

North Castle Public Library

Library Board of Trustee Minutes – February 22, 2017

Sean Ryan called meeting to order at 7:32PM

In attendance:

Trustees: Lisa Meyer Chorne, Jeanne Lapsker, Jennifer Paulson Lee, Stephanie Paul, Jerry March, David Charney and Sean Ryan.

Library: Megan Dean, Edie Martimucci

Key Votes

- **Approval of the Minutes** for the January 9, 2017 Board of Trustees meeting. A motion to approve the minutes as amended was made by Lisa and Stephanie seconded. All were in favor.
- **Approval of an amended NCPL 2016 Warrant 12** - Total expenses in amended Warrant 12 are \$8,658.04. A motion to approve the warrant was made by Jerry. Jennifer seconded. All were in favor.
- **Approval of NCPL 2017 Warrant 1** - Total expenses included in Warrant 1 are \$51,332.22 of which the Friends are paying \$7,391.70. Thank you Friends, for your continuing support!!! Motion to approve was made by Stephanie. Seconded by David. All were in favor
- **Approval of new Expansion Plan for Armonk Basement** - the starting point of this proposal is our existing 2015-2018 NYS Library Construction Grant that includes replacement of the steam boiler (with a gas boiler for the upper floor and a ductless system for the lower floor) and break thru from Michelman Room with an ADA compliant ramp. We propose adding (1) demolition and renovation of the boiler room and the adjacent storage area which on a combined basis will double the size of the previously renovated break room adding much needed youth services space; (2) elimination of the stairway and creation of a storage closet in the Magazine Room and (3) also under evaluation is a new air handler and AC unit serving the Magazine, Teen and Director Conference rooms which will provide significant HVAC energy savings for those spaces. These additions to the project will be included in a new grant in July 2017. Motion to proceed toward construction of the grants, and progress forward was made by Jerry. Second by David. All were in favor.

NCPL Presentation to the Friends:

The highlight of this month's meeting was a joint session with the Friends board. The objective of this presentation is to review near term (2017-2018) NCPL transformation plans and the opportunities they provide for the Friends to participate in the improvement of our library in both North White Plains and Armonk (presentation is attached).

- Overview of the NCPL Long Term Strategy (David).
- NCPL plans for expansion of our North White Plains branch (Jennifer).
- NCPL plans to create dedicated programming space in Armonk for adults (Edie).
- NCPL plans to create dedicated programming space in Armonk for youth (Megan).
- NCPL marketing plans to drive community awareness and usage (Jerry).

The trustee meeting was adjourned to the Friends meeting at 8pm. The Friends meeting adjourned at 9:17pm. Our next meeting will take place on March 13, 2017.

Respectfully submitted by,

Jennifer Paulson Lee

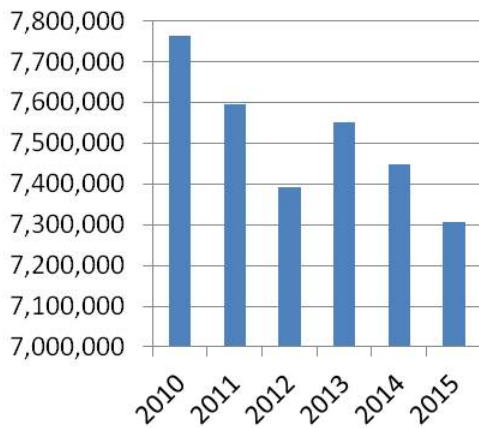
The Transformation of the North Castle Public Library

Joint Friends and Trustees Meeting
February 22, 2017

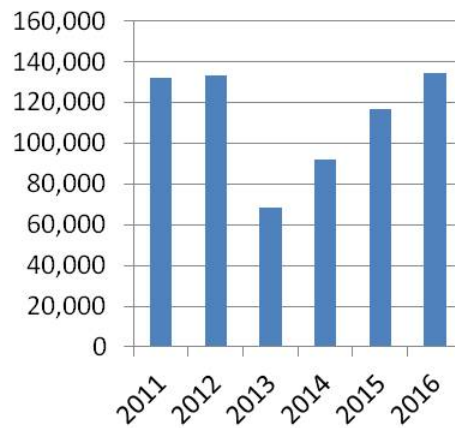
WLS Usage – Key Areas Library Visits

(NYS Library Statistics 2011 – 2016)

Total WLS Member Library Visits



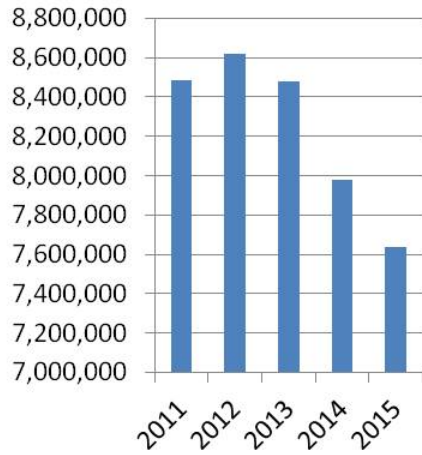
Total NCPL Visits



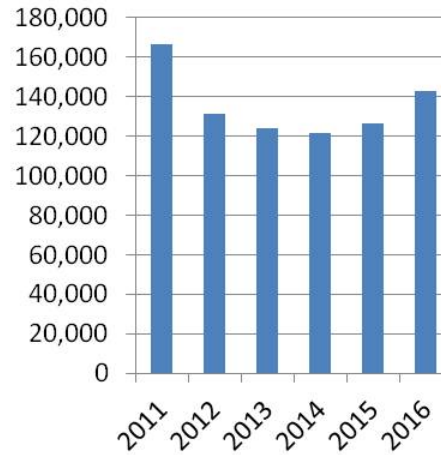
WLS Usage – Key Areas Circulation

(NYS Library Statistics 2011 – 2016)

**WLS Member Library
Circulation Transactions**



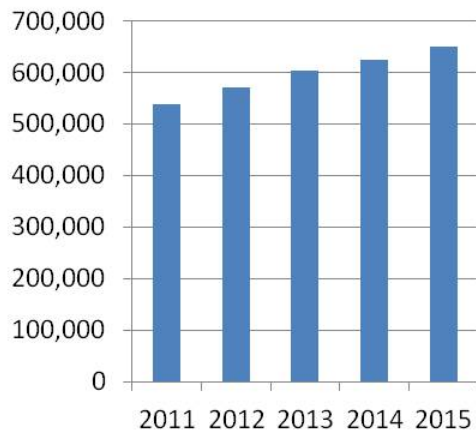
NCPL Circulation Transactions



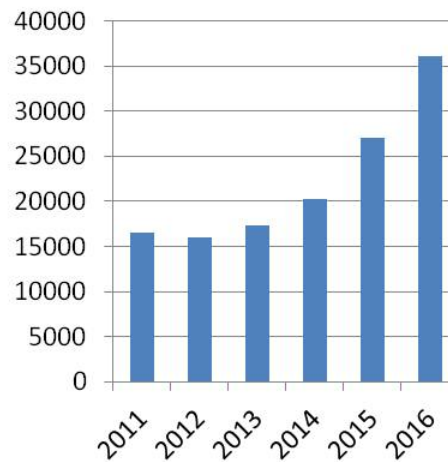
WLS Usage – Key Areas Programming Attendance

(NYS Library Statistics 2010 – 2015)

Total WLS Program Attendance



Total NCPL Program Attendance



Strategic Initiatives

We have seven major initiatives and two key enablers that will transform our Library:

Strategic Initiatives

- Grow our circulation.
- Grow and diversify our library’s programming.
- Expand our “Virtual Library” and use of technology.
- Extend our community outreach.
- Build an “Army of Library Advocates” to better market our library.
- Support our employees through robust staff development.
- Use measurements to drive our library transformation.

Key Enablers

- Modernize our facilities and make them more flexible.
- Ensure our library is financially strong.

Strategic Initiative: Grow Programming

Expand our Library’s successful programming for all demographic groups – children, teens and adults/seniors

Goal:

- Double program attendance within five years – 50,000 attendees per year by 2020.

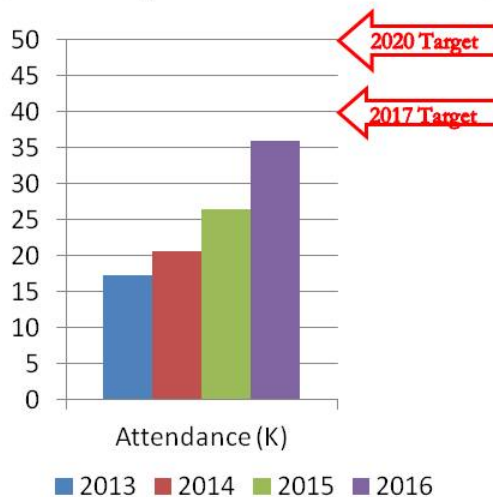
Actions Required:

- Expand initiatives to better understand community needs and wants and inhibitors to programming attendance growth – library users and non-users.
- Attract/develop new programming.
- Engage partners (i.e. museums, science centers, etc) to expand depth and breadth of our programming.
- Renovate the library facility to comfortably and flexibly enable existing and additional programming (i.e. shift collection to create dedicated programming spaces for art gallery/traveling exhibits).
- Leverage new technologies to attract new users and to support new programs and services (i.e. smart boards and 3D printing and STEAM programming).

Proposed Measurements:

- Total Program Attendance (Live and Archived).
- Attendance per program.

NCPL Program Attendance 2012 - 2015



Strategic Initiative: Grow Circulation

Increase our total library circulation

Goal:

- Grow library usage so it's in the top 10% of all Westchester County libraries in materials investment focusing on both physical and digital and circulation growth.

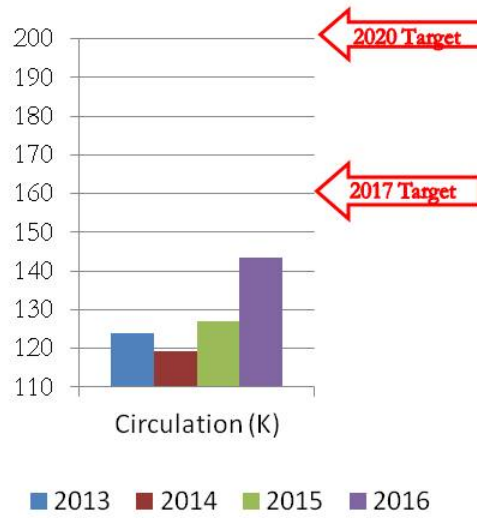
Actions Required:

- Expand initiatives to better understand community needs and wants and inhibitors to circulation growth – library users and non-users.
- Continue increasing our investment in our collection expanding into areas our patrons want – both physical and electronic.
- Expand experimentation to deliver new services to our community (i.e. 3M and Rosetta Stone).
- Introduce two new curated collections every year. Aggressively weed collection to allow space for new collections.
- Improve marketing

Proposed Measurements:

- Total Circulation Growth.
- Collection Turnover.
- Comparison of collection, circulation and turnover to other Westchester County libraries.

NCPL Circulation 2013 - 2016



What a Difference a Deck Makes

Before



After



The Expansion of North White Plains

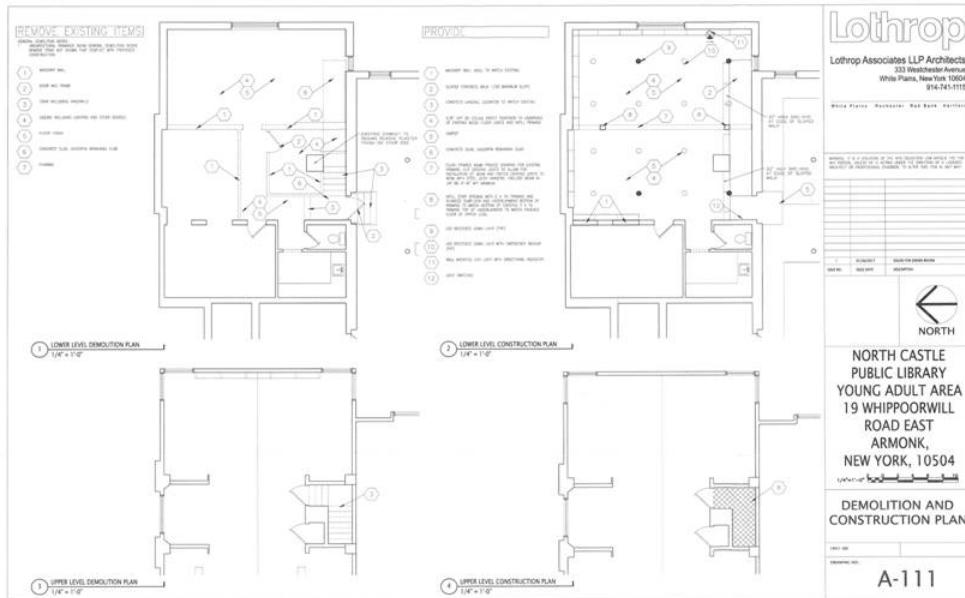


NORTH CASTLE / NORTH WHITE PLAINS
COMMUNITY CENTER, LIBRARY, GYMNASIUM AND POLICE

LOTHROP ASSOCIATES LLP
JUNE 08, 2018

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NCPL Dedicated Programming Space Expansion



An Army of Advocates for NCPL

- North Castle Public Library Value Proposition
- The North Castle Public Library is:
 - A community gathering place for exploring and debating different ideas and experiences in education and culture. The library creates a place for people to thrive and grow together through the exchange of ideas.
 - Examples of NCPL activities that support this exchange:
 - Over 1,600 programs (almost all FREE) each year, focusing on infancy through seniors, on a wide range of subjects including early childhood literacy, STEAM (Science Technology, Engineering, Arts and Mathematics), art and film, book clubs, technology education/support, environmental instruction, and support of hobbies and activities like yoga, knitting, Mah Jongg and Bridge.
 - A wide range of theatrical performances and opportunities including multiple community theater groups and professional equity actor production companies ("Broadway in North Castle").
 - A valuable source of educational and cultural materials (both physical and electronic), made available through the expertise of people trained in managing information, and where investments are made to provide resources to our entire community for FREE. In a fast-paced world where people are pressed for time, the library provides fast paths to high quality information.
 - Examples of NCPL activities that speed access to this information:
 - Curated collections of materials (books, films, etc.) that have been selected by experts in their fields like the Jacob Burns Film Center which has selected its favorite films/DVDs and a group of our fabulous local chefs who have selected their favorite cookbooks... all for FREE.
 - FREE access to research materials/instruction in the fields of literature (Artemis, Novelist), health (Grey House Online Databases), travel (Global Road Warrior), language training (Rosetta Stone), e-newspapers and e-magazines and much more.
 - A quiet office/study space – the "third place" – separate from home or work/school, where one can study, work, and collaborate in a productive manner. People often need that extra place with a supportive team to back them up.
 - Examples of NCPL activities that support these work spaces:
 - Hours of operation have been extended 33% in the last two years.
 - Conference rooms available for reservation for FREE.
 - FREE Wi-Fi available throughout the library.
 - FREE public personal computers available for use.
 - Copying and faxing services available for a small charge.
 - Librarian support for research and technology needs.
 - **Brand/Name:** North Castle Public Library / NCPL
 - **Tagline:** Everything You Need!