month so that it could be discussed and voted on in November.

Adjournment

There being no more business before the Board, the meeting was adjourned at 8:15 p.m. on a MOTION by Trustee James, seconded by Trustee Haynes.

Yuki Haynes, Secretary
Library Board of Trustees

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: October 30, 2014

In the Budget Report as of October 30, 2014, all monthly revenues and expenditures are normal, with the following note:

We received 90% of our State Aid (Revenue code 02269), the remaining 10% normally comes towards the end of the fiscal year.

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	-14,454.90	-14,454.90	.00	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	-14,454.90	.00	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	.00	.00	.00	-1,795.00	.0%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,070.19	-310.27	.00	-1,929.81	35.7%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-1,070.19	-310.27	.00	-3,724.81	22.3%
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	-25,993.44	-4,713.32	.00	-74,006.56	26.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,339.40	-570.00	.00	-4,660.60	22.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-6,021.60	-1,385.25	.00	-8,978.40	40.1%
06699 OTHER	-4,500	-4,500	-1,091.14	-170.48	.00	-3,408.86	24.2%
TOTAL MISCELLANEOUS	-125,500	-125,500	-38,813.58	-6,839.05	.00	-86,686.42	30.9%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-1,962,344.73	-500,000.00	.00	-4,166,171.27	32.0%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-1,962,344.73	-500,000.00	.00	-4,166,171.27	32.0%
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 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	31.9%
TOTAL REVENUES	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	
GRAND TOTAL	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	31.9%

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

FOR 2015 04

	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	48,156.82	11,465.91	.00	101,473.18	32.2%
1.150 MANAGERIAL SALARIES	212,625	212,625	68,420.13	16,293.45	.00	144,204.87	32.2%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,166,889	716,362.84	166,703.36	.00	1,450,526.16	33.1%
1.201 CSEA OVERTIME	46,000	46,000	9,763.48	4,606.44	.00	36,236.52	21.2%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	65,694.75	18,021.65	.00	189,305.25	25.8%
TOTAL SALARIES & WAGES	2,942,169	2,840,744	908,398.02	217,090.81	.00	1,932,345.98	32.0%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	214,840	68,321.19	16,120.44	.00	146,518.81	31.8%
2.020 MTA PAYROLL TAX	9,997	9,660	3,049.38	729.38	.00	6,610.62	31.6%
2.101 NYS EMPLOYEE PENSION	549,140	520,245	168,736.02	40,319.43	.00	351,508.98	32.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	463,778	151,199.98	36,278.68	.00	312,578.02	32.6%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	51,939.90	.00	.00	126,950.10	29.0%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMIN CHR	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	12,483.10	.00	.00	37,516.90	25.0%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	.00	.00	.00	24,281.00	.0%
2.301 DENTAL INSURANCE PLAN	43,010	41,047	13,321.50	3,252.90	.00	27,725.50	32.5%
2.407 OPTICAL INSURANCE	11,764	11,220	3,716.76	907.56	.00	7,503.24	33.1%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	1,040.64	260.16	.00	2,094.36	33.2%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	990.00	240.00	.00	35.00	96.6%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	116.75	116.75	.00	1,033.25	10.2%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	134.49	104.25	.00	865.51	13.4%
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	1,526,679	475,729.71	98,329.55	.00	1,050,949.29	31.2%
3. MATERIALS & SUPPLIES							

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	3,345.15	2,395.20	.00	5,654.85	37.2%
3.003 PRINTING	4,000	4,000	416.91	158.00	.00	3,583.09	10.4%
3.004 POSTAGE	0	0	173.96	.00	.00	-173.96	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	51,111.36	16,645.88	.00	154,537.64	24.9%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	1,629.75	529.00	.00	12,930.25	11.2%
3.010 NON-BOOK MATERIALS	100,000	100,000	50,463.93	25,878.90	.00	49,536.07	50.5%
3.011 PROGRAM SUPPLIES	4,000	4,000	489.78	165.00	.00	3,510.22	12.2%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	135.00	135.00	.00	865.00	13.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	8,321.98	2,394.19	.00	1,678.02	83.2%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,004	2,004	1,080.00	.00	.00	924.00	53.9%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	1,028.00	148.00	.00	10,972.00	8.6%
3.302 BUILD/FAC EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	9,135.16	2,681.40	.00	5,864.84	60.9%
3.601 ELECTRICITY	393,931	393,931	108,122.78	34,467.94	.00	285,808.22	27.4%
3.602 TELEPHONE	3,360	3,360	977.37	348.78	.00	2,382.63	29.1%
3.603 GAS	65,500	65,500	302.28	93.95	.00	65,197.72	.5%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,356	1,356	304.76	.00	.00	1,051.24	22.5%
3.704 COPIER RENTAL	6,701	6,701	2,233.24	558.31	.00	4,467.76	33.3%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	28,612.94	.00	.00	31,907.06	47.3%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	267,884.35	86,599.55	.00	651,021.65	29.2%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	4,200.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	43,298.52	6,191.02	40,784.10	46,671.38	64.3%
4.016 SECURITY GUARDS	109,809	109,809	31,599.48	11,147.73	.00	78,209.52	28.8%
4.023 PROGRAM SERVICES	56,500	56,500	16,418.45	12,136.30	.00	40,081.55	29.1%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	8,036.88	2,412.46	.00	4,439.12	64.4%
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	3,000.00	1,650.00	.00	7,000.00	30.0%
TOTAL DIRECT COSTS	364,889	364,889	147,703.33	37,737.51	40,784.10	176,401.57	51.7%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	117,344.73	.00	.00	337,467.27	25.8%
9.990 RESERVE FOR FINANCING	10,000	223,673	.00	.00	.00	223,673.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	678,485	117,344.73	.00	.00	561,140.27	17.3%

FOR 2015 04

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	1,917,060.14	439,757.42	40,784.10	4,371,858.76	30.9%
6,311,187	6,329,703	1,917,060.14	439,757.42	40,784.10	4,371,858.76	30.9%

TOTAL LIBRARY FUND

GRAND TOTAL

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

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 5
Page 1

Claims Paid On: October 17, 2014
Due in Finance : October 3, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.601 Memberships	034	Frick Collection	\$ 240.00
3.001 Office Supplies	PO32625 PC-43	CDW-Government W.B. Mason	2,202.18 193.02
3.003 Printing	PC-44	Graphic Design Associates	158.00
3.005 Books	035 036	Barnes & Noble Ingram Library Services	199.08 129.12
3.006 Periodicals	037	Magnotta's Supermarket	68.00
3.010 Non Books	PC-45 PC-46	Midwest Tape OverDrive	7,694.57 2,274.98
3.011 Program Supplies	PC-47	Bytec Technologies	165.00
3.012 Equipment Maintenance	PC-48	Carl Viggiani	135.00
3.014 Library Supplies	PO32625	CDW-Government	2,202.19
3.301 Facility Maintenance	PC-49 PC-50	Door Control Suburban Carting	148.00 595.00
3.306 Maintenance Supplies	PC-49 PC-51 PC-52 PC-53	Door Control Burke & McCowen Grainger Wallauer's	1,160.00 14.55 369.06 91.24
3.602 Telephone	038	Nextel Communications	52.25

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 5
Page 2

Claims Paid On: October 17, 2014
Due in Finance : October 3, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.603 Gas	039	Con Edison	\$ 93.95
3.704 Copier Rental	PC-59	Canon Financial Services	558.31
4.015 Service Contracts	PC-54	American Independent Paper	108.00
	PC-55	Canon Solutions America	456.12
	PC-56	Sound Water Treatment	670.00
4.016 Security	040	Security Services of Connecticut	6,711.43
4.023 Program Services	PC-45	Midwest Tape	665.50
	PC-57	Baker & Taylor, Inc.	10,295.00
4.058 Online Subscriptions	041	Cablevision	12.46
4.709 Library Programs	033	Child Care Council of Westchester	500.00
	042	Child Care Council of Westchester	250.00
	032	Gail Danley	150.00
	044	Angela Montoya	100.00
	043	Irasema Navarro	300.00
	045	Naicy Pretill	500.00

Approved:

Yuki Haynes, Secretary

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 6
Page 1

Claims Paid On: October 31, 2014
Due in Finance : October 17, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
2.602 Education	047	Erik Carlson - reimburse	\$ 78.83
	048	Austin Olney - reimburse	37.92
2.603 Travel	047	Erik Carlson - reimburse	26.00
	048	Austin Olney - reimburse	28.25
	049	Kathlyn Carroll - reimburse	22.50
	050	Sharon Rothman - reimburse	27.50
3.001 Office Supplies	Sept '14	Purchase - Supply Room	47.97
3.005 Books	claim 10/17	Amazon	83.76
	046	Baker & Taylor, Inc.	16,233.92
3.006 Periodicals	051	Royal Scarlet Deli	461.00
3.010 Non Books	PC-61	Midwest Tape	15,465.05
3.011 Program Supplies	Sept '14	Purchase - Supply Room	6.99
	PC-62	Fun Express	37.00
3.014 Library Supplies	PC-61	Midwest Tape	192.00
3.306 Maintenance Supplies	Sept '14	Purchase - Supply Room	173.29
	PC-59	Kent Supply Company	273.10
3.601 Electricity	8/12 - 9/11	PASNY	34,467.94
3.603 Gas	052	Con Edison	103.46
4.015 Service Contracts	PC-58	American Independent Paper	54.00
	PC-60	Sound Water Treatment Center	335.00

WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES

BUDGET YEAR 2014 - 2015

CLAIM LIST # 6

Page 2

Claims Paid On: October 31, 2014

Due in Finance : October 17, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
4.016 Security	053	Security Services of Connecticut	\$ 4,436.30
4.023 Program Services	PC-61	Midwest Tape	447.60
	PC-63	Baker & Taylor, Inc.	698.50
4.058 Online Subscriptions	054	InfoGroup	2,400.00
4.709 Library Programs	055	Naicy Pretill	500.00

Approved:

Yuki Haynes, Secretary

**WHITE PLAINS PUBLIC LIBRARY
BOARD OF TRUSTEES**

BUDGET YEAR 2014 - 2015

CLAIM LIST # 7

Claims Paid On: November 14, 2014

Due in Finance : October 31, 2014

<u>BUDGET CODE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>AMOUNT</u>
3.005 Books	059	Baker & Taylor, Inc.	\$ 4,716.66
3.010 Non Books	PC-64	Midwest Tape	1,359.30
	PC-65	OverDrive	1,243.16
3.011 Program Supplies	PC-66	Raquel Cavalcanti - reimburse	28.93
	PC-67	Bonnie Grant - reimburse	52.13
	PC-68	W.B. Mason	73.98
3.301 Facility Maintenance	PC-69	Door Control	748.00
3.306 Maintenance Supplies	PC-70	ADI	166.63
	PC-71	Burke & McCowen	12.14
	PC-72	Grainger	733.44
4.016 Security	056	Security Services of Connecticut	1,855.92
4.023 Program Services	PC-64	Midwest Tape	184.60
	PC-73	Baker & Taylor, Inc.	1,485.00
4.058 Online Subscriptions	057	Cablevision	12.46
4.709 Library Programs	060	White Plains Rec & Parks	1,000.00
	058	Carolyn Rudzinski	150.00

Approved:

Yuki Haynes, Secretary



By: Timothy Baird
Dept. Adult Services
Subject: Monthly Report – October 2014
Date: November 5th, 2014

Administrative

- Welcomed and trained new Librarian I Ben Himmelfarb who joined the Library Team on October 14th. Himmelfarb will serve as the Library's Local History Librarian.
- Hired Miriam Varian, retired Local History Librarian, as a part-timer to work with Himmelfarb on learning the WP Local History Collection.
- Generated statistics reports for different areas of the Non-Fiction Collection.
- Hosted the monthly Poetry Slam featuring Guest Poet Gayle Danley.
- Attended two Department Heads retreat meetings to discuss improving the User Experience at the Library.
- Attended a Mayor's Youth Board meeting at the Youth Bureau.

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

- Librarian Rothman attended a WLS workshop on Customer Service.
- Librarian Rothman attended a viewing party for the Foundation Center Funding Information Network Days at their headquarters in NYC.
- Librarian Perez attended a WLS Serving Latinos meeting.
- Librarian Himmelfarb did an inventory survey of the Local History Collection.
- Librarian Kunz attended a WLS "Meet the Media" workshop.
- Librarian Kunz attended an ALA webinar "Using Twitter for Marketing and Outreach".

Customer Service:

- October saw the first use of the Library's new 3D Printing for the public. Digital Media Specialist Olney oversaw the patron's printing request.

- Librarian Rothman conducted a class for the Women's Enterprise Development Center on content for business plans.
- Librarian Rothman gave a tour of the Jobs and Business collection to the WEBS [WLS Careers & Educational Counseling Service] group that is meeting at the Library.
- Librarian Himmelfarb responded to 11 Local History queries.

Community Outreach:

- Please see the Community Outreach report for more details.

Programs:

- We launched our fall Short-Story Discussion series in October with two lively discussions of compelling works by authors from a new collection, *The Scribner Anthology of Contemporary Short Fiction* (2nd edition, Touchstone Books, c2007). Veteran facilitator/librarian Barbara Wenglin welcomed more than 50 participants at each session with over 80 registered for this popular ongoing series. This program is sponsored by the Friends of the Library.
- Business programs included: Doing Business With the Government; Job Club.
- Computer classes and demos included: Online Job Searching; Pinterest; Digital Dirt;
- Please see Librarian Perez's Outreach Report that includes all of the Spanish programs offered by the Library.
- Poetry Slam with Open Mic and Guest Poet Gayle Danley.

By: Kathleen Degyansky
Dept.: Assistant Director
Subject: Monthly Report for October 2014
Date: November 3, 2014

OUTREACH AND COLLABORATION

- Worked with the County Department of Social Services to host the Heart Gallery reception and exhibit on October 8. This program promotes adoption and foster parenting opportunities.
- Represented the Library at a re-entry panel held at the Westchester County Jail on October 13. Six inmates attended.
- Attended a planning meeting of the Creative Aging grantees at the Bronxville Library on October 21 to coordinate scheduling and joint program marketing plans. The other WLS libraries that received funding are Montrose, Harrison, Bronxville and Dobbs Ferry.
- Attended the Westchester County Safer Communities Forum on October 21. Speakers discussed understanding and working with clients with mental illness.
- Met with White Plains City Schools Homebound coordinators Jennifer Gray and Sara Hall on October 30 to discuss changes to the program and deployment of new school-provided Chromebooks for students' use.

PROGRAMMING AND EXHIBITS

- Arranged and hosted a Hearing Health Awareness workshop by Zounds of Westchester on October 2. Ten people attended.
- Arranged for a new exhibit by White Plains High School teacher and artist Peter Wood. The opening reception was held October 4. On October 15, the artist reported that two of his works were vandalized. They were removed from the exhibit. The artist believes they may be repaired and he will attempt to do so.
- Monitored the League of Women Voters Candidates Forum on October 22. Ninety-six people attended.

POLICIES AND TRAINING

- Attended a Customer Service training at WLS on October 2. Four additional White Plains staff attended.
- Created a draft exit survey for use in gauging our patrons' experience. The survey will be administered in the lobby over the next two months.
- Conducted a volunteer orientation (2 sessions) on October 23. Twenty-one people attended.
- Attended a training session by Manhattanville College on October 24 to learn the process for submitting and approving electronic timesheets for Work Study students from the College working at the Library this semester.
- Attended a webinar hosted by the American Library Association on October 27 regarding new federal workforce development funding.

By: Rosemary Rasmussen
Dept. The Trove - Children's Services
Subject: Monthly Activity Report - October 2014
Date: October 31, 2014

Outreach, Projects & Visits

- ◆ We had lots of class visits in the Trove, and we visited some preschools.
- ◆ Eastview held a parent and child meeting here. We gave them an introduction to the Trove and our online resources, then had some fun math and crafts activities for them. Thanks to the teachers and principal for coming.
- ◆ Bonnie Grant and Deb Gaffey led our Battle of the Books team in the County-wide contest. Our team did not win, but everyone had fun at the practices over the past few months, plus read some great books.
- ◆ Scout troops painted the windows of the Library for Halloween.
- ◆ Tata Cañuelas visited George Washington School for family read aloud night.

Programs

- ◆ October was the month for cultural celebrations! Tata ran a great art workshop on the Indian festival of Rangoli, and then with the help of the Kumar family, had a Diwali festival right here in the Library. Raquel Cavalcanti and Tata had a three week workshop on assembling Day of the Dead altars, and on the last meeting, the families spoke about the family members that they honored. Then at another program, Tata held a special Day of the Dead family storytime.
- ◆ Tata also worked on the Tarde Cultural for adults and families with Mariel Perez.
- ◆ Three wonderful donated programs this month enriched our calendar. Eileen Oddo from Musical Munchkins performed on a Wednesday Night Is Family Night. Nurt Villani of the Music Conservatory of Westchester gave a charming music class for toddlers on a Saturday morning. And the YWCA Gymnastics program demonstrated what even young children can do. Thanks to all our community friends!
- ◆ Terry Rabideau held the ever popular Lego Club and also a workshop on the computer program Sculptress.
- ◆ Terry read Rosemary Well's book Bunny Cake for Jumpstart Read for the Record.

Staff

- ◆ The Teacher In The Library resumed with Joseph Fontane and new teacher Naama Papadokos.
- ◆ Bonnie and Tata attended Bookfest in New York City.
- ◆ Bonnie and Rosemary Rasmussen were trained in the new online timesheet verification for the Manhattanville College tutors.

By: Christiane Deschamps
Department: Collection Management
Subject: Monthly Report (for October)
Date: November 5, 2014

Customer Service

Karyn De Luca and I worked at the Reference Desk, including evenings and weekends. We processed 16 Request a Purchase forms.

Book displays this month were: short story collections "2014 Powell's Short List" and "Selected Shorts" (mine); and "Fresh Horror" and "Ghost Stories" (De Luca).

Collection Management

De Luca selected and deselected many adult print, digital, and AV items

Mariel Perez finished weeding Spanish DVDs. From now on, Spanish DVDs will be interfiled with the rest of the DVD Collection.

Small Business, Foundation, and College Info Collections were shifted to a different shelving unit, freeing up space on the first floor. I weeded College Info Collection.

Technical Services

Susan Siegel, Mary Black and Theresa Jattan placed orders, received, processed and cataloged materials; checked candidates for weeding and deleted items; searched for bibliographic records, requesting WLS records when needed; fixed items needing mending or correction in the online catalog; shifted New Books to Old; and refreshed New Books area. Jerrick Harris assisted with call number assignments, among other tasks. Siegel selected books for the Valhalla Shelter. Black changed designation of our "Books Big and Beautiful" Collection so that they can be reserved and borrowed throughout the County. I worked with WLS and Midwest Tape and B & T to try and resolve issues of titles dropped or duplicated in our electronic orders.

Other

I led 3 English Conversation Groups. Attended WLS Cataloging Workshop; WLS Cataloging Committee meeting; and 2 retreat sessions to discuss book *Useful, Usable, Desirable*. Met with new Librarian Ben Himmelfarb, explaining the work that is done in Collection Management; and sales representatives from Pearson Publishing to learn about their ESL materials.

De Luca attended the Adult Librarians' Sneak Peek Book Preview in NYC.

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

Programming:

- 2 Child care council workshops 3 ppl
- Latino U program "Pathway to college" 15 people
- 12 Citizenship classes 180 people attended
- Tarde Cultural 92 people
- Deferred Action for Childhood arrivals 52 people (Citizenship mock interview) to help citizenship applicants prepare for their own interview.
- 8 Spanish Classes 120 students
- Mexican Consulate 244 people
- 2 WEDC program 26 ppl.
- 2 1-1 computer classes

Outreach

- 4 Esl Tours 60 students
- Contacted Yadhria Gonzalez children's author about a possible program at the library.
- Attended Latino U's Visiones celebration.
- Contacted Women of Color productions Inc. for a possible program in February (Black History month)
- Contacted Carmen Pena professional personal coach for possible program in March.

Meetings:

- Liber Spanish book purchase
- Attended WLS Serving Latinos meeting

Weeded Spanish DVDs

ESL laptop usage 13 ppl

MONTHLY REPORT

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

- On the night of Monday, October 20th, WLS in conjunction with SirsiDynix upgraded the Symphony ILS to the latest version. The upgrade was successfully completed by the morning, allowing us to perform the corresponding upgrades to WorkFlows on the service desk and staff workstations. No downtime in the use of WorkFlows was experienced.
- We are in the midst of installing a second LPT:One management server to handle printing from the Edge workstations. A second print server and print release station dedicated to the Edge is necessary in order to support printing from the Mac workstations. One of our spare coin-bill acceptors will be installed along with it to support payment by coin or bill. Meanwhile, Austin Olney of Adult Services is developing a video tutorial that will provide step-by-step instructions to patrons as well as staff on how to use the Mobile Print Service. Once that is completed and flyers with print instructions are produced, we will be ready to fully launch and publicize the Mobile Print Service.
- Because they have been frequently knocked about and have experienced cable damage, the four mid-tower Windows computers in the Edge have been replaced with four much more compact Asus Vivo PCs. Their very small footprint allows them to be placed on the desktop and away from damaging kicks and bangs that they were subjected to under the desk. Funds for the purchase of the PCs came from remaining Shinnyo-en grant funds.
- As part of a Library-wide initiative to clean up and clear out unused equipment, 28 PCs, five monitors and two printers have been cleared by the Purchasing Department for disposal. All are at least 10 years old and while half of the computers are still in working condition, they would have very limited application, especially as we look forward to upgrading from Windows XP to the more memory and performance-intensive Windows 7 operating system.
- A new addition to our website is a web page listing all of the New York Times Bestsellers that are available in our ebook collection (see <http://whiteplainslibrary.org/nyt/>). The listings and cover art link directly to the items in our collection. The page is the result of a collaborative effort between Systems Staff and Collection Management.

Memorandum

To: Brian Kenney, Library Director
From: Nancy Kunz, Community Relations Librarian
Subject: October 2014 Publicity
Date: 10/31/14

Poetry SLAM and Open Mic Event at White Plains Public Library, Wednesday night, 10/1
<http://news.hamlethub.com/whiteplainsdowntown/events/196-poetry-slam-and-open-mic-event-at-white-plains-library-wednesday-night-10-1>

TZ Bridge Blog: Teamwork, Creativity and a Whole Lot of Fun
<http://www.rocklandtimes.com/2014/10/01/tz-bridge-blog-teamwork-creativity-and-a-whole-lot-of-fun/>

“Solving Common Family Problems: 5 Essential Steps” White Plains Library Event Tonight
<http://news.hamlethub.com/whiteplainsdowntown/events/15-todays-events/203-solving-common-family-problems-5-essential-steps-white-plains-library-event-tonight>

This Tuesday Assemblyman Buchwald to Host Small Business Forum Focused on Westchester’s Small Business Community
<http://news.hamlethub.com/whiteplainsdowntown/politics/206-this-tuesday-assemblyman-buchwald-to-host-small-business-forum-focused-on-westchester-s-nonprofit-community>

League of Women Voters Sponsoring Candidates Forum in White Plains
<http://www.lohud.com/story/news/politics/politics-on-the-hudson/2014/10/06/league-of-women-voters-sponsoring-candidates-forum-in-white-plains/16815231/>

White Plains’ League of Women Voters Presents Its Annual Candidates Forum
<http://scarsdale.dailyvoice.com/events/white-plains-league-women-voters-presents-its-annual-candidates-forum>

At November Gala, White Plains Public Library Foundation will Honor Three Outstanding Partners for their Contributions of the Library and Community; Event will also Celebrate The Trove Children’s Library’s 10th Anniversary
<http://news.hamlethub.com/harrison/places/1926-at-november-gala-white-plains-library-foundation-will-honor-three-outstanding-partners-for-their-contributions-to-the-library-and-community-event-will-also-celebrate-the-trove-children-s-library-s-tenth-anniversary-1413397108>

Dillon, Latimer Square Off in Lively LWV of White Plains Forum
<http://whiteplains.dailyvoice.com/politics/dillon-latimer-square-lively-state-senate-forum>

At November Gala, White Plains Library Foundation Will Honor Three Outstanding Partners for Contributions to Library and Community
<http://news.hamlethub.com/whiteplainsdowntown/events/229-at-november-gala-white-plains-library-foundation-will-honor-three-outstanding-partners-for-their-contributions-to-the-library-and-community-event-will-also-celebrate-the-trove-children-s-library-s-tenth-anniversary>

Meet the Candidates at White Plains LWV Forum
<http://whiteplains.dailyvoice.com/events/meet-candidates-white-plains-lwv-forum>

White Plains Public Library and the Allstate Foundation Continue Partnership for Community Education Series through Renewed Grant Funding

<http://news.hamlethub.com/whiteplainsdowntown/charities/256-white-plains-public-library-and-the-allstate-foundation-continue-partnership-for-community-education-series-through-renewed-grant-funding>

White Plains Public Library and The Allstate Foundation Continue Partnership for Community Education Series through Renewed Grant Funding

<http://patch.com/new-york/whiteplains/white-plains-public-library-and-allstate-foundation-continue-partnership-community-education-series>

**MONTHLY REPORT
AGENDA ITEM #4**

By: Brian Kenney
Dept. Library Director
Subject: Monthly Report
Date: November 12, 2014

Facilitated a retreat among management staff, using Aaron Schmidt and Amanda Etches' *Useful, Usable, Desirable: Applying User Experience Design to Your Library* (2104) as a text book.

Developed Capital Projects for upcoming fiscal years.

Attended benefit for El Centro Hispano (10/18).

Continue to chair WLS ILS committee.

Attended Latino U fundraiser (10/30).

Worked with new English conversation group volunteers.

Met with State Senator Andrea Stewart-Cousins, Assemblyman David Buchwald to review library first floor renovations.

Attended New York Library Association conference (11/6-8). Presented on designing library spaces to facilitate learning, accepted PLS Design Award for the Edge.

With Libby, helped to develop Library Gala.

Edge Report - October 2014

Programs:

- Librarian Carlson
 - Friendship Bracelets, Styrofoam Gliders, Intro to Soldering, Battle of the Books Volunteer, Book Review Club, Stand-Up Comedy for Girls & Halloween Party
- Digital Media Specialist (DMS) Olney
 - Roblox, Build a High-Powered PC (x4), Coding Club & Minecraft Monday, Drop-in Computer Help (x4)
- Librarian Carroll
 - FIFA Friday, Knitting Fingerless Gloves, Guiding Eyes Volunteer Project, Halloween Decorating & Halloween Party

Training & Meetings:

- Librarian Carlson
 - Mental Health First Aid Training, WLS CYA meeting, Meeting with Reps from WP Youth Bureau, Manhattanville tutor web access training
- DMS Olney
 - Mental Health First Aid Training
- Librarian Carroll
 - WLS CYA meeting, WPCC meeting, Tri-State Book Buzz

Outreach & Class Visits:

- Librarian Carlson
 - Woodfield Cottage, Good Counsel Academy, SPARC
- DMS Olney
 - SPARC
- Librarian Carroll
 - Good Counsel Academy

Other Projects:

- Librarian Carlson
 - Assembled CNC machine, taught Intro to Microsoft Word pt. 1, taught a Intro to Mouse and Windows one-on-one session.
- DMS Olney
 - Created November Edge Calendar, Used Beatmaker 2 to create rhythms for teens, Helped teen create game using Unity, Purchased audio cables for Audio studio, Completed build of Media Lab Gaming PC, setup monitor for Audio studio, Completed appointment with patron who had an STL file to be 3D printed
- Librarian Carroll
 - Received textbooks from schools for Edge Reference



MINUTES OF MEETING 10/09/14

ATTENDING Betty Barone, Deb Gaffey, Brian Kenney, Lee Palmer, Rhoda Phillips, Rita Poux, Faith Robinson, Cynthia Sammis, Clare Stuart

Rhoda called the meeting to order, passed around several thank you notes and then Clare reported a bank balance of \$36,380.94. Better World Books sent us \$75.03 for last month.

It was decided to have the staff luncheon on January 15th next year. Brian, Kathy and Deb will oversee the arrangements. Of course, we will pitch in as needed.

Brian took note of our suggestion that there be a ramp just outside the elevators. This would ease entry for disabled people and baby strollers. We can always hope the city will agree.

The Bob Mills concert last month was thoroughly enjoyed by an audience of 51. Nancy did the intros and Betty, as usual, did the hospitality chores in Fall splendor.

Deb showed us the yellow team T-shirt she and Bonnie designed to be worn at the Battle of the Books contest. Our team is known as the Raging Pages (cute!) And we wish them well on October 18th.

We voted to take a full page ad in the Gala journal at a cost of \$1000. Although this is more than we have spent in prior years, it seems appropriate since the Friends will be one of the honorees. It will express our thanks for the honor and probably mention our 67 years of service. Libby will write it up for us. She came to the Board room, camera in hand, to picture us hard at work. Brian was clicking away, too. We plan to give Libby a gift in appreciation of her generosity hosting us at the Gala. Betty and Rita will do the shopping with a budget of \$200.

We don't acknowledge this enough...we owe Rhoda a big thank you for all she does as President. So much is quietly accomplished behind the scenes...scheduling, letter writing, newsletter editing and more. Just ask Faith, she remembers. So, thank you Rhoda and don't say "no big deal" because it is.

Next meeting will be on November 16th in the Board room at 10 AM.


Leatrice Palmer
Secretary

Memo to: White Plains Public Library Board of Trustees
From: Libby Hollahan
Date: Nov. 5, 2014
Re: Library Foundation Report

Fundraising:

Our fundraising for Phase II, the Hope & John Furth Learning Commons, is continuing. We have raised \$95,000 for this area so far. Following the Gala, we will plan next steps for our Campaign. The Foundation annual appeal will go out in late November.

Grants:

--Shinnyo-en Foundation: Part of our current "Collaborative Grant Program," there will be a Teen Community Service Film Festival on Thurs. Nov. 20, 7 pm in The Edge, and I hope trustees will join us. It will showcase the teen PSAs made in our summer TV production workshop, and include a community service activity benefiting Meals on Wheels of White Plains.

I have begun discussions with Shinnyo-en Foundation for a second year of funding for the Collaborative Grant program. Grant amount will be around the same amount (\$22,800 this year) and is expected to include support for participation in the spring National Service Learning Conference and the summer Shinnyo-en Annual Retreat. Our Shinnyo-en Edge grant (\$50,000) wraps up November 30, and provided \$29,000 for technology, \$15,000 for furnishings, and \$6,000 for programs.

--Allstate: Our grant check for 2015 has been received (\$35,000). For 2015, the grant will cover a full calendar year of Job Club and career programs (part of the economic empowerment focus area), as well as a continuation of teen safe driving programs.

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

Events: Our inaugural "Library Dough Raiser" took place on October 9. Thirteen White Plains restaurants participated, and Foundation board members as well as Gala committee members signed up for the various restaurants to make sure all were covered. Proceeds were \$1500, which will be used for The Trove.

November 8: **Ninth Annual Fall Gala: Stories to Inspire Us** I will give a report at the meeting.

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

**White Plains Library Foundation
Minutes of Board of Directors Regular Meeting
September 17, 2014**

The regular meeting of the White Plains Library Foundation Board of Directors was called to order by President Nick Wolff at 9:07 a.m. in Galaxy Hall at the White Plains Public Library. Directors in attendance were: Denise D'Ambrosio, Yuki Haynes, Richard Hecht, Susan Hecht, Gregory Keenan, Brian Kenney, Barbara Loucks, Joan Kass, Beth Kava, Marjolein Mooney, Paul Schwarz, Diane Tabakman and Nick Wolff. Absent with notice were Jim Benerofe, Richard Kaye, G. Frederick Perkins, Jr., Gail Schwartz, J. Frederick Singleton, 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 July 23, 2014

The minutes of the regular meeting of July 23, 2014 were approved on a MOTION by Greg Keenan, seconded by Susan Hecht.

President's Report

President Wolff remarked that the Libby would be polling the Directors for suggestions for evening times to accommodate members who have difficulty attending morning meetings and to help in our effort to recruit Board members who work full time. President Wolff noted that he and Susan Hecht attended the Trio d'Ete concert on Sunday, September 14th and that it was well attended (about 60 people) by diverse individuals.

Library Director's Report

Mr. Kenney commented that the summer programming was successful and it was the first time the library had full programming for teens, with most of the funding from Foundation grants from Shinnyo-en Foundation and Walmart Foundation. Teen programming included a TV production workshop, sewing classes, and numerous programs developed and implemented by Edge staff. Mr. Kenney remarked that the library had won a NYLA award for best new facility for The Edge.

Mr. Kenney noted that there were two recent retirements; Elizabeth Hughes and Miriam Varian and that he had hired two new librarians –Kathlyn Carroll (for The Edge, where more staff was needed) and Ben Himmelfarb, a recent graduate with a local history degree as well as a lot of digital experience.

Library Director Kenney stated that his focus would be on building support for the Learning Commons.

Committee Reports

Mr. Keenan gave an update on the Dough Raiser event and asked for support with regard to the Journal News and Ms. Tabakman agreed to reach out to Gary Stern of the Journal News in the hope that an article could be printed about the event. Ms. Hollahan stated that an article about the Dough Raiser, along with restaurant list and voucher, was in the City wide newsletter. Ms. D'Ambrosio suggested the event be published on the digital boards around the City. Mr. Keenan thanked BLT Steak for sending a \$500 donation in support of the Dough Raiser and Ms. Hollahan for all her hard work on the newsletter.

In Mr. Singleton's absence, Ms. Hollahan gave an update on the Gala and stated that the Save the Date cards had been mailed out, the invitations would be mailed out next week and the raffle and silent auction were coming together.

Ms. Hollahan noted that the Spelling Bee Committee had postponed their meeting but were setting up another date. Ms. Mooney would like to participate on the committee if her schedule permits.

Executive Director's Report

Ms. Hollahan advised the Board that all Campaign pledge payments were on schedule. She noted that gifts and pledges for the Hope & John Furth Learning Commons total \$95,000, including \$50,000 in total from Ms. Furth's contacts. Ms. Hollahan reminded the Board that the Shinnyo-en Foundation was having their Floating Lantern Ceremony on September 21st and thanked Ms. Haynes and Mr. Keenan for volunteering to represent the Foundation at this event.

Treasurer's Report

Ms. Hollahan presented a preliminary view of the restricted account analysis. Mr. Hecht and Ms. Hollahan agreed to reconfigure the spreadsheet to accurately reflect items that were previously funded by restricted funds and would now need another source of funding (i.e., tutor.com).

Mr. Hecht discussed the Finance Committee Meeting notes, including Ms. D'Ambrosio's recommendations based on her review of the Reader's Digest endowment documentation. Mr. Hecht concluded that the endowment income, which is primarily used to buy books, would be invested to generate as much income as possible. President Wolff thanked Mr. Hecht thanked Ms. D'Ambrosio for her invaluable help.

On a MOTION by Diane Tabakman, seconded by Yuki Haynes, the meeting was adjourned at 10:00 a.m.

/s/ Nick Wolff
Nicholas Wolff, President/Secretary

**CITY OF WHITE PLAINS
CAPITAL IMPROVEMENT PROGRAM WORKSHEETS FISCAL YEAR 2015-2016**

LIBRARY FUND

<u>PROJECT TITLE</u>	<u>Pending Authorization 2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>TBP</u>
Exterior Pressure Washing & Repointing	\$ 150,000	\$	\$	\$	\$	\$	\$	\$
Interior Renovations 1st Floor Phase II (including lights, ceiling & HVAC)		965,000	A					
Interior Renovations 1st Floor Phase III (including lights, ceiling & HVAC)			1,230,000	B				
Lobby Vestibule Renovations				165,000				
Meeting Room/Gallery Refurbishment- Design Services				85,000				
Meeting Room/ Gallery Refurbishment- Implementation					500,000	C		
TOTAL LIBRARY FUND	<u>\$ 150,000</u>	<u>\$ 965,000</u>	<u>\$ 1,230,000</u>	<u>\$ 250,000</u>	<u>\$ 500,000</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

NEW PROJECTS:

OUTSIDE FUNDING SOURCES:

A \$150,000 Contributions \$65,280 NYS Dormitory Authority

B \$75,000 Contributions

C \$200,000 Contributions

White Plains Public Library & White Plains Community Media

Project Scope:

The Department of Public Works of the City of White Plains is issuing this Request for Proposals (RFP) to evaluate available spaces within the White Plains Public Library that can house the programmatic requirements, spatial arrangements and mechanical and electrical requirements for a new TV broadcasting studio as well as office space for the White Plains Community Media (WPCM) staff. Experienced firms should submit their qualifications as outlined in this RFP by Tuesday, November 18, 2014 before 2:00 pm EST.

Background and Purpose:

The White Plains Cable TV Access Commission was formed in 1981 to provide a conduit for information and entertainment for the White Plains community through the cable TV system that was being built at the time. The organization has served the community with high end production facilities for 30 years, enabling businesses, organizations, individuals, and the City government to create and distribute programming to local cable subscribers.

For the last 20 years the Commission has occupied a subterranean space away from the notice, and to a certain extent, the participation of the public, while ironically operating a public access channel. The confines of the space has made it impossible to expand and difficult to broaden its mission. In 2010 the Commission started streaming its channels over the Internet and in 2011 began operating as White Plains Community Media.

WPCM has a staff of three: an executive director, post-production coordinator, and studio manager as well as interns and volunteers.

The White Plains Public Library, for its part, has been going through a period of renewal, fueled by a master plan for the building and the completion of a strategic plan. One of the busiest libraries north of New York City, the Library seeks opportunities to place itself at the crossroads of the community, to create increased learning opportunities for teenagers and adults, and to become a leader in providing the White Plains community with the resources to create and distribute digital content.

The Library consists of one, 80,000-square-foot facility located in downtown White Plains. Built in 1974, the three floor structure includes collections and services for adults and teens on the first floor, and a children's library, offices for administration, a gallery and meeting rooms on the second floor. The third floor, open only to staff, houses maintenance and mechanical rooms, a staff room, office space for the Library's technical services and IT staff, the city's archives, and storage. In 2013, the Library opened The Edge, a library for teens with a digital media lab.

While the new studio will support the work of WPCM, the facility will also be available to Library staff for programming and events, either in partnership with WPCM or independently.

A three camera TV studio is still the core production center for public access TV, but it no longer needs to be built in the style of professional broadcast TV. Cameras are smaller, and low-voltage lighting reduces electricity consumption and the need for heavy-duty air conditioning. However, a studio is just one piece

of the modern media creation picture. The age of YouTube has fostered great interest in amateur video, but it has also cluttered the Internet with video of kids skateboarding off garage roofs to a foregone conclusion. The medium has the potential to deliver a much more meaningful product.

It is expected that locating WPCM in the Library would have benefits for the White Plains community. This could happen in many ways, but two could be immediate. With WPCM staff onsite, able to provide workshops and one-on-one instruction in video editing and production, video editing software could be made available on computers in The Edge, for teens, and in the Learning Commons, for adults. This would greatly expand the Library's capability in digital media, while expanding the pool of content contributors for WPCM.

Two, the Library's auditorium, on the second floor, would be wired to allow for content capture. Making Library and community programs available through Cable TV, as well as the Internet, has the potential to expand the Library's reach and give greater value to programs.

Two spaces have been identified which could serve as a new studio and control room.

The first space, on the first floor, is slightly larger than the Cable Commission's existing studio and control room. It is presently a workroom. This space is located in what will be a high-traffic area of the library. It will be adjacent to the Learning Commons, which provides adults with reference services, enhanced computer technology with 50+ workstations, classrooms, and tutoring/coworking spaces. It would also be adjacent to a café and bookstore. These adjacencies would provide greater public exposure and accessibility to WPCM.

The second potential space, on the third floor, is significantly larger than the Cable Commission's existing studio. It is presently used for book storage. Without windows or noise, this may well be a better site for the studio. But the third floor is not presently accessible to the public, and opening this space to the public presents security challenges. At the same time, office space for WPCM would be housed on the third floor, providing a useful adjacency between the studio and staff areas. However, the opportunity to market WPCM through a prominent location on the first floor would be lost.

It should be noted that if the recommendation is to place the studio on the third floor, the first floor space can also be utilized by WPCM, provided that it is joint space that would benefit the Library. An example of this would be creating a flexible classroom space, akin to the Digital Media Lab in the Edge, which could provide meeting rooms space for WPCM as well post-production space; the Library, in turn, could use this space for classes and workshops.

Specifically, space has been identified to accommodate the following media creation and administrative needs of WPCM:

Studio/control room – 1200 sq. ft.-1st floor or 3rd floor

Green room – 100 sq. ft.-1st floor or 3rd floor

Office space – 3rd floor

Master control – 2nd or 3rd floor

Auditorium wired as second studio for programming with a live audience – 2nd Floor.

For greater detail, consult the attached Project Program.

Selection Process:

After the receipt and review of the respondent's RFPs with the qualification statements, DPW will ask a selected list of firms to attend an interview. The successful firm will be asked to provide services for the analysis, evaluation and recommendation of the spaces currently under consideration within the WPPL that are to be converted to a TV/Filming studio. We are especially interested in the first floor versus the third floor as a location for the studio/control room/green room and the cost estimates for each.

The architectural design team will need to include architectural, structural, mechanical & electrical engineering and cost estimating services necessary to properly evaluate the spaces under consideration. It will be the responsibility of each team to determine what additional team members will be needed to provide an evaluation and recommendation for the spaces under consideration.

The Response to the Request for Proposals should be sent to attention of:

Joseph Nicolette, Commissioner
Public Works
255 Main Street, 3Rd Floor
White Plains, NY 10601

Submissions to this RFP must be clearly marked "Request for Proposals for the evaluation and recommendation of existing spaces under consideration within the WPPL to be converted to a new TV Studio".

Questions regarding this solicitation and project may also be addressed to DPW via email (address?) prior to Tuesday, November 4, 2014.

No phone calls will be accepted.

Evaluation Criteria:

The following criteria will be used to evaluate the qualifications of each team submitting on this RFP.

1. The team must have experience in the design and construction of similar projects or in analyzing and evaluating existing spaces that are to be converted to TV/Filming studios. Such services should have been performed or projects should have been completed within the last ten years.
2. The experience with this building type of the team members that will be assigned to this project.
3. The ability of the team to complete the analysis and evaluation within the client's project schedule.
4. The ability of the team to complete the analysis and evaluation within the client's project budget.
5. The ability to deliver a report which clearly outlines the analysis and evaluation of the spaces under consideration, the cost to transform the spaces to the expected programmatic requirements and project schedule for the remodeling of the selected space or spaces within the library.

Project Program: See attached Excel File

Document Key

Classification / Space	Description / Comments	Requirements	Unit Area	Quantity	Total Area
			Ft ²		Ft ²

WPCM Spaces

Content Capture & Related Support

Main Studio	Blackbox Studio - 25' by 28'	11' clear to bottom of lighting grid. Acoustical Environment - NIC 20, walls and floors STC 56 or better. Quiet high capacity HVAC. Lighting grid & related electrical infrastructure.	700	1	700
Control Room	Positions for Video & Audio Control, perhaps Multi-media (where a producer can control set displays, feeds to talent)	Adjacent to Studio, may want a window to studio. Needs acoustical separation from studio. Lots of power, quiet HVAC, acoustical treatments	250	1	250
Set & Prop Storage	Secure and off the studio floor	simple room	200	1	200
Equipment Cage	for Lights, microphones, other expensive stuff	could be a wire cage	100	1	100
Green Room/dressing room	For Talent to prep and wait. Can double as a meeting room.		150	1	150
Studio Manager's Workstation	Space to work, make calls and meet with clients	an open workstation could work	64	1	64
Subtotal					1,464
Circulation Factor				25%	366
Department Total					1,830

Training / Conference / Pre-post Production

Meeting Room	Meeting Space Capable of also serving for training of clients, as well as for pre/post production on laptops under staff supervision.	Training tables for 12 people (these can cluster to become a conference table), lectern, smart board, storage of laptops	450	1	450
Pre / Post Production Rooms	Desk, Production Computer, room for 2 people,	Quiet enough to do voice overs	100	3	300
				1	0
				1	0
				1	0
Subtotal					750
Circulation Factor				35%	263
Department Total					1,013

Admin Offices

Executive Directors Office		Desk, small meeting table	150	1	150
Staff Workstations		simple, small workstations	49	5	245
				1	0
				1	0
Subtotal					395

Classification / Space	Description / Comments	Requirements	Unit Area	Quantity	Total Area
			Ft ²		Ft ²

Circulation Factor				35%	138
Department Total					533

Amenities / Utility Spaces

Pantry	Counter, frig, coffee maker, water filter		60	1	60
Electrical Closet	For tech power, transformers, lighting dimming equipment	Needs some thinking	200	1	200
HVAC Infrastructure	Likely install air cooled condenser units on 3rd floor roof to serve studio, control room & equipment room. Need to figure out where Studio/Control Room HVAC unit can be located. Can 3rd floor HVAC operate independently of other uses on floor?	Needs some thinking, probably on 3rd floor, a duct riser needs to go down to stufo	250	1	250
				1	0
				1	0
				1	0

Subtotal					510
Circulation Factor				35%	179
Department Total					689

Classification Total	#REF!
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Shared Spaces with Library

Auditorium Studio	Needs tech infrastructure			1	0
Classrooms	Needs tech infrastructure to allow taping and/or streaming of events & meetings.			1	0
Self Service Video "Phone Booths"	Like storycorps booths. Allows clients to schedule a time, walk in, push a button and produce a single story element, such as oral history	Up to three people seated facing a fixed camera, fixed microphone, intercom to 3rd floor operations area.	100	2	200
				1	0
				1	0
				1	0
				1	0

Subtotal					200
Circulation Factor				35%	70
Department Total					270

Miscellaneous Space Total	270
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Total Proposed Program	#REF!
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