

July Library Board of Trustees Meeting

North Castle Public Library

Monday, July 8, 2024 at 7:30 PM EDT to Monday, July 8, 2024 at 8:30 PM EDT

10 Clove Road, North White Plains, NY

Meeting Details: <https://northcastleny.zoom.us/j/87556039267>

Agenda

I. Call To Order

II. Approval of June 2024 Minutes

III. Review Warrants

The Revenue/Expense Report for Warrant 6 is attached. Total expenses were \$52,654.34
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.

The Friends Report for Warrant 6 is attached.

Expenses were \$3,704.54.

Thank you to the Friends for their continuing support!

VI. Facilities Audit RFP Process

VII. NCPL Updates

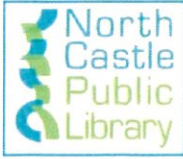
1. Facilities and Grounds
 - NWP Ramp. Please see attached Field Report from Architect Todd Hause.
 - Power washing NCCC completed June 27, 2024.
2. Human Resources
 - Accept Resignation of Felix Barrios, effective August 2, 2024.
3. Library Policy: Friends' Gallery and Exhibit Policy (Voting Item) (Please note: additions and changes to the policy are in red).
4. Door Counters/Programming

VIII. Staffing Update: Positions for Evening Hours

IX. Public Comment

X. For the Good of the Order

XI. Executive Session



July Library Board of Trustees Meeting Minutes

North Castle Public Library
Monday, July 8, 2024 at 7:30 PM EDT
@ 10 Clove Road, North White Plains, NY

Attendance

Present:

Members: Diane Borgia (remote), Annie Gala, Steve Harrison (remote), Kim Longo, Dean Roseti, Megan Wilt

Guests: Kathryn Feeley - NCPL Director (remote), Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian, Matthew Barker - resident, Diana Wendell - NCPL staff

I. Call To Order

The meeting was called to order 6:29 PM and immediately went into Executive Session to interview candidates for Trustee.

Steven Harrison joined at 7:15 PM.

Motion:

Motion to go into Executive Session to interview candidates for Board Trustee

Motion moved by Megan Wilt and motion seconded by Dean Roseti. The motion was approved by all present. Steven Harrison had not yet joined.

Motion:

Motion to exit Executive Session at 7:34 PM

Motion moved by Megan Wilt and motion seconded by Dean Roseti. The motion was approved by all.

II. Approval of June 2024 Minutes

 [June Library Board of Trustees Meeting Minutes.pdf](#)

Motion:

Motion to approve the June minutes.

Motion moved by Diane Borgia and motion seconded by Dean Roseti. The motion was approved by all.

III. Review Warrants

The Revenue/Expense Report for Warrant 6 is attached. Total expenses were \$52,654.34
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

 [Lib Rev Exp June 2024.pdf](#)

Kathryn clarified questions on the line items for NYS Retirement and for the stipend.
Neither item impacts the NCPL budget.

Motion:

Motion to approve Warrant 6

Motion moved by Dean Roseti and motion seconded by Megan Wilt. The motion was approved by all.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem was not present. There was no update.

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.
The Friends Report for Warrant 6 is attached.
Expenses were \$3,704.54.
Thank you to the Friends for their continuing support!

 [Friends Report June 2024.pdf](#)

David Fromm was not present. There was no update.

VI. Facilities Audit RFP Process

The contract for the facilities audit was awarded to KG&D. Initial focus will be on Armonk, followed by NCCC. Funding will be covered in the Operational budget.

VII. NCPL Updates

1. Facilities and Grounds
 - o NWP Ramp. Please see attached Field Report from Architect Todd Hause.
 - o Power washing NCCC completed June 27, 2024.
2. Human Resources
 - o Accept Resignation of Felix Barrios, effective August 2, 2024.
3. Library Policy: Friends' Gallery and Exhibit Policy (Voting Item) (Please note: additions and changes to the policy are in red).
4. Door Counters/Programming

 [Field Report - 2024.06.27.pdf](#)

 [Felix Barrios - Resignation Letter - Library.docx](#)

 [North Castle Public Library Friends' Gallery Exhibit Policy Draft with revisions for July 2024 Board Meeting.docx](#)

1. Facilities and Grounds

- The work on the NWP Ramp was reviewed by Architect Todd Hause. He noted several issues to be resolved in his Field Report. Vinco is taking action to resolve. Kathryn indicated this will not prevent her from completing the grant process.
- The Recreation department power washed NCCC - completed June 27, 2024.

2. Human Resources

- Felix Barrios tendered his resignation as Groundskeeper, effective August 2, 2024. The Town Recreation Dept will help out as needed in the interim until a replacement can be found.

3. Library Policy: Friends' Gallery and Exhibit Policy - The vote was tabled pending additional modifications to the policy. Kathryn will distribute a new draft.

4. Door Counters/Programming - Door counter will be distributed monthly and Kathryn will provide an overview to Trustees during the board meeting. Summer reading was kicked-off. Both branches have good numbers in all categories of readers.

Motion:

Accept the resignation of the Groundskeeper

Motion moved by Megan Wilt and motion seconded by Annie Gala. The motion was approved by all.

VIII. Staffing Update: Positions for Evening Hours

 [Memofundsfornewpositionsmay2024.docx](#)

Kathryn distributed a copy of the memo sent to Kevin Hay. The request was brought to the Town Board. There will be a Town working session on July 24. Kathryn will request the Librarian I list from Civil Service pending Town Board Budget approval for the position.

IX. Public Comment

No public comments.

X. For the Good of the Order

Diane will review the bylaws to determine alignment with the Handbook and Open Meeting Law and send feedback to the Trustees.

Kim is working on a Trustees procedures document.

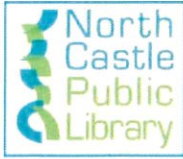
Annie made recommendations on the website and recommends moving forward in 2025. This will need to be included in the 2025 budget.

XI. Executive Session

Motion:

Motion to end the Public meeting and enter Executive session at 8:19 PM to discuss staff salaries and review Trustee candidates.

Motion moved by Megan Wilt and motion seconded by Steve Harrison. The motion was approved by all.



June Library Board of Trustees Meeting

Minutes

North Castle Public Library

Monday, June 10, 2024 at 7:00 PM EDT

@ 10 Whipoorwill Road East, Armonk, NY

Attendance

Present:

Members: Diane Borgia, Annie Gala, Steve Harrison (remote), Kim Longo, Dean Roseti, Megan Wilt

Guests: Saleem Hussain – Liaison - NC Town Board, Angela Cooke – NCPL Assistant Director, Kathryn Feeley - NCPL Director, Susan Grieco - NCPL Reference Librarian, Debby Cohen - Community member, Betsy Lombardi - Community member

Absent:

Guests: David Fromm - Friends of the NCPL

I. Call To Order

The meeting was called to order at 6:30 pm by Kim Longo and immediately entered executive session to interview candidates for Library Trustee.

The regular board meeting resumed at 7:09 pm. Steve joined remotely at 7:33 pm.

Motion:

Motion to enter executive session to interview candidates for Library Trustee.

Motion moved by Megan Wilt and motion seconded by Kim Longo. The motion was approved by all present. Steve Harrison and Annie Gala were not present for this vote.

II. Approval of May 2024 Minutes

 [May 2024 Library Board of Trustees Meeting Minutes.pdf](#)

Motion:

Per Susan - part of new personnel - change PT Library Assistant to be FT Library Assistant

Motion moved by Kim Longo and motion seconded by Dean Roseti. All approved with modification from Susan.

III. Review Warrants

The Revenue/Expense Report for Warrant 5 is attached. Total expenses were \$184,224.50
Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

 [Lib Rev n Exp May 2024.pdf](#)

It was noted that the report from Finance included retroactive payments for previous years to Library staff as part of the new contract. These payments were not part of the 2024 budget. Kathryn will check with Abbas to determine the impact on the 2024 Library budget. For 2025, any pay increases need to be incorporated in the budget.

Task: ([view in OnBoard](#))

Discuss retroactive pay line item with Finance. Due Monday, July 8, 2024 at 9:10 AM EDT. Assigned to: Kathryn Feeley

Motion:

Motion to approve Warrant 5.

Motion moved by Dean Roseti and motion seconded by Annie Gala. The motion was approved by all present. Steve Harrison was not present for this vote.

IV. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem provided updates on Town activities. Items pertaining to the library are:

- Positive recommendations for the Armonk Players production of Desperate Measures
- There is potential for additional Library patrons in Armonk pending the construction of homes at the Summit Club and the ex-Mariani property.
- Kevin Hay and Saleem are planning to focus on the Town website. While there are some sunk costs with Civic Plus, all options are on the table. Annie will be included in their meeting.

Task: ([view in OnBoard](#))

Town Website future direction. Due Monday, July 8, 2024 at 9:20 AM EDT. Assigned to: Annie Gala, Saleem Hussain

V. Friends of the Library Update

Friends of the Library President David Fromm will provide an update.

The Friends Report for Warrant 5 is attached.

Expenses were \$8,658.81.

Thank you to the Friends for their continuing support!

 [Friends Report MAY 2024.pdf](#)

David Fromm was not present. Kim provided an update based on her attendance at the last Friends meeting.

- David made point of thanking the Library Board for their activities and updates.
- Compliments to Kathryn and Mickey for providing bills for payment in a timely manner.

VI. NCPL Updates

1. NCCC Ramp
2. Human Resources Update:
 - Receipt of resignation of Cynthia Darcy, Hourly/Substitute Librarian, effective May 29, 2024.
 - Motion to Hire Kaylee Castillo, Page, effective June 17, 2024.
3. Voting Item: Accept 2023 Annual Report
4. Voting Item: Code of Ethics and Conflict of Interest Policy.

 [NCA-2023-annual-report-final.PDF](#)

 [North Castle Public Library Code of Ethics and Conflict of Interest Policy DRAFT May 2024 Board Meeting.docx](#)

Kathryn updated the Trustees:

1) NCCC ramp: The contractor was again delayed due to the end caps and as been made aware that construction needs to be finished by June 14. The deadline for grant submission is June 24.

2) HR:

- Cynthia Darcy, Hourly/Substitute Librarian resigned, effective May 29, 2024. There is another librarian interested in the position.
- Kaylee Castillo will be joining the NWP branch as a Page.
- Kathryn will send out a welcome letter including Trustees and add a note to website welcoming new staff.

3) 2023 Annual Report: The Trustees and Kathryn went through the Annual Report in detail, noting a few amendments required to the submission.

Additional discussion points:

- The Trustees need to prepare an annual report on the progress of the Long Range Plan. Annie and Steve will take this up.
- The Long Range Plan requires Town funding to accomplish the staffing requested for extended hours. Kim and Kathryn need to attend the Town Board meeting to clarify the funding gap for 2024. The Town Board has requested a mock schedule for how the additional staff will be leveraged in 2024.
- 4) Code of Ethics and Conflict of Interest Policy: The Town confirmed that the Library can adopt the Town's policy.

Additional discussion points:

- The Trustees are required to attend Sexual Harassment and Violence training. Saleem to contact the Town Board to see if the Trustees can follow the same training program the Town uses.

Task: ([view in OnBoard](#))

Prepare a 2024 status update to the Long Range Plan. Due Monday, September 9, 2024 at 10:10 AM EDT. Assigned to: Annie Gala, Steve Harrison

Task: ([view in OnBoard](#))

Can the Library Trustees take same Sexual Harassment training as the Town?. Due Monday, July 8, 2024 at 10:20 AM EDT. Assigned to: Saleem Hussain

Motion:

Motion to accept the 2023 Annual Report with amendments

Motion moved by Kim Longo and motion seconded by Megan Wilt. The motion was approved by all the Trustees.

Motion:

Motion to approve the hiring of Kaylee Castillo as a Page.

Motion moved by Kim Longo and motion seconded by Annie Gala. The motion was approved by all the Trustees.

Motion:

Motion to approve the Town Code of Ethics and Conflict of Interest Policy in lieu of a Library specific policy

Motion moved by Megan Wilt and motion seconded by Annie Gala. The motion was approved by all the Trustees.

VII. Trustee Updates

1. Open Meetings Law Trustee Handbook presentation - Megan Wilt and Diane Borgia

Diane and Megan provided guidance to the Trustees based on their review of the Open Meeting Law and the Handbook.

The documentation for the July meeting will be distributed by July 1.

Board meetings that include remote capabilities must be recorded, with the recording posted to the library website. Transcription must be supplied upon request.

Task: ([view in OnBoard](#))

Ensure the Town Website includes the Library Board minutes. Due Monday, July 8, 2024 at 10:25 AM EDT. Assigned to: Diane Borgia

VIII. Long Range Plan

1. RFPs for Facilities Assessments
 1. KG&D
 2. Lothrop Associates Architects
 3. H2M (please note: proposal scopes sent in two separate documents)
2. Evening Hours and Staffing Memo Update

 [KG+D North Castle Library Proposal 052224.pdf](#)

 [Lothrop Associates Architects 05-22-24 Town of North Castle Library Facilities Assessment .pdf](#)

 [North Castle Public Library Facility Assessment Scope 1 - H2M Proposal.pdf](#)

 [North Castle Public Library Facility Assessment Scope 2 - H2M Proposal.pdf](#)

 [Library RFP Review Summary 06.10.24.xlsx](#)

Dean provided a summary of the responses to the RFP for a Library Facilities Assessment. Based on his review of the responses, he recommended the Board proceed with KG&D as it provided a proposal that met the Library requirements at the lowest price.

Saleem advised the Trustees and Kathryn to inform the Town Board regarding this upcoming spend and to get alignment.

Kathryn will determine if there are opportunities to fund this via the Library operating budget.

Task: ([view in OnBoard](#))

Inform Kevin Hay and Town Board about the Facilities Assessment. Due Monday, July 8, 2024 at 10:40 AM EDT. Assigned to: Dean Roseti, Kathryn Feeley

Motion:

Motion to recommend KG&D for the Facilities Assessment

Motion moved by Dean Roseti and motion seconded by Kim Longo. The motion was approved by all Trustees.

IX. Discussion Topic

X. Performance Metrics

 [Door counters 2024.pdf](#)

 [Program Attendance 2023 vs 2024.xlsx](#)

 [Adult Programs 2024 June Board Meeting.xlsx](#)

 [Children's programs 2024 June Board Meeting.xlsx](#)

The Trustees reviewed the door counters with Kathryn and requested 2 changes to the tracking sheet.

The summer reading program registration started today.

XI. Public Comment

XII. For the Good of the Order

Motion:

Motion to adjourn at 9:43 pm

Motion moved by Kim Longo and motion seconded by Diane Borgia. This was approved by all Trustees.

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (6)

Page 1 of 4
06/26/2024
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00 Library						
Revenue						
DEPT 0000						
L00-0000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
REVENUES						
L00-1000-1001-	PROPERTY TAXES	\$1,740,047.00	\$0.00	\$1,740,047.00	100.00%	\$0.00
L00-1000-1002-	APPROPRIATED FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$49.94	\$1,324.29	132.43%	(\$324.29)
L00-1000-2401-	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2401-	INTEREST EARNINGS CAPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2410-	RENTALS	\$13,000.00	\$450.00	\$4,650.00	35.77%	\$8,350.00
L00-1000-2450-	COMMISSIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2665-	SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2670-	SALES	\$500.00	\$0.00	\$61.50	12.30%	\$438.50
L00-1000-2680-	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2690-	PLDA - PILOT PROGRAM	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2700-	REIMB OF MED PART D	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2705-	DONATIONS	\$1,500.00	\$0.00	\$100.10	6.67%	\$1,399.90
L00-1000-2770-	UNCLASSIFIED-OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$93.87	0.00%	(\$93.87)
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-5060-	NYS RETIRE CREDITS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-8021-	APPROPRIATED FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-8021-	APP.FUND BAL RECLASS-599	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$1,756,047.00	\$499.94	\$1,746,276.76	99.44%	\$9,770.24
Total Library Revenues:		\$1,756,047.00	\$499.94	\$1,746,276.76	99.44%	\$9,770.24
Total Library Revenues:		\$1,756,047.00	\$499.94	\$1,746,276.76		\$9,770.24
Total Library Expenditures:		\$1,756,046.62	\$52,654.34	\$741,015.93		\$1,015,030.69
Total Library Fund Balance:		\$0.38	(\$52,154.40)	\$1,005,260.83		(\$1,005,260.45)

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (6)

Page 2 of 4
06/26/2024
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Expenditure						
JUDGEMENTS & CLAIMS						
L00-1930-0004-	CONTRACTUAL EXPENDITURE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
PAYMENT OF MTA PAYROLLTAX						
L00-1980-0432-	CONTRACTUAL PROFESS.SERV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
UNCLASSIFIED - MISC. EXP.						
L00-1989-0434-	CONT. OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
LIBRARY						
L00-7410-0009-	LIBRARY.LIBRARY.TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0110-	SALARIES-FULL TIME	\$614,246.40	\$0.00	\$300,170.18	48.87%	\$314,076.22
L00-7410-0110-	SALARIES.RETRO	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0116-	STIPEND	\$0.00	\$0.00	\$1,346.17	0.00%	(\$1,346.17)
L00-7410-0118-	LONGEVITY	\$8,000.00	\$0.00	\$3,325.86	41.57%	\$4,674.14
L00-7410-0118-	LONGEVITY.RETRO	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0120-	SAL. PART TIME	\$140,000.00	\$0.00	\$57,014.50	40.72%	\$82,985.50
L00-7410-0130-	SAL. OVERTIME	\$5,000.00	\$0.00	\$61.66	1.23%	\$4,938.34
L00-7410-0130-	SAL. OVERTIME.FOTL.REIMBURSA	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIBRARY-EQUIPT.OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP.AV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0203-	LIB.EQUIP.TECH	\$5,250.00	\$0.00	\$198.50	3.78%	\$5,051.50
L00-7410-0203-	LIB.EQUIP.EQUIP REPAIR	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0410-	LIBRARY-BOOKS.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0410-	LIBRARY-BOOKS-ADULT	\$30,000.00	\$2,768.85	\$12,052.26	40.17%	\$17,947.74
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$139.65	\$1,279.40	36.55%	\$2,220.60
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$1,586.87	\$6,603.20	35.69%	\$11,896.80
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$2,407.61	\$14,349.13	42.20%	\$19,650.87
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,307.70	\$7,070.31	39.28%	\$10,929.69
L00-7410-0411-	SUPPLIES & EXPENSES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS.-.-	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-ADULT	\$10,000.00	\$203.91	\$1,623.91	16.24%	\$8,376.09
L00-7410-0412-	LIBRARY-A.V.MATERIALS-TEEN	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-CHILDR	\$1,500.00	\$16.49	\$104.95	7.00%	\$1,395.05
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$276.05	\$1,847.78	23.10%	\$6,152.22
L00-7410-0413-	LIBRARY-PERIODICALS,MICRO.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0413-	LIBRARY-PERIODICALS.-..	\$9,000.00	\$414.00	\$2,364.36	26.27%	\$6,635.64
L00-7410-0413-	LIBRARY-OTHER SERIALS.-..	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0415-	LIBRARY-OTH.NON-BOOK MAT.-.-.	\$39,000.00	\$3,912.00	\$13,950.08	35.77%	\$25,049.92
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$0.00	\$32.50	0.36%	\$8,967.50
L00-7410-0420-	INSURANCE	\$24,000.00	\$0.00	\$2,986.13	12.44%	\$21,013.87
L00-7410-0430-	LIBRARY-OFFICE SUPPLY.-.-	\$12,250.00	\$1,984.67	\$5,724.52	46.73%	\$6,525.48
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$0.00	\$167.92	33.58%	\$332.08
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$298.96	\$1,657.16	33.14%	\$3,342.84
L00-7410-0432-	CONTRACTUAL PROFESS.SERV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0432-	LIBRARY-PROCESSG CHARGES.-.-	\$1,000.00	\$216.81	\$980.89	98.09%	\$19.11
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$51.73	14.78%	\$298.27

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (6)

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.--	\$3,050.00	\$540.00	\$638.84	20.95%	\$2,411.16
L00-7410-0435-	LIBRARY-TRAVEL.--	\$1,500.00	\$34.97	\$747.15	49.81%	\$752.85
L00-7410-0436-	LIBRARY-WLS:EQUIPMENT.--	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
L00-7410-0436-	LIBRARY-WLS:VIDEO COOP.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0436-	LIBRARY-WLS:MAINTENANCE.--	\$85,000.00	\$0.00	\$43,977.52	51.74%	\$41,022.48
L00-7410-0436-	LIBRARY-WLS:TELECOMM.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0437-	LIBRARY-PROFESSIONAL FEES.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0438-	LIBRARY-DUES/CONFERENCES.--	\$2,000.00	\$0.00	\$301.00	15.05%	\$1,699.00
L00-7410-0439-	LIBRARY-EQUIPT.REPAIR.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0441-	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.--	\$45,000.00	\$3,206.46	\$18,326.62	40.73%	\$26,673.38
L00-7410-0451-	UTILITY TELEPHONE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.--	\$9,000.00	\$68.17	\$3,665.50	40.73%	\$5,334.50
L00-7410-0451-	UTILITY WATER	\$600.00	\$306.60	\$709.20	118.20%	(\$109.20)
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.--	\$60,000.00	\$85.16	\$46,513.95	77.52%	\$13,486.05
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.--	\$35,310.00	\$2,308.03	\$11,909.40	33.73%	\$23,400.60
L00-7410-0470-	WHIPPOORWILL HALL	\$300.00	\$0.00	\$230.00	76.67%	\$70.00
L00-7410-0491-	VEHICLE FUEL & OIL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0492-	VEHICLE REPAIRS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0820-	SOCIAL SECURITY	\$61,235.79	\$0.00	\$26,237.99	42.85%	\$34,997.80
L00-7410-0825-	MTA TAX	\$2,721.59	\$0.00	\$2.73	0.10%	\$2,718.86
L00-7410-0900-	LIBRARY-PROGRAMMING.--	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$1,309,813.78	\$22,082.96	\$588,223.00	44.91%	\$721,590.78
NYS RETIREMENT						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$135,485.17	\$0.00	\$0.00	0.00%	\$135,485.17
	Subtotal	\$135,485.17	\$0.00	\$0.00	0.00%	\$135,485.17
WORKERS COMPENSATION						
L00-9040-0830-	WORKERS COMPENSATION	\$4,267.84	\$883.37	\$2,513.27	58.89%	\$1,754.57
	Subtotal	\$4,267.84	\$883.37	\$2,513.27	58.89%	\$1,754.57
NYS UNEMPLOYMENT						
L00-9050-0800-	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
HOSPITAL & MEDICAL						
L00-9060-0840-	HEALTH INSURANCE	\$159,726.66	\$13,310.09	\$79,860.54	50.00%	\$79,866.12
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$14,280.52	\$57,834.72	47.57%	\$63,749.71
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$1,704.40	\$10,226.40	40.63%	\$14,942.34
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$393.00	\$2,358.00	0.00%	(\$2,358.00)
L00-9060-0870-	DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$306,479.83	\$29,688.01	\$150,279.66	49.03%	\$156,200.17
TRANSFER OUT						
L00-9950-0009-	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-9950-0991-	TRANSFER TO CAPITAL PROJ. FU	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Subtotal	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Town of North Castle
Statement of Revenues and Expenditures - Compared to Budget
Year (2024) Period (6)

Page 4 of 4
06/26/2024
3:30 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Total Library Expenditures:		\$1,756,046.62	\$52,654.34	\$741,015.93	42.20%	\$1,015,030.69
Total Library Revenues:		\$1,756,047.00	\$499.94	\$1,746,276.76		\$9,770.24
Total Library Expenditures:		\$1,756,046.62	\$52,654.34	\$741,015.93		\$1,015,030.69
Total Library Fund Balance:		\$0.38	(\$52,154.40)	\$1,005,260.83		(\$1,005,260.45)

Trial Balance/Actual/Detail

Year 2024 Periods 6 To 6

Town of North Castle

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
L-LIABILITIES						
TE0-0000-0091-0015	LIBRARY TRUST.FRIENDS OF THE L	\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
6 443444	IVDH202406004 DH CHESS PROGRAM AT ARM	06/03/2024	06/04/2024 D	\$120.00 JOHN B. GALLAGHER JR		
6 443445	IVDH202406004 DH PAINTING CLASSES AT	06/03/2024	06/04/2024 D	\$300.00 VIRGINIA GARCIA		
6 443595	IVDH202406005 DH PROGRAM AT ARMONK LI	06/04/2024	06/04/2024 D	\$350.00 STREET TEAM PRODUCTI		
6 444374	IVDH202406006 DH BOOKS FOR LIBRARY	06/05/2024	06/07/2024 D	\$63.71 BAKER & TAYLOR CO.INC		
6 447346	CR1178-ADJ BA FRIENDS OF THE LIBRARY - CODE ADJ	06/05/2024	06/20/2024 C	(\$8,344.91)		
6 444556	IVDH202406007 DH PROGRAM MATERIALS FO	06/06/2024	06/07/2024 D	\$323.85 COLLABORATIVE SUMME		
6 444557	IVDH202406007 DH PROGRAM MATERIALS FO	06/06/2024	06/07/2024 D	\$41.79 AMAZON (CREDIT CARD)		
6 444765	IVDH202406009 DH CHILDRENS MUSIC PROG	06/10/2024	06/11/2024 D	\$600.00 LETS GROOVE CHILDREN		
6 444766	IVDH202406009 DH CHILDRENS MUSIC PROG	06/10/2024	06/11/2024 D	\$150.00 LETS GROOVE CHILDREN		
6 447376	CR1205 BA LIBRARY - 6/13/24	06/13/2024	06/20/2024 C	(\$1,675.00)		
6 448088	IVDH202406020 DH PROGRAM SUPPLIES FOR	06/19/2024	06/20/2024 D	\$30.19 STAPLES ADVANTAGE		
6 448275	IVDH202406021 DH PROGRAM AT ARMONK LI	06/20/2024	06/21/2024 D	\$400.00 FUNFACES BY BRENDA		
6 448276	IVDH202406021 DH ICE CREAM TRUCK FOR	06/20/2024	06/21/2024 D	\$1,000.00 ARISTOMENIS KOLOKATH		
6 448424	IVDH202406022 DH CHILDRENS PROGRAM AT	06/21/2024	06/21/2024 D	\$150.00 HALASZ, DAWN		
6 448738	IVDH202406026 DH PROGRAM AT ARMONK LI	06/25/2024	06/25/2024 D	\$175.00 BARRY PIRRO		
Type Total		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
Fund Total		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35
Grand Total		\$17,658.72	\$3,704.54	(\$10,019.91)	\$0.00	\$11,343.35

Field Report – 2024.06.27

Project: HC Ramp at North White Plains Library
Project No.: 2030
Visit Date: June 27, 2024
Issue Date: June 28, 2024
Report by: Todd M Hause (TH)

Item	Description
1.	Visit was made after installation of the ramp, to observe work, in conjunction with review of the first payment application, made to 100% of the work
2.	The top of the railings on each side of the ramp was measured at 3'-1" above the ramp surface. The design called for the top of the rails to be 3'-6", per building code requirements. Therefore, the railings shall be replaced with 3'-6" high, code compliant railings.
3.	The top of the handrails on each side of the ramp was measured at 2'-11" above the ramp surface. This is within the code required height range of 2'-10" to 3'-2".
4.	The non-slip strips were observed to be installed perpendicular to the boards at a portion of the ramp platform. This is not advised, for durability, and strips should be installed which are parallel to the board at that location.



Also, screws shall be provided at all holes in non-slip strips.

5. Post caps were not secured to the posts, they shall be screwed in place.



6. All sharp edges formed by cutting the trex material shall be eased to a 1/8" min radius.

Distribution: Kathryn Feeley, Director, North Castle Public Libraries
Catherine Shaffer, Vinco Builders

Felix M. Barrios
410 Benedict Ave. Apt 1H
Tarrytown NY 10591

Tuesday, June 25th, 2024.

Kathryn Feeley
Director
North Castle Public Library
119 Whippoorwill Rd, E
Armonk, NY 10504

Kathryn,

Please accept this letter as formal notice of my resignation from my position as Custodian. My last day of employment will be Friday, August 2nd., 2024.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training my successor. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you, the library and my co-workers nothing but the best for the future.

Sincerely,

Felix M. Barrios

North Castle Public Library

Friends' Gallery Exhibit Policy

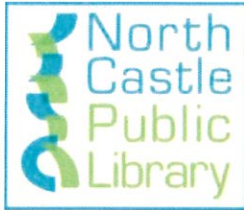
- ~~• The purpose of exhibits is to showcase resources of the Library collection, to relate to Library promotions and special events, and to provide educational value about a particular theme or subject. Exhibits also enhance and increase the community's appreciation of the arts.~~
- The scheduling and organization of exhibits will be the sole responsibility of the ~~Library Director or Library staff~~ Library. The scheduling for display space shall not be made more than one year in advance.
- Anyone who wishes to make the Library aware of resources available for possible inclusion in the Library exhibit should fill out an "Exhibit Resource" form ~~the Friends' Gallery Application and Contract. This should be sent to the Library Director.~~
- Materials exhibited primarily for commercial purposes will not be included in Library exhibits.
- The Library reserves the right to make the final decision of how all of its exhibits are arranged.
- All artwork to be exhibited must be appropriate for viewing by all ages.
- The exhibit must be open to the public.
- All paintings must be framed.
- Signage, if any, for all exhibits will be provided by the exhibitor with approval by the Library.
- No lender may change, add or remove any items in an exhibit during its scheduled ~~time-~~ exhibition period.
- Lenders will be asked to supply background information on the items lent to exhibits at least four weeks advance of the exhibit opening to insure adequate lead time in developing signage and writing news releases for the media.
- Exhibits will remain on display no more than four weeks.
- The Library may accompany its exhibits with complementary brochures, bookmarks or other items related to the exhibit's theme.
- The exhibiting artist may have one reception in the Friends' Gallery. The date of the reception must be approved by the Library. If alcoholic beverages will be served during the reception, an alcohol permit must be obtained from the Town of North Castle. Once received, the alcohol permit must be sent to the Library Director two weeks before the reception.
- Prices can be presented on an acrylic display next to the entrance of the Friends' Gallery.
- Because of limited storage space, it is imperative that materials ~~lent~~ loaned to exhibits for exhibition be dropped off and picked up at designated times. The Library will not be responsible for any items loaned for exhibits. Any items left more than four weeks after the exhibit date may be disposed of as the Library sees fit.
- The Library is not responsible for ~~the any~~ theft or damage, nor does it carry insurance to protect items loaned for display. Insurance is the sole responsibility of the lender.

- All persons loaning items for exhibits in the Library must complete and sign “~~The Lender’s Agreement.~~” the Friends’ Gallery Application and Contract. ~~This must be signed before any loaned items are placed on exhibit. This agreement includes a waiver form that releases the Library from any responsibility for loss or damage to an exhibit displayed at the Library.~~
- The final authority for approving all exhibits in the Library is the Director. ~~The Library reserves the right to prohibit any person from displaying artwork and crafts in the Library (move this to its own bullet point)~~
- All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on the walls or display panels shall be done so securely and under the guidelines of the Library.
- The Library use of display areas take precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display areas by outside exhibits if the Library Director ~~or Library Board of Trustees~~ determines that the display space is needed for Library purposes.
- ~~The Library reserves the right to deny or cancel any application.~~
- ~~The Library Board of Trustees on the advice of the Library Director may deny or cancel any application for art display space and may waive any display policy.~~

Adopted by the Library Board of Trustees on August 6, 2001.

Re-Adopted: August 12, 2008

Re-Adopted July 8, 2024



North Castle Public Library

19 Whippoorwill Road East
Armonk, New York 10504
northcastlelibrary.org

Kathryn Feeley, Director

(914) 273-3887x5
kfeeley@northcastlelibrary.org

Memo

To: Kevin Hay, Town Administrator

From: Kathryn Feeley, Director North Castle Public Library

Date: May 2, 2024

Re: Budget Request: New Positions – Hourly Librarian I and Library Assistant

I would like to request that the Town Board appropriate funds for the following positions:

Librarian I: starting salary (step 1) \$57,496 plus benefits.

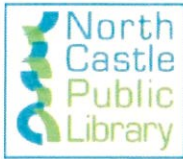
Librarian Assistant: starting salary (step 3) \$55,682 (this recommendation for a current part-time position to move to a full-time position) plus benefits.

These positions would allow the Library to offer additional evening hours beginning in early Fall 2024.

Thank you in advance for your consideration of this request,

Kathryn Feeley

Kathryn Feeley



July Library Board of Trustees Meeting - Executive Session Minutes

North Castle Public Library

Monday, July 8, 2024 at 8:00 PM EDT

@ 10 Clove Road, North White Plains, NY

Attendance

Present:

Members: Diane Borgia (remote), Annie Gala, Steve Harrison (remote), Kim Longo, Dean Roseti, Megan Wilt

I. Review Non-Union Position Salaries

The Trustees discussed salary ranges and 2025 salary increase recommendations for non-union positions. Decisions are pending guidance from Town leadership.

II. Review Candidates for Trustee

The Trustees recommended offering the Trustee position to one candidate. The recommendation will be published after all candidates are notified.

NCA children's program stats 2024

Program Name	#	people		people		people		people		people		people		people	TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Ages 0-5	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Toddler Yoga	1	14	2	55	2	21	2	32	2	25					9	147
TuneBugs	1	41	2	83	2	97	4	170	1	43	1	98	1	104	12	636
Bounce the Baby	2	50	5	183	4	141	3	86	3	117	3	88	3	94	23	759
Mother Goose											3	44	3	56	6	100
Science Lab grab-n-go	1	25	2	35	4	202	3	150	2	100	3	150	3	150	18	812
Free Play											3	34	5	71	8	105
Dawny Dew											1	30	1	28	2	58
	5	130	11	356	12	461	12	438	8	285	14	444	16	503	78	2617

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Ages 6-12	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Grab-n-Go	2	256	4	376	4	406	4	476	3	340	3	550	5	678	25	3082
Afternoon Activity															0	0
Scavenger Hunt							1	300	1	183	1	433	1	375	4	1291
Wildlife Show & Tell			1	145											1	145
Science Club	1	10	1	12	1	17	1	5							4	44
Museums with Marrisla					1	11									1	11
Talewise							1	37					1	36	2	73
Spring Tie Dye							1	88							1	88
History of the Yankees									1	10					1	10
Summer Reading Kick-off											1	395			1	395
Jester Jim													1	120	1	120
	3	266	6	533	6	434	8	906	5	533	5	1378	8	1209	41	5259

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
ARM Teen	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Grab-n-go											1	48	2	174	3	222
Board Game Club															0	0
	0	0	0	0	0	0	0	0	0	0	1	48	2	174	3	222

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Youth	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Toddler Yoga	2	55	1	37	2	60	3	82	1	25	2	63	0	0	11	322
123 Sing With Nancy	4	86	3	120	4	110	5	130	4	111	4	165	4	157	28	879
Mother Goose Story Time	5	90	4	70	4	57	4	36	4	70	3	57	5	81	29	461
Bounce the Baby	3	34	3	25	4	36	4	32	5	21	4	51	3	37	26	236
Preschool Story and Craft	1	22	2	53	2	31	2	42	2	42	2	56	5	115	16	361
Play and Learn	0	0	0	0	0	0	0	0	0	0	0	0	1	23	1	23
Free Play	0	0	0	0	0	0	0	0	1	13	0	0	0	0	1	13
Lunch Bunch	4	38	3	22	1	5	1	8	1	9	2	16	1	5	13	103
Drop In Craft	4	70	5	88	4	76	4	64	5	79	4	70	3	81	29	528
Osmo/Dash	0	0	0	0	1	15	0	0	0	0	1	5	3	44	5	64
Discovery Time	0	0	0	0	1	28	0	0	0	0	0	0	4	53	5	81
Junior Chefs	0	0	1	20	1	40	0	0	1	6	1	26	3	95	7	187
Kids Crafts (school breaks)	0	0	2	24	1	25	1	11	0	0	0	0	0	0	4	60
Lego	0	0	1	20	0	0	1	16	0	0	0	0	0	0	2	36
Sensory Play (sand & water)	0	0	0	0	0	0	0	0	5	53	0	0	0	0	5	53
Take Home Crafts	4	182	5	246	4	229	4	215	5	251	4	239	4	154	30	1516
Summer Reading Kickoff - Dinosaurs Rock	0	0	0	0	0	0	0	0	0	0	1	50	0	0	1	50
Wooden Animal Painting	0	0	0	0	0	0	0	0	0	0	1	25	0	0	1	25

2024_stats

Magic Show (summer)	0	0	0	0	0	0	0	0	0	0	0	0	1	47		
Crafts on the Deck	0	0	0	0	0	0	0	0	0	0	1	13	5	134	6	147
Unplugged (Board Games and Puzzles)	0	0	0	0	0	0	0	0	0	0	1	8	5	54	6	62
School Summer Reading Flyers (Outreach)	0	0	0	0	0	0	0	0	0	0	1	771	0	0	1	771
Weekly Challenges (summer)													5	214	5	214
	27	577	30	725	29	712	29	636	34	680	33	1615	52	1294	232	6192

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Teen	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Take Home Crafts - TEENS	0	0	0	0	0	0	0	0	0	0	0	0			0	0
Teen Craft - TEENS	0	0	0	0	0	0	1	2	0	0	0	0			1	2
	0	0	0	0	0	0	1	2	0	0	0	0	0	0	1	2

Program Name	#	people													TOTAL SESSIONS	TOTAL PARTICIPANTS
NWP Non-Library Sponsored Programs	JAN		FEB		MAR		APR		MAY		JUN		JUL			
Non-Library Sponsored Programs	1	50	0	0	0	0	1	45	1	35	1	28			4	158
															0	0
	1	50	0	0	0	0	1	45	1	35	1	28	0	0	4	158

NCPL Door Counter 2023 & 2024

Door Counter 2023		
	Armonk	NWP
January	3,562	2,414
February	3,473	2,395
March	3,927	2,578
April	4,107	3,057
May	4,467	3,343
June	7,782	3,787
July	4,766	4,705
August	4,612	3,995
September	5,081	3,941
October	6,651	2,897
November	3,020	3,268
December	2,687	2,304
TOTAL	54,135	38,684
		92,819

Door Counter 2024		
	Armonk	NWP
January	2,687	2,746
February	2,346	2,985
March	2,815	3,358
April	2,628	3,011
May	3,780	3,005
June	6,900	3,713
July	4,402	4,260
August		
September		
October		
November		
December		
TOTAL	25,558	23,078
		48,636

2023 vs 2024				
	Armonk	% +/-	NWP	% +/-*
January	-875	-25%	332	14%
February	-1,127	-32%	590	25%
March	-1,112	-28%	780	30%
April	-1,479	-36%	-46	-2%
May	-687	-15%	-338	-10%
June	-882	-11%	-74	-2%
July	-364	-8%	-445	-9%
August				
September				
October				
November				
December				
YTD	-6,526		799	