

# October 2024 Library Board of Trustees

## Meeting Minutes

North Castle Public Library

10/7/2024 7:00 PM EDT

@ 10 Clove Road, North White Plains, NY

### **Attendance**

#### **Present:**

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

Guests: Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Susan Grieco - NCPL Reference Librarian, Eric Bell - Community member

#### I. Call To Order

The meeting was called to order at 7:06 pm.

#### II. Approval of September 2024 Minutes

 [Library Board of Trustees Meeting Minutes - 2024-09-09.pdf](#)

 [Trustee Executive Session Minutes - approved 2024-09-09 \(2\).pdf](#)

#### **Motion:**

Motion to approve both the September 9, 2024 minutes and the Executive Session minutes.

Motion moved by Diane Borgia and motion seconded by Annie Gala. The motion was approved by all the Trustees.

#### III. Review Warrants

The Revenue/Expense Report for Warrant 9 attached.

Total expenses were \$48,903.28

Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

 [Warrant 9 Revenue Expense Report.pdf](#)

#### **Motion:**

Motion to approve Warrant 9.

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

#### IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Saleem was not in attendance.

#### V. Friends of the Library Report

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

The Friends Report for Warrants 9 is attached.

Expenses were \$6,434.39.

Thank you to the Friends for their continuing support!

 [Friends Report Sept 2024.pdf](#)

David was not in attendance.

Kim thanked everyone that helped with the Art show. The wrap up meeting will be later this month.

#### VI. Library Board President Report

1. Long Range Plan Update
2. KG&D Priority 1 &2 discussion

 [NCPL Armonk Estimate Priority 1-2.pdf](#)

1. Long Range Plan Update - Dean will update the latest copy and circulate a draft 1 week prior to the November meeting for comments.
2. KG&D Priority 1 &2 discussion
  - KG&D broke down the estimates for the Priority 1 and 2 items from their recommendations. Some Priority 2 items are dependent on the completion of Priority 1 items before they can be fully estimated.
  - The Trustees and Kathryn are in agreement that all Priority 1 items should be included in the 2025 Library budget. The ADA compliance items from the Priority 2 list are also desirable to be included in 2025 for a total of approximately \$300K.
  - Dean will ensure the Town Board has a copy of the KG&D recommendations prior to the Friday October 11 library budget meeting.
  - Kathryn plans to apply for construction grants to supplement funding for the improvements.
  - Whippoorwill Hall was not in the KG&D scope. Kathryn will request the next facilities audit will include the North White Plains branch and Whippoorwill Hall.

#### **Motion:**

Motion to request \$266K for Priority 1 + \$38K for ADA improvements be included in the 2025 budget.

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

## VII. Library Director Update

1. The Director's monthly summary report is attached (including a copy of the submitted 2025 budget).
2. Banned Books Week Presentation
3. Voting Items
  1. Accept the resignation of Part-Time Clerk Cheryl Ciaramella, effective October 2, 2024.
  2. 2025 Holiday Schedule

 [October 2024 Director Report.docx](#)

 [2025budget.pdf](#)

 [BannedBooksWeek2024.docx](#)

 [BannedBooksWeekCensorshipByTheNumbers-2024.pdf](#)

 [Resignation Letter.pdf](#)

 [Holidays 2025.docx](#)

1. The Trustees reviewed the Director's report. The new Town maintenance department is doing an excellent job maintaining the buildings.
2. The Banned Book Week presentation was reviewed. This has been in existence since 1982.
3. A clerk, Cheryl Ciaramella, left to accept a Full-Time position at another library. NCPL did not have an opening for Senior Full-Time Library Clerk. Kathryn is interviewing for replacement Part-Time clerks. The 2025 budget includes funding for additional staff and increases.
4. The Trustees reviewed the 2025 holiday schedule and recommended adding Saturday, July 5, 2025 as a closed day since it historically has very low patronage.

### **Motion:**

Motion to accept the 2025 Holiday calendar with the addition of Saturday, July 5 as a holiday.

Motion moved by Annie Gala and motion seconded by Deborah DeMasi. The motion was approved by all the Trustees.

### **Motion:**

Motion to accept the resignation of Part-Time Clerk Cheryl Ciaramella, effective October 2, 2024.

Motion moved by Diane Borgia and motion seconded by Annie Gala. The motion was approved by all the Trustees.

VIII. Performance Metrics Quarterly Review

1. Second and Third Quarter review, including Summer Reading
2. Door Counters, Program Attendance, Adult Programs, Children's Programs,

 [SummerReading2024StatsReview.pdf](#)

 [Door counters 2024 .pdf](#)

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

 [Adult Programs 2024.xlsx](#)

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

1. The Summer Reading Program was a great success with 25,818 total checkouts, 853 participants, 27,030 library visits and 327 program sessions. In addition, 146 museum passes were borrowed,
2. The door counters decreased year over year with 2023. While one explanation was the Armonk closure for the Truss repair, the Trustees requested Kathryn to provide more details on why there was a decrease in at both libraries.
3. The Trustees requested the monthly statistics be included in the agenda packet for each monthly meeting.

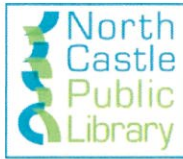
IX. For the Good of the Order

**Motion:**

Motion to adjourn the meeting at 8:53 pm.

Motion moved by Annie Gala and motion seconded by Dean Roseti. The motion was approved by all the Trustees.





# September 2024 Library Board of Trustees

## Meeting Minutes

North Castle Public Library

Monday, September 9, 2024 at 7:00 PM EDT

@ 19 Whipoorwill Road East, Armonk, NY

### **Attendance**

#### **Present:**

Members: Diane Borgia, Annie Gala, Kim Longo, Megan Wilt

Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director, Erik Kaeyer (AIA) - KG&D, Brian Mangan (AIA) - KG&D, Deborah DeMasi - Community Member, David Fromm - Friends of the NCPL

#### **Absent:**

Members: Steve Harrison, Dean Roseti

#### I. Call To Order

The meeting was called to order by Kim at 7:02 pm. The KG&D Presentation was recorded.

#### II. KG&D Presentation

Erik Kaeyer (AIA) and Brian Mangan (AIA) will present observations and recommendations from the Facility Assessment at Armonk as well as concept options and associated costs.

Erik Kaeyer (AIA) and Brian Mangan (AIA) presented the detailed findings from the Facility Assessment at Armonk as well as concept options and associated costs. The presentation included:

- The Master Plan Process to Date - Armonk
- Engineering Visual Inspections - Observations and Recommendations
- Architectural Visual Inspections - Observations and Recommendations
- Design Options and Inspirational images
- Design Options Program Analysis Spreadsheet
- Budget Estimating
  - Infrastructure Improvements
  - Renovation and Expansion Options
- Next Steps

The architects also provided their recommendation for prioritizing the recommended projects.

The presentation was followed by a question and answer session.

Follow-up items include:

- Canvas other local communities to compare their library's investments with the KG&D recommendations.
  - Kathryn will speak to other library directors to learn what has been done and what is in their pipeline.
  - Balance these investments with the size of the communities.
- The Trustees will conduct a working session to review in detail the recommendations and in alignment with the Library Long Range Plan.

The presentation and recording will be shared with the Friends.

### III. Approval of July 2024 Minutes

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

 [July 2024 Library Board of Trustees Meeting - Executive Session Minutes.pdf](#)

The July minutes will be updated to reflect that Diana Wendell - NCPL staff attended remotely.

**Motion:**

Motion to accept the July 2024 meeting minutes, and minutes of the Executive session with the noted update.

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

### IV. Review Warrants

The Revenue/Expense Report for Warrants 7 (July) and 8 (August) are attached.

Total expenses were \$158,872.06 for July.

Total expenses were for \$44,848.22 August.

Thank you to Abbas Sura and Patrick Ricci for their support of NCPL!

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

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

Kathryn provided explanations on increases in library processing charges, maintenance and water bills. The funds for the Truss were returned to the library budget.

**Motion:**

Motion to approve the July 2024 and August 2024 warrants.

Motion moved by Diane Borgia and motion seconded by Megan Wilt. The motion was approved by all Trustees present.

V. Town Board Business Update

Councilmember Saleem Hussain will provide an update.

Saleem reviewed upcoming dates including the Art Show. He also updated the Trustees about the Open Space Committee activities and reviews of the battery storage system code.

VI. Friends of the Library Update

Friends of the Library President David Fromm will provide an update. The Friends Report for Warrants 7 (July) and 8 (August) are attached. Expenses were \$6962.91 for July  
Expenses were \$6029.00 for August  
Thank you to the Friends for their continuing support!

 [Friends Report July 2024.pdf](#)

 [Friends Report August 2024.pdf](#)

David Fromm did not present a report.

VII. Long Range Plan

1. Marketing Vendor Competitive Analysis
2. Long Range Plan September 2024 Update

 [NCPL Library Marketing Vendor Analysis.docx](#)

 [q3-2024-ncpl-long-range-plan.pdf](#)

1. Marketing Vendor Competitive Analysis :

Annie reviewed the Marketing Vendor Competitive Analysis she conducted. Kathryn and Angela both agree with Annie's recommendation.

Follow-up questions for Annie and Kathryn:

- What is the difference in cost from current budget and is there funding in the 2025 budget for the changes?
- Does the recommended technology follow best practices for data security and privacy?

2. Long Range Plan September 2024 Update

Upon review, the Trustees requested additional details to support accomplishments in the 2023-2024 Long Range Plan Status Report. Kathryn will share a new draft with Diane and Annie. Approval of the final report is planned for the October Trustee meeting.

VIII. NCPL Updates

1. NCCC Ramp
2. Groundskeeper Position Update
3. Statistics and Programming Highlights
4. 2025 Budget

1. NCCC Ramp - The construction company is correcting the railing height error.
2. Groundskeeper Position Update - The Town has the Armonk Library on their regular schedule.
3. Statistics and Programming Highlights - It was a very busy summer with 327 programs. The Summer Reading program was extremely successful. Over 800 people signed up.
4. 2025 Budget - The budget was submitted. It included requests for addition funding for FT staff, evening hours for 2025, and a slight increase in PT hours. The budget can be adjusted until October. Pressing budget requests for priority items from audit can be added. The Trustees requested a copy of the budget for review.

IX. For the Good of the Order

Deborah requested information on what funding is provided by the Friends. Kim provided the explanation.

X. Executive Session

**Motion:**

Motion to go into Executive Session at 9:28 pm to discuss the Director's Annual Review.

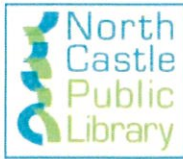
Motion moved by Megan Wilt and motion seconded by Annie Gala. The motion was approved by all Trustees present.

**Motion:**

Motion to end the Executive Session and the Trustee meeting at 9:48 pm.

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





## Trustee Executive Session Minutes

North Castle Public Library  
Monday, September 9, 2024 at 9:25 PM EDT  
@ 19 Whippoorwill Road East, Armonk, NY

### **Attendance**

#### **Present:**

Members: Diane Borgia, Annie Gala, Kim Longo, Megan Wilt

Guests: Deborah DeMasi - Community Member

#### **Absent:**

Members: Steve Harrison, Dean Roseti

- I. Review results of Director evaluation

#### **Motion:**

Motion to enter the Executive Session to discuss the Director evaluation at 9:28 pm.

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

Megan led the Trustees who were present through a summary of the Director evaluation. The Trustees agreed with the assessment. Opportunities for improvement were identified, including areas where the Trustees need to become more familiar with the Director's activities.

The following action items will take place in September:

1. Kim and Megan will discuss the evaluation with the Director providing examples and the numerical assessments.
2. The Trustees will recommend to the Town Board that the Director compensation for 2025 should be increased.
3. Kim will request a copy of the 2025 budget proposal that was submitted. The increase needs to be included in that budget.

#### **Motion:**

Motion to exit Executive Session and return to the meeting at 9:48 pm.

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

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2024 ) Period ( 9 )**

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09/25/2024  
12:35 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>L00 Library</b>						
<b>Revenue</b>						
<b>DEPT 0000</b>						
L00-0000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>REVENUES</b>						
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	\$0.00	\$1,328.29	132.83%	(\$328.29)
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	\$0.00	\$5,200.00	40.00%	\$7,800.00
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	\$733.31	0.00%	(\$733.31)
L00-1000-2705-	DONATIONS	\$1,500.00	\$0.00	\$200.10	13.34%	\$1,299.90
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	\$7,634.94	0.00%	(\$7,634.94)
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$17,048.00	0.00%	(\$17,048.00)
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
	<b>Subtotal</b>	<b>\$1,756,047.00</b>	<b>\$0.00</b>	<b>\$1,772,253.14</b>	<b>100.92%</b>	<b>(\$16,206.14)</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$0.00</b>	<b>\$1,772,253.14</b>	<b>100.92%</b>	<b>(\$16,206.14)</b>
<hr/>						
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$0.00</b>	<b>\$1,772,253.14</b>		<b>(\$16,206.14)</b>
<b>Total Library Expenditures:</b>		<b>\$1,773,094.62</b>	<b>\$48,903.28</b>	<b>\$1,125,425.40</b>		<b>\$647,669.22</b>
<b>Total Library Fund Balance:</b>		<b>(\$17,047.62)</b>	<b>(\$48,903.28)</b>	<b>\$646,827.74</b>		<b>(\$663,875.36)</b>

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2024 ) Period ( 9 )**

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09/25/2024  
12:35 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>Expenditure</b>						
<b>JUDGEMENTS &amp; CLAIMS</b>						
L00-1930-0004-	CONTRACTUAL EXPENDITURE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>PAYMENT OF MTA PAYROLLTAX</b>						
L00-1980-0432-	CONTRACTUAL PROFESS.SERV	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>UNCLASSIFIED - MISC. EXP.</b>						
L00-1989-0434-	CONT. OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>LIBRARY</b>						
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	\$442,775.21	72.08%	\$171,471.19
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	\$5,263.38	65.79%	\$2,736.62
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	\$90,441.00	64.60%	\$49,559.00
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	\$210.46	4.01%	\$5,039.54
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	\$2,241.69	\$19,738.76	65.80%	\$10,261.24
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$128.13	\$1,622.69	46.36%	\$1,877.31
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$1,753.41	\$11,750.13	63.51%	\$6,749.87
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$1,899.64	\$25,283.43	74.36%	\$8,716.57
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,661.40	\$11,527.34	64.04%	\$6,472.66
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	\$524.03	\$2,983.84	29.84%	\$7,016.16
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	\$87.71	\$218.90	14.59%	\$1,281.10
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$426.45	\$2,896.40	36.21%	\$5,103.60
L00-7410-0413-	LIBRARY-PERIODICALS,MICRO.-.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0413-	LIBRARY-PERIODICALS.-.	\$9,000.00	\$545.00	\$7,388.62	82.10%	\$1,611.38
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	\$0.00	\$15,750.08	40.38%	\$23,249.92
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$89.98	\$531.43	5.90%	\$8,468.57
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	\$865.12	\$7,975.29	65.10%	\$4,274.71
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$255.88	51.18%	\$244.12
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$299.36	\$2,555.24	51.10%	\$2,444.76
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	\$1,617.46	161.75%	(\$617.46)
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$53.60	15.31%	\$296.40



**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2024 ) Period ( 9 )**

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09/25/2024  
12:35 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.-.-	\$3,050.00	\$433.32	\$1,072.16	35.15%	\$1,977.84
L00-7410-0435-	LIBRARY-TRAVEL.-.-	\$1,500.00	\$3.80	\$889.55	59.30%	\$610.45
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	\$87,955.04	103.48%	(\$2,955.04)
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	\$210.00	\$511.00	25.55%	\$1,489.00
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	\$89.97	9.00%	\$910.03
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.-.-	\$45,000.00	\$3,337.35	\$28,412.84	63.14%	\$16,587.16
L00-7410-0451-	UTILITY TELEPHONE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.-.-	\$9,000.00	\$1,136.67	\$5,714.95	63.50%	\$3,285.05
L00-7410-0451-	UTILITY WATER	\$600.00	\$0.00	\$970.80	161.80%	(\$370.80)
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.-.-	\$77,048.00	\$2,240.00	\$53,497.40	69.43%	\$23,550.60
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.-.-	\$35,310.00	\$2,723.41	\$25,625.48	72.57%	\$9,684.52
L00-7410-0470-	WHIPPOORWILL HALL	\$300.00	\$0.00	\$320.00	106.67%	(\$20.00)
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	\$39,092.17	63.84%	\$22,143.62
L00-7410-0825-	MTA TAX	\$2,721.59	\$0.00	\$3.87	0.14%	\$2,717.72
L00-7410-0900-	LIBRARY-PROGRAMMING.-.-	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$1,326,861.78</b>	<b>\$20,867.26</b>	<b>\$899,388.33</b>	<b>67.78%</b>	<b>\$427,473.45</b>
<b>NYS RETIREMENT</b>						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$135,485.17	\$0.00	\$0.00	0.00%	\$135,485.17
	<b>Subtotal</b>	<b>\$135,485.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$135,485.17</b>
<b>WORKERS COMPENSATION</b>						
L00-9040-0830-	WORKERS COMPENSATION	\$4,267.84	\$0.00	\$2,513.27	58.89%	\$1,754.57
	<b>Subtotal</b>	<b>\$4,267.84</b>	<b>\$0.00</b>	<b>\$2,513.27</b>	<b>58.89%</b>	<b>\$1,754.57</b>
<b>NYS UNEMPLOYMENT</b>						
L00-9050-0800-	UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>HOSPITAL &amp; MEDICAL</b>						
L00-9060-0840-	HEALTH INSURANCE	\$159,726.66	\$13,310.09	\$119,790.81	75.00%	\$39,935.85
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$14,537.12	\$84,989.58	69.90%	\$36,594.85
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$188.81	\$15,195.88	60.38%	\$9,972.86
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$0.00	\$3,547.53	0.00%	(\$3,547.53)
L00-9060-0870-	DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$306,479.83</b>	<b>\$28,036.02</b>	<b>\$223,523.80</b>	<b>72.93%</b>	<b>\$82,956.03</b>
<b>TRANSFER OUT</b>						
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
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>



**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2024 ) Period ( 9 )**

Page 4 of 4  
09/25/2024  
12:35 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Total Library Expenditures:		\$1,773,094.62	\$48,903.28	\$1,125,425.40	63.47%	\$647,669.22
Total Library Revenues:		\$1,756,047.00	\$0.00	\$1,772,253.14		(\$16,206.14)
Total Library Expenditures:		\$1,773,094.62	\$48,903.28	\$1,125,425.40		\$647,669.22
Total Library Fund Balance:		(\$17,047.62)	(\$48,903.28)	\$646,827.74		(\$663,875.36)

# Trial Balance/Actual/Detail

Year 2024 Periods 9 To 9

# Town of North Castle

## Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
<b>L-LIABILITIES</b>						
<b>TE0-0000-0091-0015 LIBRARY TRUST.FRIENDS OF THE L</b>						
9	461853 IVDH202409006 DH CHESS CLASSES AT ARM	\$20,473.35	\$6,434.39	\$0.00	\$0.00	\$26,907.74
9	462005 IVDH202409009 DH CHILDRENS MUSIC PROG	09/05/2024	09/06/2024 D	\$240.00	JOHN B. GALLAGHER JR	
9	462006 IVDH202409009 DH MUSEUM PASSES FOR LI	09/09/2024	09/09/2024 D	\$360.00	HERSHATTER NANCY J	
9	462007 IVDH202409009 DH MUSEUM PASS RENEWAL	09/09/2024	09/09/2024 D	\$500.00	AMERICAN MUSEUM OF N	
9	462008 IVDH202409009 DH MUSEUM PASS RENEWAL	09/09/2024	09/09/2024 D	\$85.00	NUNATAKS LTD, DBA GR	
9	462241 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$85.00	NUNATAKS LTD, DBA GR	
9	462242 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$35.97	AMAZON (CREDIT CARD)	
9	462243 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$72.97	AMAZON (CREDIT CARD)	
9	462244 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$59.96	AMAZON (CREDIT CARD)	
9	462245 IVDH202409011 DH MOVIES FOR NORTH WHI	09/10/2024	09/11/2024 D	\$31.94	AMAZON (CREDIT CARD)	
9	462246 IVDH202409011 DH MOVIES FOR NORTH WHITE PLAINS	09/10/2024	09/11/2024 D	\$19.95	AMAZON (CREDIT CARD)	
9	462247 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	(\$19.95)	AMAZON (CREDIT CARD)	
9	462248 IVDH202409011 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$11.99	AMAZON (CREDIT CARD)	
9	462258 IVDH202409012 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$22.10	AMAZON (CREDIT CARD)	
9	462511 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/10/2024	09/11/2024 D	\$89.25	AMAZON (CREDIT CARD)	
9	462512 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$41.98	AMAZON (CREDIT CARD)	
9	462513 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$289.25	AMAZON (CREDIT CARD)	
9	462514 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$88.30	AMAZON (CREDIT CARD)	
9	462515 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$222.31	AMAZON (CREDIT CARD)	
9	462516 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$39.94	AMAZON (CREDIT CARD)	
9	462517 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$3.59	AMAZON (CREDIT CARD)	
9	462518 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$49.65	AMAZON (CREDIT CARD)	
9	462519 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$16.58	AMAZON (CREDIT CARD)	
9	462520 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$63.50	AMAZON (CREDIT CARD)	
9	462521 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$43.13	AMAZON (CREDIT CARD)	
9	462522 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$11.66	AMAZON (CREDIT CARD)	
9	462523 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$5.99	AMAZON (CREDIT CARD)	
9	462524 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$82.00	AMAZON (CREDIT CARD)	
9	462525 IVDH202409013 DH PROGRAM SUPPLIES FOR	09/11/2024	09/12/2024 D	\$11.98	AMAZON (CREDIT CARD)	
9	462526 IVDH202409013 DH OFFICE SUPPLIES FOR	09/11/2024	09/12/2024 D	\$21.99	AMAZON (CREDIT CARD)	
9	462527 IVDH202409013 DH OFFICE SUPPLIES FOR LIBRARY	09/11/2024	09/12/2024 D	\$11.69	AMAZON (CREDIT CARD)	
				(\$11.69)	AMAZON (CREDIT CARD)	

# Trial Balance/Actual/Detail

Year 2024 Periods 9 To 9

# Town of North Castle

## Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
9 464169	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$138.89	AMAZON (CREDIT CARD)	
9 464170	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$40.13	AMAZON (CREDIT CARD)	
9 464171	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$31.43	AMAZON (CREDIT CARD)	
9 464172	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$80.94	AMAZON (CREDIT CARD)	
9 464173	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$12.99	AMAZON (CREDIT CARD)	
9 464174	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$25.46	AMAZON (CREDIT CARD)	
9 464175	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$33.92	AMAZON (CREDIT CARD)	
9 464176	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$123.02	AMAZON (CREDIT CARD)	
9 464177	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$253.91	AMAZON (CREDIT CARD)	
9 464178	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$69.99	AMAZON (CREDIT CARD)	
9 464179	IVDH202409014 DH CUSTODIAL SUPPLIES FOR LIBRARY	09/12/2024	09/13/2024 D	(\$69.99)	AMAZON (CREDIT CARD)	
9 464180	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$37.77	AMAZON (CREDIT CARD)	
9 464181	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$411.05	AMAZON (CREDIT CARD)	
9 464182	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$60.41	AMAZON (CREDIT CARD)	
9 464183	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$325.79	AMAZON (CREDIT CARD)	
9 464184	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$214.23	AMAZON (CREDIT CARD)	
9 464185	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$149.20	AMAZON (CREDIT CARD)	
9 464186	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$20.98	AMAZON (CREDIT CARD)	
9 464187	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$40.84	AMAZON (CREDIT CARD)	
9 464188	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$8.49	AMAZON (CREDIT CARD)	
9 464189	IVDH202409014 DH PROGRAM SUPPLIES FOR	09/12/2024	09/13/2024 D	\$19.30	AMAZON (CREDIT CARD)	
9 464400	IVDH202409016 DH CHILDRENS MUSIC PROG	09/16/2024	09/17/2024 D	\$375.00	LETS GROOVE CHILDREN	
9 464401	IVDH202409016 DH CHILDRENS MUSIC PROG	09/16/2024	09/17/2024 D	\$375.00	LETS GROOVE CHILDREN	
9 464910	IVDH202409018 DH 9/11 MEMORIAL SUBSCR	09/18/2024	09/20/2024 D	\$212.50	WESTCHESTER LIBRARY	
9 465133	IVDH202409021 DH REIMBURSEMENT FOR PR	09/20/2024	09/23/2024 D	\$707.11	GRIECO SUSAN	
9 465134	IVDH202409021 DH CHILDRENS PROGRAM AT	09/20/2024	09/23/2024 D	\$150.00	HALASZ, DAWN	
<b>Type Total</b>		\$20,473.35	\$6,434.39	\$0.00	\$0.00	\$26,907.74
<b>Fund Total</b>		\$20,473.35	\$6,434.39	\$0.00	\$0.00	\$26,907.74
<b>Grand Total</b>		\$20,473.35	\$6,434.39	\$0.00	\$0.00	\$26,907.74



## Priority 1 Items Should be Addressed Immediately

- Electrical – Replacement of Lobby and Reading Room Panelboards
- Plumbing Sewer Line Repairs – Allowance for Thorough / Destructive Investigation
- Foundation Waterproofing at Teen Room for Water Infiltration

**(TOTAL: ~\$250K – \$300K)**

### Priority 1 & 2 Items

**(TOTAL: ~\$825K – \$950K)**

## Priority 2 Items – Should be Addressed Within 1-3 Years (Health & Safety)

- Exterior Egress pathway at Rear of Building
- Allowance for Portion of Structural Items – Truss Repair Study
- Renovations to Stair B – Water infiltration and Code Repairs
- Allowance for Misc. Priority Code Repairs (ADA Access, Doors, etc.)
- Plumbing Sewer Line Repairs – Allowance for Performing the Work
- Plumbing RPZ Backflow Preventers

**(TOTAL: ~\$575K – \$650K)**



# North Castle Library - Armonk Branch

Conceptual Design Cost Estimate

KG+D Architects  
September 2024

## Renovations and New Additions

### Additional Items Related to Facilities Assessment

Allowance - Structural and Foundation Repairs	
Site/Landscaping Items related to Egress	
Renovations to Three Interior Stairs	
Exterior Finishes (Select Repairs, Misc Roof Items)	
Allowance - Plumbing / Sewer Line Repairs	
Additional MEP Items	
Allowance - Code Items	

	\$	-	
	\$	80,000.00	Teen Room Foundation Waterproofing
	\$	50,000.00	Destructive Investigation
	\$	27,500.00	Panels/Wiring
	\$	157,500.00	
	\$	157,500.00	
	\$	23,625.00	15% General Conditions / OH&P
	\$	181,125.00	
	\$	5,433.75	3% Bonds and Insurance
	\$	186,558.75	
	\$	14,924.70	8% Escalation
	\$	201,483.45	
	\$	30,222.52	15% Contingency
	\$	231,705.97	
BIDS	\$	34,755.90	15% Project Costs
CONSTRUCTION TOTAL	\$	266,461.86	
OVERALL PROJECT TOTAL	\$		

**DRAFT - PRIORITY 1 ITEMS**

# North Castle Library - Armonk Branch

Conceptual Design Cost Estimate

KG+D Architects  
September 2024

## Renovations and New Additions

### Additional Items Related to Facilities Assessment

- Allowance - Structural and Foundation Repairs
- Site/Landscaping Items related to Egress Renovations to Three Interior Stairs
- Exterior Finishes (Select Repairs, Misc Roof Items)
- Allowance - Plumbing / Sewer Line Repairs
- Additional MEP Items
- Allowance - Code Items

\$	-
\$	25,000.00 Trusses
\$	45,500.00 Egress Rear of Building
\$	26,400.00 Stair B
\$	-
\$	150,000.00 Sewer Line Work
\$	80,000.00 Backflow Preventer
\$	25,000.00
\$	351,900.00

\$	351,900.00	
\$	52,785.00	15% General Conditions / OH&P
\$	404,685.00	
\$	12,140.55	3% Bonds and Insurance
\$	416,825.55	
\$	33,346.04	8% Escalation
\$	450,171.59	
\$	67,525.74	15% Contingency
\$	517,697.33	
\$	77,654.60	15% Project Costs
\$	595,351.93	

BIDS

CONSTRUCTION TOTAL

OVERALL PROJECT TOTAL

DRAFT - PRIORITY 2 ITEMS

## October 2024 Director's Report Highlights:

- Attended the WLS Circulation Committee Meeting (Director Co-Liaison to the committee) on September 10.
- Attended the Friends of the Library Meeting on September 12 and presented a brief update of the library and overview of Summer Program Highlights.
- Monthly Status Meeting with Armonk full time staff September 18.
- Attended preliminary budget work session with Kevin Hay and Abbas Sura on September 18.
- Attended Public Library Director's Meeting on September 19. Participated in Construction Grants Committee for this grant cycle.
- Met with Anthony Ruvo on September 19 regarding maintenance needs. The Town Maintenance Department has been doing landscaping, tested lawn and snow care equipment, coordinated pest control for the fall and winter months, and has replaced light bulbs throughout the building.
- All staff meeting was held on September 20.
- Panic button systems were checked and tested by Scarsdale Security on September 20.
- Volunteered at the Exit Booth at the Art Show on September 28.
- Part-time clerk, Cheryl Ciarmella has resigned effective October 2. Position posting for part-time clerks is on the WLS job site and in the Town Administrator's Newsletter.
- Exit Interview with Cheryl Ciarmella on October 2.
- Monthly status meeting with Susan Grieco and North White Plains on October 4.

Kathryn Feeley

September 27, 2024

STANDARD MODEL

Town of North Castle  
Fiscal Year 2025 Budget  
Budget Line Item Report

Ledger Account	Description	Budget Notes	2025 Request	2024 Budget	YTD	2023 YE Actual	2022 YE Actual	2021 YE Actual
<b>LIBRARY (7410)</b>								
L00-7410-0009-0000-0000	LIBRARY.LIBRARY.TRANSFE		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0110-0000-0000	SALARIES-FULL TIME		\$0	\$614,246	\$397,177	\$623,125	\$0	\$0
L00-7410-0110-0000-0009	SALARIES.RETRO		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0116-0000-0000	STIPEND		\$0	\$0	\$1,346	\$6,731	\$0	\$0
L00-7410-0118-0000-0000	LONGEVITY		\$0	\$8,000	\$4,618	\$7,446	\$0	\$0
L00-7410-0118-0000-0009	LONGEVITY.RETRO		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0120-0000-0000	SAL. PART TIME		\$0	\$140,000	\$79,030	\$153,834	\$0	\$0
L00-7410-0130-0000-0000	SAL. OVERTIME		\$0	\$5,000	\$62	\$249	\$0	\$0
L00-7410-0130-0001-0000	SAL. OVERTIME.FOTL.REIMB		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0203-0012-0001	LIB.EQUIP		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0203-0012-0002	LIBRARY-EQUIPT.OTHER		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0203-0012-0003	LIB.EQUIP.AV		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0203-0012-0004	LIB.EQUIP.TECH		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0203-0012-0005	LIB.EQUIP.EQUIP REPAIR		\$0	\$5,250	\$210	\$965	\$0	\$0
L00-7410-0410-0012-0002	LIBRARY-BOOKS-...		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0410-0012-0003	LIBRARY-BOOKS-ADULT		\$0	\$30,000	\$14,790	\$30,087	\$0	\$0
L00-7410-0410-0012-0004	LIBRARY-BOOKS-TEEN		\$0	\$3,500	\$1,457	\$3,370	\$0	\$0
L00-7410-0410-0012-0005	LIBRARY-BOOKS-CHILDRENS		\$0	\$18,500	\$8,260	\$15,691	\$0	\$0
L00-7410-0410-0012-0006	LIBRARY-BOOKS-DIGITAL		\$0	\$34,000	\$21,426	\$43,670	\$0	\$0
L00-7410-0410-0012-0007	LIBRARY-BOOKS-NWP		\$0	\$18,000	\$8,316	\$17,147	\$0	\$0
L00-7410-0411-0000-0000	SUPPLIES & EXPENSES		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0412-0012-0000	LIBRARY-A.V.MATERIALS.-.-		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0412-0012-0001	LIBRARY-A.V.MATERIALS-AD		\$0	\$10,000	\$1,894	\$7,185	\$0	\$0
L00-7410-0412-0012-0002	LIBRARY-A.V.MATERIALS-TE		\$0	\$1,000	\$0	\$0	\$0	\$0
L00-7410-0412-0012-0003	LIBRARY-A.V.MATERIALS-CHI		\$0	\$1,500	\$131	\$139	\$0	\$0
L00-7410-0412-0012-0004	LIBRARY-A.V.MATERIALS-NW		\$0	\$8,000	\$2,142	\$6,992	\$0	\$0

\$697,511

\$88000

\$155000

\$5000

\$30000

\$35500

\$18,500

\$39,000

\$18,000

\$6000

\$500

\$1000

\$8000



Town of North Castle  
Fiscal Year 2025 Budget  
Budget Line Item Report

Ledger Account	Description	Budget Notes	2025 Request	2024 Budget	2024 YTD	2023 YE Actual	2022 YE Actual	2021 YE Actual
L00-7410-0413-0012-0001	LIBRARY-PERIODICALS,MICR		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0413-0012-0002	LIBRARY-PERIODICALS.-.		\$0	\$9,000	\$6,665	\$9,411	\$0	\$0
L00-7410-0413-0012-0005	LIBRARY-OTHER SERIALS.-.		\$0	\$1,000	\$0	\$0	\$0	\$0
L00-7410-0415-0012-0000	LIBRARY-OTH.NON-BOOK MA		\$0	\$39,000	\$15,750	\$20,471	\$0	\$0
L00-7410-0415-0012-0006	LIBRARY-KITS		\$0	\$9,000	\$441	\$5,030	\$0	\$0
L00-7410-0420-0000-0000	INSURANCE		\$0	\$24,000	\$2,986	\$3,796	\$0	\$0
L00-7410-0430-0012-0000	LIBRARY-OFFICE SUPPLY.-.		\$0	\$12,250	\$6,395	\$13,753	\$0	\$0
L00-7410-0431-0000-0000	CONT.EQUIP REPAIR & RENT		\$0	\$500	\$212	\$360	\$0	\$0
L00-7410-0431-0012-0000	LIBRARY-TELEPHONE.-.		\$0	\$5,000	\$1,957	\$4,095	\$0	\$0
L00-7410-0432-0000-0000	CONTRACTUAL PROFESS.SE		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0432-0012-0000	LIBRARY-PROCESSG CHARG		\$0	\$1,000	\$1,194	\$1,942	\$0	\$0
L00-7410-0433-0012-0000	LIBRARY-POSTAGE.-.		\$0	\$350	\$54	\$768	\$0	\$0
L00-7410-0434-0012-0000	LIBRARY-PUBLICITY/PRINTG.-		\$0	\$3,050	\$639	\$3,441	\$0	\$0
L00-7410-0435-0012-0000	LIBRARY-TRAVEL.-.		\$0	\$1,500	\$747	\$1,024	\$0	\$0
L00-7410-0436-0012-0001	LIBRARY WLS:EQUIPMENT.-.		\$0	\$5,000	\$0	\$0	\$0	\$0
L00-7410-0436-0012-0003	LIBRARY-WLS:VIDEO COOP.-.		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0436-0012-0004	LIBRARY-WLS:MAINTENANCE		\$0	\$85,000	\$87,955	\$84,586	\$0	\$0
L00-7410-0436-0012-0005	LIBRARY-WLS:TELECOMM.-.		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0437-0012-0000	LIBRARY-PROFESSIONAL FE		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0438-0012-0000	LIBRARY-DUES/CONFERENC		\$0	\$2,000	\$301	\$1,444	\$0	\$0
L00-7410-0439-0012-0000	LIBRARY-EQUIPT.REPAIR.-.		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0441-0000-0000	PROF. EXP. ED. & SEMINARS		\$0	\$1,000	\$90	\$0	\$0	\$0
L00-7410-0450-0012-0000	LIBRARY-FUEL & UTILITIES.-.		\$0	\$45,000	\$21,284	\$38,469	\$0	\$0
L00-7410-0451-0000-0000	UTILITY TELEPHONE		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0451-0012-0000	LIBRARY-CUSTODIAL SUPPL		\$0	\$9,000	\$4,383	\$7,364	\$0	\$0
L00-7410-0451-0101-0000	UTILITY WATER		\$0	\$600	\$709	\$1,132	\$0	\$0
L00-7410-0452-0012-0000	LIBRARY-BLDG/EQUIP REPAI		\$0	\$77,048	\$48,057	\$212,614	\$0	\$0
L00-7410-0469-0012-0000	LIBRARY-BLDG.SERVICE CO		\$0	\$35,310	\$15,659	\$43,664	\$0	\$0

~~\$4000~~  
~~\$1000~~  
~~\$39000~~  
~~\$19000~~  
~~\$12500~~  
~~\$500~~  
~~\$5000~~  
~~\$2000~~  
~~\$350~~  
~~\$3050~~  
~~\$1500~~  
~~\$5000~~  
~~\$0~~  
~~\$88,799~~  
~~\$2000~~  
~~\$1000~~  
~~\$45000~~  
~~\$9000~~  
~~\$1200~~  
~~\$122,649~~  
~~\$36000~~

Town of North Castle  
Fiscal Year 2025 Budget  
Budget Line Item Report

Ledger Account Description Budget Notes

			2025	2024	2024	2023	2022	2021
			Request	Budget	YTD	YE Actual	YE Actual	YE Actual
L00-7410-0470-0012-0000	WHIPPOORWILL HALL		\$0	\$300	\$290	\$1,225	\$0	\$0
L00-7410-0491-0000-0000	VEHICLE FUEL & OIL		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0492-0000-0000	VEHICLE REPAIRS		\$0	\$0	\$0	\$0	\$0	\$0
L00-7410-0820-0000-0000	SOCIAL SECURITY		\$0	\$61,236	\$34,915	\$56,393	\$0	\$0
L00-7410-0825-0000-0000	MTA TAX		\$0	\$2,722	\$4	\$1,934	\$0	\$0
L00-7410-0900-0012-0000	LIBRARY-PROGRAMMING--		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total:</b>			\$0	\$1,326,862	\$791,544	\$1,429,550	\$0	\$0

*\$1000*

*⊘*

*⊘*

*⊘*

	2025	2024	2024	2023	2022
	Request	Budget	YTD	YE Actual	YE Actual
Total Library Expenditure	\$0	\$1,326,862	\$1,429,550	\$0	\$0



S. No.	Fund	Dept	Account Code	Account Description	Description of Item / service or Vendor	2025 Request	Account Code Total	2026	2027	2028	2029
1	L	7410	0203.0012.004	Library Equipment - Tech	For repairs or replacement to any of the equipment in Whippoonwill Hall or the Gallery. List of equipment includes: Soundboard, Lightboard, Playback equipment, Projector, Stage Lights, Mics, Stands, and Cables.	5,000.00	5,000.00	5,500.00	5,500.00	6,000.00	6,000.00
2	L	7410	0415.0012	Other Non Book Materials	Online databases	39,000.00	39,000.00	40,000.00	40,500.00	41,000.00	41,500.00
3	L	7410	0430.0012	Library Office Supplies	Labels, Stickers, Bar codes, Covers, Paper, Folders, Pens, Receipt tape, other small office supplies (paperclips, staples, etc.)	12,500.00	12,500.00	12,500.00	12,750.00	13,000.00	13,250.00
4	L	7410	0434.0012	Publicity / Printing	Posters for events	3,000.00	3,000.00	3,100.00	3,150.00	3,200.00	3,250.00
5	L	7410	0435.0012	Travel	Mileage expenses	1,500.00	1,500.00	1,500.00	1,500.00	1,600.00	1,600.00
6	L	7410	0436.0012.0001	IT Equipment	Repair or replacement of any Library IT equipment, monitors, label printers, scanners.	-	-	-	-	-	-
7	L	7410	0436.0012.0004	WLS Maintenance	IT Support services including computer maintenance, helpdesk support, servers, firewalls, internet, WiFi, website hosting, electronic signage, catalog maintenance and WLS access.	88,799.00	88,799.00	92,350.00	96,044.00	99,885.00	103,880.00
8	L	7410	0438.0012	Dues / Conferences	Membership to Armonk Chamber of Commerce, Library Trustees Association of NYS, Westchester Library System, ALA	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
9	L	7410	0441	Prof. Exp. Ed. & Seminars	New York Library Association conference and ALA Conventions, Classes & Seminars	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10	L	7410	0452.0012	Building / Equipment Repair	Repair and maintenance of building and misc. equipment: (Book drops: NWP (\$7800), Armonk (\$9669 and \$7800, total \$25,269), Carpet Cleaning NWP (\$1680), Power Washing Armonk (\$3400), Facilities Assessment NWP (\$7500)	122,649.00	122,649.00	78,000.00	79,000.00	80,000.00	81,000.00
12	L	7410	0469.0012	Building Service Contractual	Xerox Corporation (Copier)	2,000.00	2,000.00	2,100.00	2,200.00	2,300.00	2,400.00
13	L	7410	0469.0012	Building Service Contractual	First Citizen (previously Delage) Financial (2 Copiers)	2,800.00	2,800.00	2,900.00	3,000.00	3,100.00	3,200.00
14	L	7410	0469.0012	Building Service Contractual	Ready Refresh, Corp Coffee Svc (Coffee machine)	1,000.00	1,000.00	1,000.00	1,100.00	1,200.00	1,300.00
15	L	7410	0469.0012	Building Service Contractual	Fire Protection	650.00	650.00	650.00	700.00	750.00	800.00
16	L	7410	0469.0012	Building Service Contractual	Cleaning Contract	18,500.00	18,500.00	18,500.00	18,750.00	19,000.00	19,250.00
17	L	7410	0469.0012	Building Service Contractual	Scarsdale Security (Quarterly Alarm Monitoring, Smoke Detector Testing, Smoke Detector Repair)	6,500.00	6,500.00	6,600.00	6,700.00	6,800.00	6,900.00
18	L	7410	0469.0012	Building Service Contractual	Aqua Turf Irrigation	1,500.00	1,500.00	1,600.00	1,700.00	1,800.00	1,900.00
19	L	7410	0469.0012	Building Service Contractual	Peak Power (Generator)	1,200.00	1,200.00	1,300.00	1,400.00	1,500.00	1,600.00
20	L	7410	0469.0012	Building Service Contractual	Miscellaneous services	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<b>TOTAL</b>							<b>344,748.00</b>	<b>271,600.00</b>	<b>277,994.00</b>	<b>285,135.00</b>	<b>291,830.00</b>





Banned Books Week was launched in 1982 in response to a sudden surge in the number of challenges to books in libraries, bookstores, and schools. Typically (but not always) held during the last week of September, the annual event highlights the value of free and open access to information and brings together the entire book community — librarians, educators, authors, publishers, booksellers, and readers of all types — in shared support of the freedom to seek and to express ideas.

Some key points to remember about the right to read and how libraries play a role in that include:

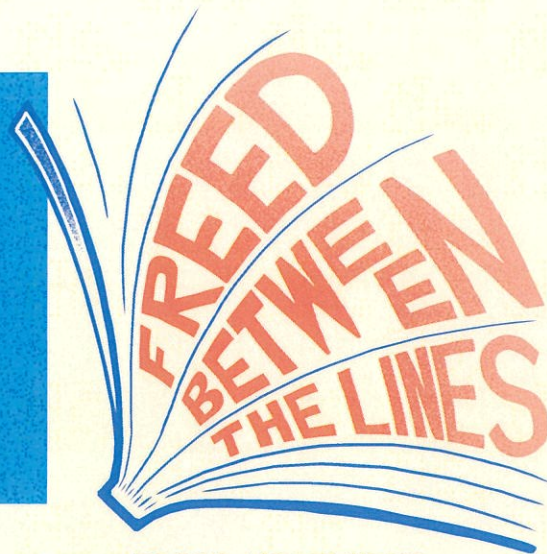
- Libraries are committed to intellectual freedom. We support everyone's freedom to choose what they want to read.
- Libraries provide age/developmentally appropriate books and resources on every topic, including controversial ones without making assumptions about what people need.
- Libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs.
- Our community has people from all walks of life, traditions, and experiences - libraries are proud to serve everyone who walks through our doors without judgment.
- We use a board-approved collection development policy.
- Displays/collections are curated by certified professional librarians.
- We can trust individuals to make their own decisions about what they read and believe.
- Parents have the right to guide their own children's reading, but parents should not be making decisions for other parents' children. Specifically, a small group of parents should not dictate what books other people's children are allowed to read.
- Stories can help kids make sense of the world, and help parents find the words to answer their kids' big questions.
- Books are tools for understanding complex issues. Limiting young people's access to books does not protect them from life's complex and challenging issues.

Every library should have some version of the Request for Reconsideration Form (NCPL's is located under the "Policies" tab on the website). This form is included in the library's Collection Management Policy (<https://www.northcastlelibrary.org/board-of-trustees/collection-management-policy/>).

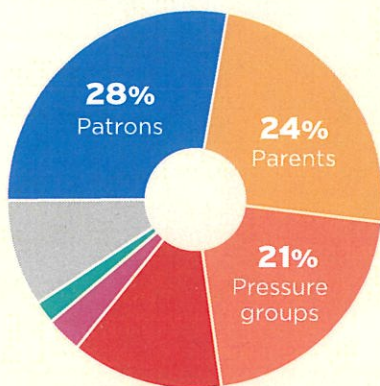


# CENSORSHIP BY THE NUMBERS

In 2023, the American Library Association documented the highest number of titles targeted for censorship since ALA began compiling data more than 20 years ago. 4,240 unique titles were challenged last year, up from 2,571 targeted in 2022. [Learn more at ala.org/bbooks](https://ala.org/bbooks)



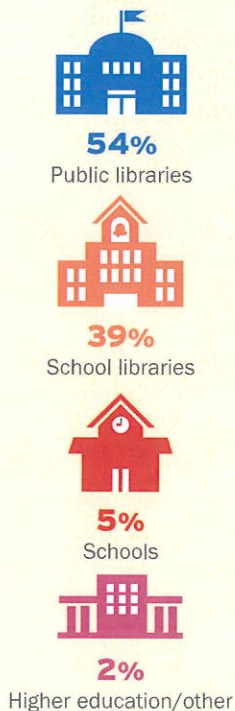
## WHO INITIATES ATTEMPTS TO CENSOR BOOKS?



- 13% Board/administration
- 3% Librarians/teachers/staff
- 2% Elected officials/government
- 9% Other/unknown

Statistics based on 954 cases.

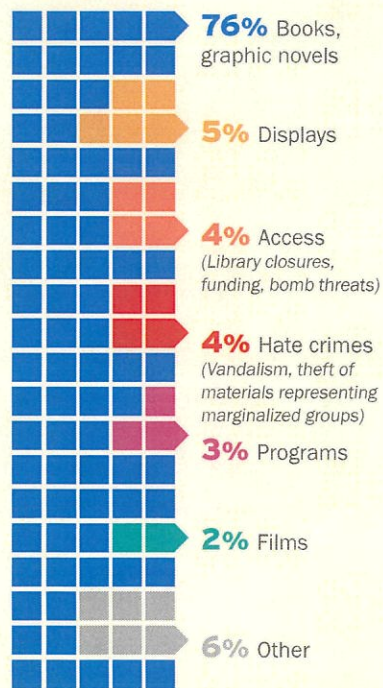
## WHERE DO CENSORSHIP ATTEMPTS TAKE PLACE?



Statistics based on 1,247 cases with known locations.

## BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **1,247 censorship attempts** in 2023. Here's the breakdown:



## CENSORSHIP ON THE RISE

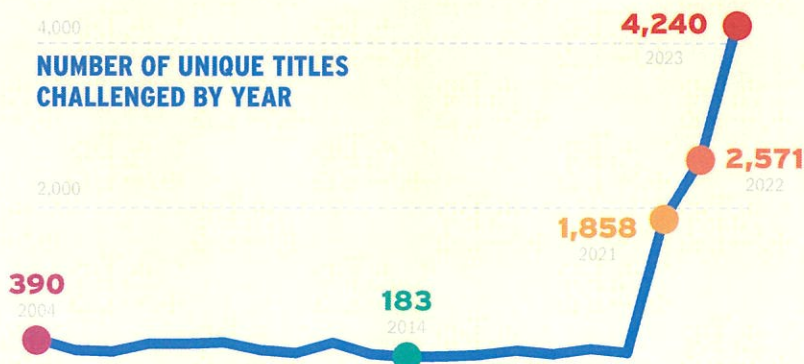
The unparalleled number of unique titles targeted in 2023 marked a 65% increase over 2022. During the two decades prior to 2021, the average number of unique titles targeted per year was 273.

CENSORSHIP STATISTICS COMPILED BY:



OFFICE FOR Intellectual Freedom American Library Association

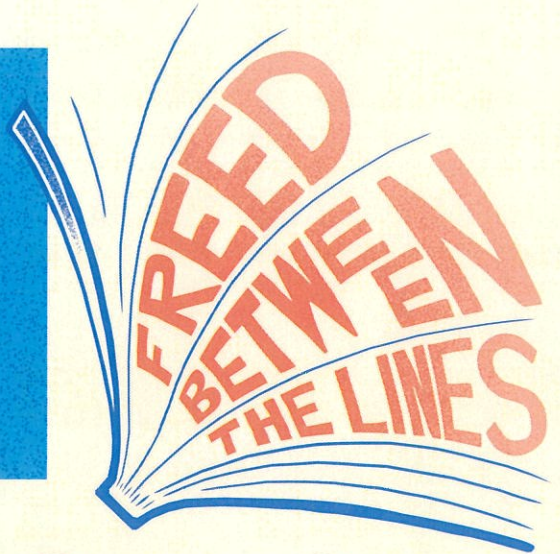
## NUMBER OF UNIQUE TITLES CHALLENGED BY YEAR





# TOP 10 MOST CHALLENGED BOOKS OF 2023

The American Library Association documented **1,247 attempts to censor** materials and services at libraries, schools, and universities in 2023. Of the **4,240 unique titles** that were challenged or banned in 2023, here are the top 10 most frequently challenged.



1

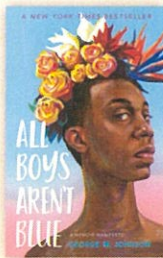


## GENDER QUEER

by Maia Kobabe

**REASONS:** LGBTQIA+ content, claimed to be sexually explicit

2

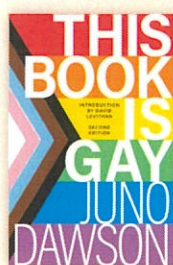


## ALL BOYS AREN'T BLUE

by George M. Johnson

**REASONS:** LGBTQIA+ content, claimed to be sexually explicit

3



## THIS BOOK IS GAY

by Juno Dawson

**REASONS:** LGBTQIA+ content, sex education, claimed to be sexually explicit

4



## THE PERKS OF BEING A WALLFLOWER

by Stephen Chbosky

**REASONS:** claimed to be sexually explicit, LGBTQIA+ content, rape, drugs, profanity

5

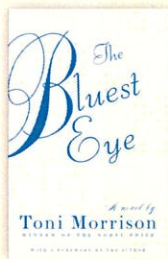


## FLAMER

by Mike Curato

**REASONS:** LGBTQIA+ content, claimed to be sexually explicit

6

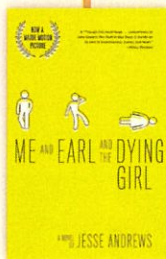


## THE BLUEST EYE

by Toni Morrison

**REASONS:** rape, incest, claimed to be sexually explicit, EDI content

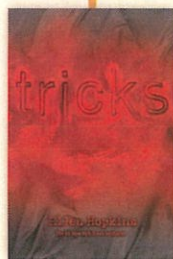
7/8



## ME AND EARL AND THE DYING GIRL

by Jesse Andrews

**REASONS:** claimed to be sexually explicit, profanity

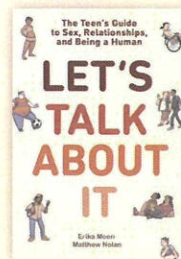


## TRICKS

by Ellen Hopkins

**REASONS:** claimed to be sexually explicit, drugs, rape, LGBTQIA+ content

9

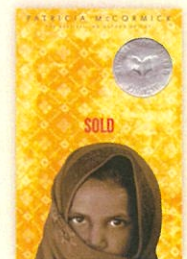


## LET'S TALK ABOUT IT

by Erika Moen and Matthew Nolan

**REASONS:** claimed to be sexually explicit, sex education, LGBTQIA+ content

10



## SOLD

by Patricia McCormick

**REASONS:** claimed to be sexually explicit, rape



OFFICE FOR  
Intellectual Freedom  
American Library Association

September 17, 2024

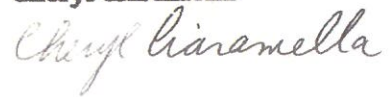
Dear Kathryn Feeley,

I am writing to formally resign from my position as Library Clerk at the North Castle, North White Plains Library effective October 2, 2024.

I am grateful for the opportunities that I gained while working with the library.

Thank you.

Sincerely,  
Cheryl Ciaramella

A handwritten signature in cursive script that reads "Cheryl Ciaramella".



# North Castle Public Library

## 2025 Holidays

Floater ***	Any time during 2025	
New Year's Day	Wednesday, January 1	Closed
Martin L. King Jr. Day	Monday, January 20	Closed
Presidents' Day	Monday, February 17	Closed
Easter	Sunday, April 20	Closed
Memorial Day	Monday, May 26	Closed
Independence Day	Friday, July 4	Closed
Labor Day	Monday, September 1	Closed
Columbus Day	Monday, October 13	Closed
Veterans Day	Tuesday, November 11	Closed
Thanksgiving Day	Thursday, November 27	Closed
Christmas Eve	Wednesday, December 24	Closed
Christmas Day	Thursday, December 25	Closed
New Year's Eve	Wednesday, December 31	Closed

\*\*\* Floater is for employees hired before April 1, 2014

# SUMMER at the LIBRARY

## BY THE NUMBERS



**25,818**  
total checkouts

**19,012 Books**

**2,546 Audio**

**4,260 e-Books**

**853**  
people signed up



**630**  
kids

**80**  
teens

**153**  
adults



**27,030**  
library visits

From June to August the library averaged over 290 visitors each day!

**327**  
programs



**KIDS**

**191**  
programs

**8,817**  
attendees

**TEENS**

**5**  
programs

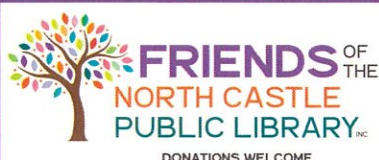
**262**  
attendees

**ADULTS**

**131**  
programs

**1,332**  
attendees

**146**  
museum passes borrowed



Sponsoring exciting, fun and thought-provoking programming for our community, and improvements to our library facility.

**Thank you for your support!**

[northcastlelibrary.org](http://northcastlelibrary.org)



### 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
<b>TOTAL</b>	<b>54,135</b>	<b>38,684</b>
		<b>92,819</b>

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	4,411	4,194
September	3,565	2,915
October		
November		
December		
<b>TOTAL</b>	<b>33,534</b>	<b>30,187</b>
		<b>63,721</b>

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	-201	-4%	199	5%	
September	-1,516	-30%	-1,026	-26%	
October					
November					
December					
<b>YTD</b>	<b>-8,243</b>		<b>-28</b>		



**NCPL Program Attendance 2023 & 2024**

<b>Program Attendance 2023</b>		
	<b>Armonk</b>	<b>NWP</b>
January	1,973	463
February	1,723	469
March	2,474	621
April	2,088	762
May	2,094	609
June	3,153	1,545
July	2,233	954
August	2,330	1,303
September	1,591	583
October	3,528	635
November	1,970	761
December	1,001	623
<b>TOTAL</b>	<b>26,158</b>	<b>9,328</b>
		<b>35,486</b>

<b>Program Attendance 2024</b>		
	<b>Armonk</b>	<b>NWP</b>
January	861	663
February	1,420	772
March	1,331	754
April	1,816	743
May	2,035	762
June	3,529	1,704
July	2,421	1,399
August	6,641	2,843
September	2,063	619
October		
November		
December		
<b>TOTAL</b>	<b>22,117</b>	<b>10,259</b>
		<b>32,376</b>

<b>2023 vs 2024</b>	
<b>Armonk</b>	<b>NWP</b>
-1,112	200
-303	303
-1,143	133
-272	-19
-59	153
376	159
188	445
4,311	1,540
472	36

**\*\*\*Please note, all virtual programming attendance is reflected in the ARM numbers.\*\*\***





	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL SESSIONS	TOTAL PARTICIPANTS
Armonk Readers Bookclub	1	1	1	1	1	1	1	1	1	1	1	1	8	109
Art History w/ Val Franco														30
Friday Film w/ Val Franco														6
	0	0	1	1	1	1	1	1	1	1	1	1	11	145

North White Plains	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL SESSIONS	TOTAL PARTICIPANTS
Non-Fiction Book Club	1	10	1	9	1	1	1	5	1	1	1	1	9	80
Chair Yoga	2	18	3	22	4	34	4	37	5	44	4	31	30	286
Saturday Matinee Movie Club	1	8	0	0	1	7	1	0	0	0	0	0	4	29
Adult Craft with Virginia	0	0	1	10	1	2	1	8	1	15	1	6	8	63
Essential Oils Workshop	0	0	1	6	0	0	0	0	0	0	0	0	1	6
Essential Oils Sugar Scrub	0	0	0	0	0	0	0	0	0	0	0	0	1	4
Summer Reading Registration - Adult	0	0	0	0	0	0	0	0	0	0	0	0	1	4
Summer Reading Raffle - Adult	0	0	0	0	0	0	0	0	0	0	0	0	1	2
English Language Class	0	0	0	0	0	0	3	11	3	16	0	0	6	10
Adult Outreach	0	0	0	0	0	0	0	1	1	0	0	0	1	27
Craft Fair	0	0	0	0	0	0	0	1	25	0	0	0	1	1
														25
														0
	4	36	6	47	6	42	7	62	6	47	6	47	63	533

Summer Reading - Adult Registration ARM\* 138

Summer Reading - Adult Registration NWP\* 2







