

# 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. The Clerk 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.

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 10 )

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	\$364.45	\$1,692.74	169.27%	(\$692.74)
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	\$2,470.00	\$7,670.00	59.00%	\$5,330.00
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	\$25.00	\$86.50	17.30%	\$413.50
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	\$431.90	\$632.00	42.13%	\$868.00
L00-1000-2770-	UNCLASSIFIED-OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$3,237.00	\$10,871.94	0.00%	(\$10,871.94)
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>\$6,528.35</b>	<b>\$1,778,781.49</b>	<b>101.29%</b>	<b>(\$22,734.49)</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$6,528.35</b>	<b>\$1,778,781.49</b>	<b>101.29%</b>	<b>(\$22,734.49)</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$6,528.35</b>	<b>\$1,778,781.49</b>		<b>(\$22,734.49)</b>
<b>Total Library Expenditures:</b>		<b>\$1,773,094.62</b>	<b>\$44,614.60</b>	<b>\$1,230,196.92</b>		<b>\$542,897.70</b>
<b>Total Library Fund Balance:</b>		<b>(\$17,047.62)</b>	<b>(\$38,086.25)</b>	<b>\$548,584.57</b>		<b>(\$565,632.19)</b>

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 10 )

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	\$487,405.02	79.35%	\$126,841.38
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	\$5,909.22	73.87%	\$2,090.78
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	\$100,773.00	71.98%	\$39,227.00
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	\$299.96	\$510.42	9.72%	\$4,739.58
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	\$2,609.27	\$22,592.05	75.31%	\$7,407.95
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$210.97	\$1,833.66	52.39%	\$1,666.34
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$2,129.60	\$13,879.73	75.03%	\$4,620.27
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$2,362.49	\$27,645.92	81.31%	\$6,354.08
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,429.69	\$12,957.03	71.98%	\$5,042.97
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	\$141.69	\$3,125.53	31.26%	\$6,874.47
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	\$26.99	\$245.89	16.39%	\$1,254.11
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$1,168.68	\$4,065.08	50.81%	\$3,934.92
L00-7410-0413-	LIBRARY-PERIODICALS,MICRO.-..	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0413-	LIBRARY-PERIODICALS.-..	\$9,000.00	\$0.00	\$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	\$1,875.00	\$17,770.08	45.56%	\$21,229.92
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$51.60	\$583.03	6.48%	\$8,416.97
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	\$509.18	\$8,484.47	69.26%	\$3,765.53
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$299.86	59.97%	\$200.14
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$299.70	\$2,854.94	57.10%	\$2,145.06
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	\$214.83	\$1,832.29	183.23%	(\$832.29)
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 ( 10 )

Page 3 of 4  
10/28/2024  
9:44 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.--	\$3,050.00	\$76.74	\$1,148.90	37.67%	\$1,901.10
L00-7410-0435-	LIBRARY-TRAVEL.--	\$1,500.00	\$34.97	\$924.52	61.63%	\$575.48
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	\$0.00	\$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	\$2,734.22	\$31,147.06	69.22%	\$13,852.94
L00-7410-0451-	UTILITY TELEPHONE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.--	\$9,000.00	\$390.16	\$6,215.29	69.06%	\$2,784.71
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	\$7,448.63	\$60,946.03	79.10%	\$16,101.97
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.--	\$35,310.00	\$3,076.66	\$28,702.14	81.29%	\$6,607.86
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	\$43,142.24	70.45%	\$18,093.55
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>\$27,135.01</b>	<b>\$986,680.26</b>	<b>74.36%</b>	<b>\$340,181.52</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	\$722.09	\$3,235.36	75.81%	\$1,032.48
	<b>Subtotal</b>	<b>\$4,267.84</b>	<b>\$722.09</b>	<b>\$3,235.36</b>	<b>75.81%</b>	<b>\$1,032.48</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	\$8,259.45	\$128,050.26	80.17%	\$31,676.40
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$6,570.92	\$91,560.50	75.31%	\$30,023.93
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$1,530.62	\$16,726.50	66.46%	\$8,442.24
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$396.51	\$3,944.04	0.00%	(\$3,944.04)
L00-9060-0870-	DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$306,479.83</b>	<b>\$16,757.50</b>	<b>\$240,281.30</b>	<b>78.40%</b>	<b>\$66,198.53</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 ( 10 )

Page 4 of 4  
10/28/2024  
9:44 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Total Library Expenditures:		\$1,773,094.62	\$44,614.60	\$1,230,196.92	69.38%	\$542,897.70
Total Library Revenues:		\$1,756,047.00	\$6,528.35	\$1,778,781.49		(\$22,734.49)
Total Library Expenditures:		\$1,773,094.62	\$44,614.60	\$1,230,196.92		\$542,897.70
Total Library Fund Balance:		(\$17,047.62)	(\$38,086.25)	\$548,584.57		(\$565,632.19)



# Trial Balance/Actual/Detail

Year 2024 Periods 10 To 10

# Town of North Castle

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
<b>L-LIABILITIES</b>						
TE0-0000-0091-0015	LIBRARY TRUST.FRIENDS OF THE L	\$29,407.74	\$7,253.33	(\$16,598.35)	\$0.00	\$20,062.72
10 466982	IVDH202410001 DH MEDITATION & CHAIR	10/01/2024	10/04/2024 D	\$470.00	PRESENT WISDOM, LLC	
10 467031	IVDH202410002 DH THEATER MANAGEMENT F	10/02/2024	10/04/2024 D	\$30.00	SCHERER, DANIEL	
10 467032	IVDH202410002 DH MUSEUM PASS RESERVAT	10/02/2024	10/04/2024 D	\$600.00	PLYMOUTH ROCKET, INC	
10 467033	IVDH202410002 DH CHESS PROGRAM AT ARM	10/02/2024	10/04/2024 D	\$120.00	JOHN B. GALLAGHER JR	
10 467034	IVDH202410002 DH CONCERT AT ARMONK LI	10/02/2024	10/04/2024 D	\$700.00	FOR DE MARIA DROMLEY	
10 467452	IVDH202410004 DH CHILDRENS MUSIC PROG	10/04/2024	10/07/2024 D	\$360.00	HERSHATTER NANCY J	
10 467409	CR1458 BA LIBRARY - 10/3/24	10/04/2024	10/07/2024 C	(\$3,640.83)		
10 467731	IVDH202410005 DH CONCERT AT ARMONK LI	10/07/2024	10/08/2024 D	\$225.00	ALEX PRIZGINTAS	
10 469794	IVDH202410008 DH CHAIR YOGA CLASSES A	10/11/2024	10/18/2024 D	\$450.00	PRESENT WISDOM, LLC	
10 469874	IVDH202410009 DH ART LECTURE FOR LIBR	10/16/2024	10/18/2024 D	\$100.00	MANDEL, JANET C	
10 469875	IVDH202410009 DH LIBRARY MEMBERSHIP R	10/16/2024	10/18/2024 D	\$250.00	STORM KING ART CENTE	
10 469876	IVDH202410009 DH CHILDRENS PROGRAM AT	10/16/2024	10/18/2024 D	\$650.00	MATTHEW ADAM MAZUR	
10 469975	IVDH202410010 DH MUSEUM PASS RENEWAL	10/17/2024	10/18/2024 D	\$300.00	HUDSON RIVER MUSEUM	
10 469976	IVDH202410010 DH MUSEUM PASS RENEWAL	10/17/2024	10/18/2024 D	\$60.00	KATONAH MUSEUM OF A	
10 469977	IVDH202410010 DH 9/11 MUSEUM PASS REN	10/17/2024	10/18/2024 D	\$212.50	WESTCHESTER LIBRARY	
10 470369	CR1483 BA LIBRARY - 10/21/24	10/21/2024	10/25/2024 C	(\$12,957.52)		
10 471207	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$40.40	AMAZON (CREDIT CARD)	
10 471208	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$81.99	AMAZON (CREDIT CARD)	
10 471209	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$186.83	AMAZON (CREDIT CARD)	
10 471210	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$100.32	AMAZON (CREDIT CARD)	
10 471211	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$3.59	AMAZON (CREDIT CARD)	
10 471212	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$59.97	AMAZON (CREDIT CARD)	
10 471213	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$110.89	AMAZON (CREDIT CARD)	
10 471214	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$79.96	AMAZON (CREDIT CARD)	
10 471273	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$94.50	AMAZON (CREDIT CARD)	
10 471274	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$39.99	AMAZON (CREDIT CARD)	
10 471275	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$37.98	AMAZON (CREDIT CARD)	
10 471276	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$154.36	AMAZON (CREDIT CARD)	
10 471277	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$41.99	AMAZON (CREDIT CARD)	
10 471278	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$22.98	AMAZON (CREDIT CARD)	
10 471279	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$8.76	AMAZON (CREDIT CARD)	

# Trial Balance/Actual/Detail

Year 2024 Periods 10 To 10

# Town of North Castle

## Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
10 471280	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$316.03	AMAZON (CREDIT CARD)	
10 471281	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$29.59	AMAZON (CREDIT CARD)	
10 471282	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$348.79	AMAZON (CREDIT CARD)	
10 471283	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$2.29	AMAZON (CREDIT CARD)	
10 471284	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$137.92	AMAZON (CREDIT CARD)	
10 471285	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$41.98	AMAZON (CREDIT CARD)	
10 471286	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$72.94	AMAZON (CREDIT CARD)	
10 471287	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$14.99	AMAZON (CREDIT CARD)	
10 471288	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$323.82	AMAZON (CREDIT CARD)	
10 471289	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$111.96	AMAZON (CREDIT CARD)	
10 471376	IVDH202410016 DH PROGRAM SUPPLIES FOR	10/24/2024	10/25/2024 D	\$261.01	ORIENTAL TRADING CO.I	
<b>Type Total</b>		\$29,407.74	\$7,253.33	(\$16,598.35)	\$0.00	\$20,062.72
<b>Fund Total</b>		\$29,407.74	\$7,253.33	(\$16,598.35)	\$0.00	\$20,062.72
<b>Grand Total</b>		\$29,407.74	\$7,253.33	(\$16,598.35)	\$0.00	\$20,062.72

# North Castle Public Library Long-Range Plan 10/01/2024 Update

In July 2023, the North Castle Public Library (NCPL) Board of Trustees adopted a Long-Range Plan as a guideline to develop and prioritize initiatives to be undertaken over the next 5 to 10 years designed to “establish the Library as our Community's preeminent educational and cultural hub”.

This document provides a high-level update on our strategic efforts, highlighting key metrics and their alignment with our objectives. This is a supplement to the reviews and discussions conducted during the monthly Board meetings, underscoring our dedication to aligning efforts with the community’s evolving priorities.

## Statistics

The NCPL 2023 Long-Range Plan utilized the data from the 2022 Westchester Library System Annual Report to establish benchmarks for the following criteria:

- A) Books in Circulation
- B) E-Books Available
- C) Patron Visits
- D) Program Attendees

This NCPL update includes year-over-year comparison data on:

- E) Total Programs Offered – number of unique programs.
- F) Total Program Sessions – count of all programs including recurring sessions.

<b>WLS Annual Report Criteria</b>	<b>2022</b>	<b>2023</b>	<b>2024 (YTD) As of 10/1</b>
Books in Circulation: Sec. <b>4.7</b>	52,136	57,266	51,136
E-Books Available, Sec. <b>2.13</b>	128,717	133,445	140,558
Patron Visits, Sec. <b>3.1</b>	81,941	92,819	63,721
Program Attendees, Sec. <b>3.23</b>	33,301	32,808	27,906
Total Programs Offered	11	62	111

Total Program Sessions, Sec. 3.22	776	1,161	880
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**Notes regarding statistics:**

A) Books in Circulation

- In 2024 a large-scale project to weed non-fiction items that have not circulated in two years plus remove dated reference materials was completed, resulting in a decrease.

B) E-Books Available

- Additional materials purchased based on patrons' interests.

C) Patron Visits

- Extended closure of the Armonk branch during 2024 to repair the trusses resulted in decreased in-person patron visits.

D) Program Attendees

- Accounting for attendance at Virtual/Hybrid program was modified in 2024 to only count individuals attending via the Library Zoom account or in person. This removed any individuals who attended via the presenter's personal Zoom account from the statistics.

## Strategic Priorities

The NCPL Long-Range Plan also identified five strategic areas for focus and improvement:

1. Collections
2. Programming
3. Facilities
4. Staffing
5. Marketing

### 1) Collections

#### Collection Development

- Additional copies of popular titles have been purchased, decreasing wait times by 4 days. In 2023 wait time for an item was an average of 10 days; in 2024 the wait time averages 6 days.

- NCPL cardholders now have exclusive access to print and e-books via the NCPL website.

### **Grow Electronic Collections**

- Aligned budget priorities with evolving patron materials usage patterns.  
E-book budget was increased 6.25% from 2023 to 2024.  
Fiction budget was increased 24% from 2023 to 2024.

### **Diversified Lending Collection**

- The Seed Library was reinstated and expanded in the spring of 2024. Forty-six patrons checked out items from the Seed Library!
- The NY Times online and a language program from Mango were added to the electronic offerings.

## **2) Programming**

### **Programming Evaluation**

- Leveraged findings from community workshop conducted in February 2023, combined with attendance statistics and patron discussions, to identify programming needs for 2024.
- Reviewed programming attendance on a quarterly basis. Introduced 15 new adult programs and 12 new children's programs.
- Overall program attendance is trending upwards, with 27,906 attendees as of 10/1/2024 vs 32,808 attendees in the full year of 2023.
- 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.

### **Developed Programming Schedule**

- Newly introduced programs were well received by patrons, including Master Gardening, salsa class, Spring Tie Dye, the History of the Yankees, Chess Club, St. Patrick's themed cello concert, and a wildlife show and tell for children.
- The NCPL offered a total of 10 new programs in addition to our regular offerings. These programs had a total of 536 attendees.

- New program series for 2024 included a writer’s workshop, English as Second Language classes, a community puzzle, and National Gallery Art Talks. We offered a total of 13 new series program sessions with a total of 316 attendees.

**Seek partnerships**

- New library partnerships for 2024 formed with Chappaqua Public Library, Harrison Public Library, Scarsdale Public Library, Town of Pelham Library, and the Warner Library to present programs. New community partnerships for 2024 developed with the New York Blood Center, Northeast Etsy Artist Collective, Senior Law Day Collaborative, Senior Services of North America, Soul Ryeders, and Unleash Your Inner Voice to provide the community with informational sessions.

**3) Facilities**

**Facilities Updates**

- Completed the Truss Repair project at the Armonk branch.
- Installed an ADA ramp at the North White Plains branch.
- Smart Boards have been installed in both branches and are fully operational.
- The outside lighting has been repaired and replaced at Whippoorwill Hall.
- Power washing completed on the exterior of the North White Plains branch.

**Facilities Audits**

- The NCPL Director and Board of Trustees created and implemented a Request for Proposal, gathered the responses, and selected an architectural firm to perform a complete facilities evaluation of both library branches.
- KG&D were engaged to conduct the facilities and infrastructure audit of the Armonk branch to identify modifications and upgrades that will be required to accomplish the Long-Range Plan objectives. The final assessment report was presented to the Trustees on 9/9/2024.
- The KG&D assessment also identified safety, operational, and functional concerns that were recommended to be addressed within the next year, next 1-3 years, 3-5 years, and 5 + years.

- The NCPL Board has requested the Town Board to allocate \$300,000 in capital funds in 2025 to complete needed repairs identified as items requiring immediate remediation in the coming year.
- The KG&D assessment included requirements for additional multi-use spaces, expanded work and preparation spaces, and additional storage.

#### **Furniture Audit**

- Furniture audit was completed at the North White Plains branch.

#### **Signage Audit**

- A new sign was installed at the North White Plains branch.
- A new sign was installed at the Armonk branch.

### **4) Staffing**

#### **Staff Assessment**

- The NCPL Board of Trustees created, implemented, and completed the first annual Library Director performance review.
- In response to requests from the Friends and the community to increase evening hours to pre-Covid levels, funding was requested in the 2025 budget to add personnel to allow for one additional evening at each branch.
- Additional staffing requests were also incorporated into the 2025 budget to allow for more coverage to enable more flexible program scheduling.
- Reviewed the Director and Assistant Director salaries at neighboring libraries and provided recommendations to the Town Board regarding salary increases.

#### **Staff Development**

- Staff participated in various American Library Association and New York Library Association training opportunities relevant to their positions.
- Regularly scheduled staff meetings with various training components were scheduled throughout 2024.

#### **Staff Expansion**

- The 2025 Budget proposed to the Town of North Castle includes expanding staff with two full-time positions to increase library hours.

## 5) Marketing

### **Develop Branding**

- Reviewed the Town Board proposal for a new website integrating the Library. Recommended that the Library keep its individual site due to staff and patron needs.
- Vendor Research & Evaluation: Conducted a comprehensive review of four top vendors based on cost, customization, accessibility, and feature offerings for brand development and website design specific to libraries.
- Collaborative Analysis: Partnered with Library staff to assess the strengths and gaps in NCPL's current operations, branding, and marketing efforts, aligning the vendor comparison with the library's needs and strategic goals.

### **Develop Campaigns**

- Leveraged Constant Contact to send 421,322 emails between October 2023 and October 2024 to the library community.

### **Empower Staff and Patrons**

- Identified and selected the most suitable vendor for website and branding to meet our long-term goals for staff and patrons, with a proposal to be presented to the Town Board for final approval at a future date.



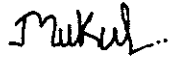
North Castle Public Library  
2025 Board of Trustee Meetings

Month	Day	Location
January	13	Armonk branch
February	10	NCCC
March	10	Armonk branch
April	14	NCCC
May	12	Armonk branch
June	9	NCCC
July	14	Zoom
August	11	Zoom
September	8	Armonk branch
October	6	NCCC - October 13 is Columbus Day
November	10	Armonk branch
December	8	NCCC

Dear Kathryn,

It's with regret that I inform you of my resignation from my role as Library Clerk/Library Assistant/Pager at North Castle Library (Armonk/ North White Plains).  
Please consider today my last day of work.

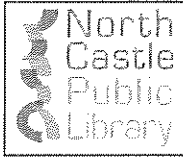
Thank you for the support and experiences you have provided in my time here.

A handwritten signature in black ink that reads "Mukul". The signature is written in a cursive style with a small flourish at the end.

Mukul Rahi  
10/01/2024

## November 2024 Director's Report Summary:

- Attended a Public Library Director's Association (PLDA) Nominating Committee meeting on October 8.
- Interviewed for hourly clerk positions October 9-10 with Assistant Director Angela Cooke.
- Attended the budget work session with Town Supervisor and Town Council Members on October 11.
- PLDA Nominating Committee meeting on October 15.
- PLDA Meeting on October 17.
- Municipal Libraries Roundtable meeting on October 18.
- New Clerk Orientation for Anna Downing on October 21.
- New Clerk Orientation for Emma Guyot on October 23.
- Professional Development Webinar: Beyond the Employee Manual: The Joy & Power of a having a "Library Workforce Philosophy" (WLS)
- Attended opening night of Katonah Classic Stage performance on October 25 (in house residency from October 25-November 3).
- Armonk Halloween Party, October 29, featuring yours truly as Blue Butterfly. Thank you to Angela Cooke and Roxanne Guzman Vargas for planning another fantastic Halloween program!
- Monthly status meeting with Susan Grieco and North White Plains on October 30.
- Building/Maintenance Notes
  - Seasonal Service performed on Armonk and NWP HVAC systems on October 11 and 15. Armonk has some significant repair issues,
  - Sprinkler system (Armonk) winterized on October 10
  - New sign at Armonk was installed on October 11
  - JP McHale treated Armonk for all pests on October 15.
- Collection Highlights
  - Weeding at NWP focused on YA and fiction.
  - New holidays items are filtering in, including popular RomCom titles featuring authors such as Laurie Gilmore (A Christmas Tree Farm), Donna Andrews (Rockin' Around the Chickadee), Emily Stone (A Winter Wish). These titles are always popular since they are lighthearted holiday reads.
- Human Resources
  - Hourly Clerk Mukul Rahi tendered her resignation October 1.
  - Hourly Clerks Anna Downing and Emma Guyot began training the week of October 21.
  - Hourly Librarian Diana Wendell needs to reduce her hours due to accepting a full-time position; she will continue to work on select Saturdays. Hourly Librarian John Faria also needs to reduce his hours due to full-time employment; he will continue to work on select Saturdays. As a result, I posted for hourly librarians to fill gaps in coverage.



# 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. The Clerk 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.

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 10 )

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	\$364.45	\$1,692.74	169.27%	(\$692.74)
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	\$2,470.00	\$7,670.00	59.00%	\$5,330.00
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	\$25.00	\$86.50	17.30%	\$413.50
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	\$431.90	\$632.00	42.13%	\$868.00
L00-1000-2770-	UNCLASSIFIED-OTHER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$3,237.00	\$10,871.94	0.00%	(\$10,871.94)
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>\$6,528.35</b>	<b>\$1,778,781.49</b>	<b>101.29%</b>	<b>(\$22,734.49)</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$6,528.35</b>	<b>\$1,778,781.49</b>	<b>101.29%</b>	<b>(\$22,734.49)</b>
<b>Total Library Revenues:</b>		<b>\$1,756,047.00</b>	<b>\$6,528.35</b>	<b>\$1,778,781.49</b>		<b>(\$22,734.49)</b>
<b>Total Library Expenditures:</b>		<b>\$1,773,094.62</b>	<b>\$44,614.60</b>	<b>\$1,230,196.92</b>		<b>\$542,897.70</b>
<b>Total Library Fund Balance:</b>		<b>(\$17,047.62)</b>	<b>(\$38,086.25)</b>	<b>\$548,584.57</b>		<b>(\$565,632.19)</b>



**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2024 ) Period ( 10 )

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	\$487,405.02	79.35%	\$126,841.38
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	\$5,909.22	73.87%	\$2,090.78
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	\$100,773.00	71.98%	\$39,227.00
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	\$299.96	\$510.42	9.72%	\$4,739.58
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	\$2,609.27	\$22,592.05	75.31%	\$7,407.95
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$210.97	\$1,833.66	52.39%	\$1,666.34
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$2,129.60	\$13,879.73	75.03%	\$4,620.27
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$34,000.00	\$2,362.49	\$27,645.92	81.31%	\$6,354.08
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$1,429.69	\$12,957.03	71.98%	\$5,042.97
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	\$141.69	\$3,125.53	31.26%	\$6,874.47
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	\$26.99	\$245.89	16.39%	\$1,254.11
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$1,168.68	\$4,065.08	50.81%	\$3,934.92
L00-7410-0413-	LIBRARY-PERIODICALS,MICRO.-.	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0413-	LIBRARY-PERIODICALS.-.	\$9,000.00	\$0.00	\$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	\$1,875.00	\$17,770.08	45.56%	\$21,229.92
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$51.60	\$583.03	6.48%	\$8,416.97
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	\$509.18	\$8,484.47	69.26%	\$3,765.53
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$299.86	59.97%	\$200.14
L00-7410-0431-	LIBRARY-TELEPHONE.-.	\$5,000.00	\$299.70	\$2,854.94	57.10%	\$2,145.06
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	\$214.83	\$1,832.29	183.23%	(\$832.29)
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 ( 10 )**

Page 3 of 4  
10/28/2024  
9:44 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.-.-	\$3,050.00	\$76.74	\$1,148.90	37.67%	\$1,901.10
L00-7410-0435-	LIBRARY-TRAVEL.-.-	\$1,500.00	\$34.97	\$924.52	61.63%	\$575.48
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	\$0.00	\$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	\$2,734.22	\$31,147.06	69.22%	\$13,852.94
L00-7410-0451-	UTILITY TELEPHONE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.-.-	\$9,000.00	\$390.16	\$6,215.29	69.06%	\$2,784.71
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	\$7,448.63	\$60,946.03	79.10%	\$16,101.97
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.-.-	\$35,310.00	\$3,076.66	\$28,702.14	81.29%	\$6,607.86
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	\$43,142.24	70.45%	\$18,093.55
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>\$27,135.01</b>	<b>\$986,680.26</b>	<b>74.36%</b>	<b>\$340,181.52</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	\$722.09	\$3,235.36	75.81%	\$1,032.48
	<b>Subtotal</b>	<b>\$4,267.84</b>	<b>\$722.09</b>	<b>\$3,235.36</b>	<b>75.81%</b>	<b>\$1,032.48</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	\$8,259.45	\$128,050.26	80.17%	\$31,676.40
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$121,584.43	\$6,570.92	\$91,560.50	75.31%	\$30,023.93
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$25,168.74	\$1,530.62	\$16,726.50	66.46%	\$8,442.24
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$396.51	\$3,944.04	0.00%	(\$3,944.04)
L00-9060-0870-	DISABILITY INSURANCE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$306,479.83</b>	<b>\$16,757.50</b>	<b>\$240,281.30</b>	<b>78.40%</b>	<b>\$66,198.53</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 ( 10 )

Page 4 of 4

10/28/2024

9:44 AM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Total Library Expenditures:		\$1,773,094.62	\$44,614.60	\$1,230,196.92	69.38%	\$542,897.70
Total Library Revenues:		\$1,756,047.00	\$6,528.35	\$1,778,781.49		(\$22,734.49)
Total Library Expenditures:		\$1,773,094.62	\$44,614.60	\$1,230,196.92		\$542,897.70
Total Library Fund Balance:		(\$17,047.62)	(\$38,086.25)	\$548,584.57		(\$565,632.19)

# Trial Balance/Actual/Detail

Year 2024 Periods 10 To 10

# Town of North Castle

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
<b>L-LIABILITIES</b>						
TE0-0000-0091-0015	LIBRARY TRUST,FRIENDS OF THE L	\$29,407.74	\$7,253.33	(\$16,598.35)	\$0.00	\$20,062.72
10 468962	IVDH202410001 DH MEDITATION & CHAIR	10/01/2024	10/04/2024 D	\$470.00	PRESENT WISDOM, LLC	
10 467031	IVDH202410002 DH THEATER MANAGEMENT F	10/02/2024	10/04/2024 D	\$30.00	SCHERER, DANIEL	
10 467032	IVDH202410002 DH MUSEUM PASS RESERVAT	10/02/2024	10/04/2024 D	\$600.00	PLYMOUTH ROCKET, INC	
10 467033	IVDH202410002 DH CHESS PROGRAM AT ARM	10/02/2024	10/04/2024 D	\$120.00	JOHN B. GALLAGHER JR	
10 467034	IVDH202410002 DH CONCERT AT ARMONK LI	10/02/2024	10/04/2024 D	\$700.00	FOR DE MARIA DROMLEY	
10 467452	IVDH202410004 DH CHILDRENS MUSIC PROG	10/04/2024	10/07/2024 D	\$360.00	HERSHATTER NANCY J	
10 467409	CR1458	10/04/2024	10/07/2024 C	(\$3,640.83)		
10 467731	IVDH202410005 DH CONCERT AT ARMONK LI	10/07/2024	10/08/2024 D	\$225.00	ALEX PRIZGINTAS	
10 469794	IVDH202410008 DH CHAIR YOGA CLASSES A	10/11/2024	10/18/2024 D	\$450.00	PRESENT WISDOM, LLC	
10 469874	IVDH202410009 DH ART LECTURE FOR LIBR	10/16/2024	10/18/2024 D	\$100.00	MANDEL, JANET C	
10 469875	IVDH202410009 DH LIBRARY MEMBERSHIP R	10/16/2024	10/18/2024 D	\$250.00	STORM KING ART CENTE	
10 469876	IVDH202410009 DH CHILDRENS PROGRAM AT	10/16/2024	10/18/2024 D	\$650.00	MATTHEW ADAM MAZUR	
10 469975	IVDH202410010 DH MUSEUM PASS RENEWAL	10/17/2024	10/18/2024 D	\$300.00	HUDSON RIVER MUSEUM	
10 469976	IVDH202410010 DH MUSEUM PASS RENEWAL	10/17/2024	10/18/2024 D	\$60.00	KATONAH MUSEUM OF A	
10 469977	IVDH202410010 DH 9/11 MUSEUM PASS REN	10/17/2024	10/18/2024 D	\$212.50	WESTCHESTER LIBRARY	
10 470369	CR1483	10/21/2024	10/25/2024 C	(\$12,957.52)		
10 471207	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$40.40	AMAZON (CREDIT CARD)	
10 471208	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$81.99	AMAZON (CREDIT CARD)	
10 471209	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$186.83	AMAZON (CREDIT CARD)	
10 471210	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$100.32	AMAZON (CREDIT CARD)	
10 471211	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$3.59	AMAZON (CREDIT CARD)	
10 471212	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$59.97	AMAZON (CREDIT CARD)	
10 471213	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$110.89	AMAZON (CREDIT CARD)	
10 471214	IVDH202410014 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$79.96	AMAZON (CREDIT CARD)	
10 471273	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$94.50	AMAZON (CREDIT CARD)	
10 471274	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$39.99	AMAZON (CREDIT CARD)	
10 471275	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$37.98	AMAZON (CREDIT CARD)	
10 471276	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$154.36	AMAZON (CREDIT CARD)	
10 471277	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$41.99	AMAZON (CREDIT CARD)	
10 471278	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$22.98	AMAZON (CREDIT CARD)	
10 471279	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$8.76	AMAZON (CREDIT CARD)	

# Trial Balance/Actual/Detail

Year 2024 Periods 10 To 10

# Town of North Castle

Fund TE0 Private Purpose Trusts

Account	Description	Begin Balance	Debits	Credits	Encumbrance	Ending Balance
10 471280	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$316.03	AMAZON (CREDIT CARD)	
10 471281	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$29.59	AMAZON (CREDIT CARD)	
10 471282	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$348.79	AMAZON (CREDIT CARD)	
10 471283	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/22/2024	10/25/2024 D	\$2.29	AMAZON (CREDIT CARD)	
10 471284	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$137.92	AMAZON (CREDIT CARD)	
10 471285	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$41.98	AMAZON (CREDIT CARD)	
10 471286	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$72.94	AMAZON (CREDIT CARD)	
10 471287	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$14.99	AMAZON (CREDIT CARD)	
10 471288	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$323.82	AMAZON (CREDIT CARD)	
10 471289	IVDH202410015 DH PROGRAM SUPPLIES FOR	10/23/2024	10/25/2024 D	\$111.96	AMAZON (CREDIT CARD)	
10 471376	IVDH202410016 DH PROGRAM SUPPLIES FOR	10/24/2024	10/25/2024 D	\$261.01	ORIENTAL TRADING CO.I	

**Type Total**

\$29,407.74 \$7,253.33 (\$16,598.35) \$0.00 \$20,062.72

**Fund Total**

\$29,407.74 \$7,253.33 (\$16,598.35) \$0.00 \$20,062.72

**Grand Total**

\$29,407.74 \$7,253.33 (\$16,598.35) \$0.00 \$20,062.72

# North Castle Public Library Long-Range Plan 10/01/2024 Update

In July 2023, the North Castle Public Library (NCPL) Board of Trustees adopted a Long-Range Plan as a guideline to develop and prioritize initiatives to be undertaken over the next 5 to 10 years designed to “establish the Library as our Community’s preeminent educational and cultural hub”.

This document provides a high-level update on our strategic efforts, highlighting key metrics and their alignment with our objectives. This is a supplement to the reviews and discussions conducted during the monthly Board meetings, underscoring our dedication to aligning efforts with the community’s evolving priorities.

## Statistics

The NCPL 2023 Long-Range Plan utilized the data from the 2022 Westchester Library System Annual Report to establish benchmarks for the following criteria:

- A) Books in Circulation
- B) E-Books Available
- C) Patron Visits
- D) Program Attendees

This NCPL update includes year-over-year comparison data on:

- E) Total Programs Offered – number of unique programs.
- F) Total Program Sessions – count of all programs including recurring sessions.

<b>WLS Annual Report Criteria</b>	<b>2022</b>	<b>2023</b>	<b>2024 (YTD) As of 10/1</b>
Books in Circulation: Sec. <b>4.7</b>	52,136	57,266	51,136
E-Books Available, Sec. <b>2.13</b>	128,717	133,445	140,558
Patron Visits, Sec. <b>3.1</b>	81,941	92,819	63,721
Program Attendees, Sec. <b>3.23</b>	33,301	32,808	27,906
Total Programs Offered	11	62	111

Total Program Sessions, Sec. 3.22	776	1,161	880
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**Notes regarding statistics:**

A) Books in Circulation

- In 2024 a large-scale project to weed non-fiction items that have not circulated in two years plus remove dated reference materials was completed, resulting in a decrease.

B) E-Books Available

- Additional materials purchased based on patrons’ interests.

C) Patron Visits

- Extended closure of the Armonk branch during 2024 to repair the trusses resulted in decreased in-person patron visits.

D) Program Attendees

- Accounting for attendance at Virtual/Hybrid program was modified in 2024 to only count individuals attending via the Library Zoom account or in person. This removed any individuals who attended via the presenter’s personal Zoom account from the statistics.

## Strategic Priorities

The NCPL Long-Range Plan also identified five strategic areas for focus and improvement:

1. Collections
2. Programming
3. Facilities
4. Staffing
5. Marketing

### 1) Collections

#### Collection Development

- Additional copies of popular titles have been purchased, decreasing wait times by 4 days. In 2023 wait time for an item was an average of 10 days; in 2024 the wait time averages 6 days.

- NCPL cardholders now have exclusive access to print and e-books via the NCPL website.

### **Grow Electronic Collections**

- Aligned budget priorities with evolving patron materials usage patterns.  
E-book budget was increased 6.25% from 2023 to 2024.  
Fiction budget was increased 24% from 2023 to 2024.

### **Diversified Lending Collection**

- The Seed Library was reinstated and expanded in the spring of 2024. Forty-six patrons checked out items from the Seed Library!
- The NY Times online and a language program from Mango were added to the electronic offerings.

## **2) Programming**

### **Programming Evaluation**

- Leveraged findings from community workshop conducted in February 2023, combined with attendance statistics and patron discussions, to identify programming needs for 2024.
- Reviewed programming attendance on a quarterly basis. Introduced 15 new adult programs and 12 new children's programs.
- Overall program attendance is trending upwards, with 27,906 attendees as of 10/1/2024 vs 32,808 attendees in the full year of 2023.
- 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.

### **Developed Programming Schedule**

- Newly introduced programs were well received by patrons, including Master Gardening, salsa class, Spring Tie Dye, the History of the Yankees, Chess Club, St. Patrick's themed cello concert, and a wildlife show and tell for children.
- The NCPL offered a total of 10 new programs in addition to our regular offerings. These programs had a total of 536 attendees.



- New program series for 2024 included a writer’s workshop, English as Second Language classes, a community puzzle, and National Gallery Art Talks. We offered a total of 13 new series program sessions with a total of 316 attendees.

### **Seek partnerships**

- New library partnerships for 2024 formed with Chappaqua Public Library, Harrison Public Library, Scarsdale Public Library, Town of Pelham Library, and the Warner Library to present programs. New community partnerships for 2024 developed with the New York Blood Center, Northeast Etsy Artist Collective, Senior Law Day Collaborative, Senior Services of North America, Soul Ryeders, and Unleash Your Inner Voice to provide the community with informational sessions.

## **3) Facilities**

### **Facilities Updates**

- Completed the Truss Repair project at the Armonk branch.
- Installed an ADA ramp at the North White Plains branch.
- Smart Boards have been installed in both branches and are fully operational.
- The outside lighting has been repaired and replaced at Whippoorwill Hall.
- Power washing completed on the exterior of the North White Plains branch.

### **Facilities Audits**

- The NCPL Director and Board of Trustees created and implemented a Request for Proposal, gathered the responses, and selected an architectural firm to perform a complete facilities evaluation of both library branches.
- KG&D were engaged to conduct the facilities and infrastructure audit of the Armonk branch to identify modifications and upgrades that will be required to accomplish the Long-Range Plan objectives. The final assessment report was presented to the Trustees on 9/9/2024.
- The KG&D assessment also identified safety, operational, and functional concerns that were recommended to be addressed within the next year, next 1-3 years, 3-5 years, and 5 + years.

- The NCPL Board has requested the Town Board to allocate \$300,000 in capital funds in 2025 to complete needed repairs identified as items requiring immediate remediation in the coming year.
- The KG&D assessment included requirements for additional multi-use spaces, expanded work and preparation spaces, and additional storage.

#### **Furniture Audit**

- Furniture audit was completed at the North White Plains branch.

#### **Signage Audit**

- A new sign was installed at the North White Plains branch.
- A new sign was installed at the Armonk branch.

### **4) Staffing**

#### **Staff Assessment**

- The NCPL Board of Trustees created, implemented, and completed the first annual Library Director performance review.
- In response to requests from the Friends and the community to increase evening hours to pre-Covid levels, funding was requested in the 2025 budget to add personnel to allow for one additional evening at each branch.
- Additional staffing requests were also incorporated into the 2025 budget to allow for more coverage to enable more flexible program scheduling.
- Reviewed the Director and Assistant Director salaries at neighboring libraries and provided recommendations to the Town Board regarding salary increases.

#### **Staff Development**

- Staff participated in various American Library Association and New York Library Association training opportunities relevant to their positions.
- Regularly scheduled staff meetings with various training components were scheduled throughout 2024.

#### **Staff Expansion**

- The 2025 Budget proposed to the Town of North Castle includes expanding staff with two full-time positions to increase library hours.

## 5) Marketing

### **Develop Branding**

- Reviewed the Town Board proposal for a new website integrating the Library. Recommended that the Library keep its individual site due to staff and patron needs.
- Vendor Research & Evaluation: Conducted a comprehensive review of four top vendors based on cost, customization, accessibility, and feature offerings for brand development and website design specific to libraries.
- Collaborative Analysis: Partnered with Library staff to assess the strengths and gaps in NCPL's current operations, branding, and marketing efforts, aligning the vendor comparison with the library's needs and strategic goals.

### **Develop Campaigns**

- Leveraged Constant Contact to send 421,322 emails between October 2023 and October 2024 to the library community.

### **Empower Staff and Patrons**

- Identified and selected the most suitable vendor for website and branding to meet our long-term goals for staff and patrons, with a proposal to be presented to the Town Board for final approval at a future date.

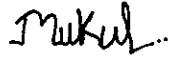
**North Castle Public Library  
2025 Board of Trustee Meetings**

Month	Day	Location
January	13	Armonk branch
February	10	NCCC
March	10	Armonk branch
April	14	NCCC
May	12	Armonk branch
June	9	NCCC
July	14	Zoom
August	11	Zoom
September	8	Armonk branch
October	6	NCCC - October 13 is Columbus Day
November	10	Armonk branch
December	8	NCCC

Dear Kathryn,

It's with regret that I inform you of my resignation from my role as Library Clerk/Library Assistant/Pager at North Castle Library (Armonk/ North White Plains).  
Please consider today my last day of work.

Thank you for the support and experiences you have provided in my time here.

A handwritten signature in black ink that reads "Mukul". The signature is written in a cursive style with a trailing flourish.

Mukul Rahi  
10/01/2024

## November 2024 Director's Report Summary:

- Attended a Public Library Director's Association (PLDA) Nominating Committee meeting on October 8.
- Interviewed for hourly clerk positions October 9-10 with Assistant Director Angela Cooke.
- Attended the budget work session with Town Supervisor and Town Council Members on October 11.
- PLDA Nominating Committee meeting on October 15.
- PLDA Meeting on October 17.
- Municipal Libraries Roundtable meeting on October 18.
- New Clerk Orientation for Anna Downing on October 21.
- New Clerk Orientation for Emma Guyot on October 23.
- Professional Development Webinar: Beyond the Employee Manual: The Joy & Power of a having a "Library Workforce Philosophy" (WLS)
- Attended opening night of Katonah Classic Stage performance on October 25 (in house residency from October 25-November 3).
- Armonk Halloween Party, October 29, featuring yours truly as Blue Butterfly. Thank you to Angela Cooke and Roxanne Guzman Vargas for planning another fantastic Halloween program!
- Monthly status meeting with Susan Grieco and North White Plains on October 30.
- Building/Maintenance Notes
  - Seasonal Service performed on Armonk and NWP HVAC systems on October 11 and 15. Armonk has some significant repair issues,
  - Sprinkler system (Armonk) winterized on October 10
  - New sign at Armonk was installed on October 11
  - JP McHale treated Armonk for all pests on October 15.
- Collection Highlights
  - Weeding at NWP focused on YA and fiction.
  - New holidays items are filtering in, including popular RomCom titles featuring authors such as Laurie Gilmore (A Christmas Tree Farm), Donna Andrews (Rockin' Around the Chickadee), Emily Stone (A Winter Wish). These titles are always popular since they are lighthearted holiday reads.
- Human Resources
  - Hourly Clerk Mukul Rahi tendered her resignation October 1.
  - Hourly Clerks Anna Downing and Emma Guyot began training the week of October 21.
  - Hourly Librarian Diana Wendell needs to reduce her hours due to accepting a full-time position; she will continue to work on select Saturdays. Hourly Librarian John Faria also needs to reduce his hours due to full-time employment; he will continue to work on select Saturdays. As a result, I posted for hourly librarians to fill gaps in coverage.