

## **February 2025 Library Board of Trustees Meeting**

North Castle Public Library

Monday, February 10, 2025 at 7:00 PM EST to Monday, February 10, 2025 at 8:30 PM EST

10 Clove Road, North White Plains

**Meeting Details:** <https://northcastleny.zoom.us/j/81732276636>

### **Agenda**

#### **I. Call to Order**

#### **II. Approval of January 2025 Minutes**

#### **III. Review Warrant**

The Revenue/Expense Report for Warrant 1 is attached.

Total expenses were \$118,483.81

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

We are working with the Finance Department to close out 2024 by the end of February.

#### **IV. Town Board Business Report**

Councilmember Saleem Hussain will provide an update.

#### **V. Friends of the Library Report**

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

The Friends Report for Warrant 1 is attached.

Expenses were \$3,129.16.

We are working with the Friends to close out 2024 by the end of February.

#### **VI. Library Board President Report**

1. Bylaws
2. Metrics and Reporting Criteria

#### **VII. Committee Reports**

1. Bylaws and Policies
2. Buildings and Grounds
3. Marketing and Technology
4. Strategic Planning

#### **VIII. Library Director Report**

The Director's monthly summary report is attached.

Voting Item: Approve proposed increases for hourly staff.

## **IX. Performance Metrics**

2024 Year-End-Review Statistics are Included for:

Door Counters

Adult Programs

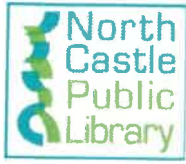
Children's Programs

Museum Passes/Visits

Circulation Statistics

In April, a quarterly summary of January-March programs will be presented to the Board.

## **X. For the Good of the Order**



# January 2025 Library Board of Trustees

## Meeting Minutes

North Castle Public Library

1/13/2025 7:00 PMEST

@ 19 Whipoorwill Road E, Armonk, NY

### **Attendance**

#### **Present:**

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

Guests: Saleem Hussain – Liaison - NC Town Board, Kathryn Feeley - NCPL Director, Angela Cooke – NCPL Assistant Director

#### **Absent:**

Members: Annie Gala

Guests: Susan Grieco - NCPL Reference Librarian, David Fromm - Friends of the NCPL

#### I. Call To Order

The meeting was called to order by Kim Longo at 7:11pm.

#### II. Approval of December 2024 Minutes

##### **Motion:**

Motion to accept December 2024 meeting minutes

Motion to accept December 2024 meeting minutes was made by Diane Borgia and seconded by Megan Wilt. Motion was approved by all present. Trustee Steve Harrison was not yet present.

#### III. Review Warrant

The Revenue/Expense Report for Warrant 12 is attached.

Total expenses were \$190,217.45

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

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

Expenses still outstanding from 2024. Kathryn will provide the final close-out report to the Board when it is complete.

##### **Motion:**

Motion to accept Warrant 12.

Motion to accept Warrant 12 was made by Dean Roseti and seconded by Steve Harrison. Motion was approved by all present.

#### IV. Town Board Business Report

Councilmember Saleem Hussain will provide an update.

Saleem provided updates on the Town Board budget process, noting:

- Staffing budget for Library union employees meets request.
- Building and facilities updates and remediations will require going through full RFP process to fund.

The Town Board went through regular liaison appointment process and all appointments will remain the same.

A proposed update to the Town Ethics Policy is under review. Library Board should share any thoughts or questions.

On agenda for Town Board meeting - final payment for work at North Castle Community Center/North White Plains branch building.

#### V. Friends of the Library Report

Friends of the Library President David Fromm will provide an update.  
The Friends Report for Warrant 12 is attached.  
Expenses were \$5,998.19

 [Friends Report DEC 2024.pdf](#)

David Fromm was not in attendance. The Friends of the Library report was reviewed by all present.

Thank you to The Friends of the North Castle Public Library for their continued support.

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

Speak with David to reach out for Friends members wanting to join newly-formed committees. Due 1/13/2025 8:20 PMEST. Assigned to: Kim Longo

#### VI. Library Board President Report

1. Review proposed ByLaws Amendments
2. Create Committees and Appoint Chairs

##### 1. Review Proposed Bylaws Amendments -

The Board discussed its preference to remove the requirement of interim appointments in favor of language allowing for a choice of interim or full-term appointments in the instance of a vacancy.

2. Create Committees and Appoint Chairs -

Kim Longo moved to create the following committees with the appointed chairs:

1. Buildings & Grounds Committee - Dean Roseti
2. Marketing & Technology Committee - Annie Gala
3. Strategic Planning Committee - Diane Borgia
4. Bylaws & Policies Committee - Megan Wilt

Any ad hoc committees will be formed on an as-needed basis.

The Board discussed the structure and composition of committees, recommending that the revised bylaws should reflect a requirement of two trustees seated on each committee, that committees must be chaired by a Trustee, and that further size of the committees shall be flexible to accommodate for the work required. Committees will be open to residents and stakeholders of the Town of North Castle, as well as any pertinent experts.

**Motion:**

Motion to approve creation of committees.

Motion to create committees made by Kim Longo and seconded by Megan Wilt.  
Approved by all present.

**Motion:**

Motion to appoint Megan Wilt as Chair of the Bylaws & Policy Committee.

Kim Longo nominated Megan Wilt as Chair of the Bylaws & Policies Committee. Megan accepted nomination. Kim Longo motioned to appoint and Deborah DeMasi seconded the motion. All voted in favor of appointment.

**Motion:**

Motion to appoint Diane Borgia as Chair of the Strategic Planning Committee.

Kim Longo nominated Diane Borgia as Chair of the Strategic Planning Committee. Diane accepted nomination. Kim Longo motioned to appoint and Deborah DeMasi seconded the motion. All voted in favor of appointment.

**Motion:**

Motion to appoint Dean Roseti as Chair of the Buildings & Grounds Committee

Kim Longo nominated Dean Roseti as Chair of the Buildings & Grounds Committee. Dean accepted nomination. Kim Longo motioned to appoint and Diane Borgia seconded the motion. All voted in favor of appointment.

**Motion:**

Motion to appoint Annie Gala as the Chair of the Marketing & Technology Committee

Kim Longo nominated Annie Gala as Chair of the Marketing & Technology Committee. Annie had accepted this nomination prior to the meeting during a phone call with Kim. Kim Longo motioned to appoint and Diane Borgia seconded the motion. All voted in favor of appointment.

VII. Library Director Report

The Director's monthly summary report is attached.

 [December 2024 DirectorSummary.docx](#)

**Motion:**

Motion to accept resignation of Jane Rothschild.

Motion to accept resignation of Jane Rothschild - moved by Megan Wilt and seconded by Diane Borgia. All in attendance approved.

Kathryn walked through attached Director's Report.

Update after publication - NCPL employee whose medical leave would cause Thursday early closures at North White Plains branch has postponed leave at this time due to postponed procedure.

Kathryn will add a notice on the NCPL website regarding disturbances caused by resurfacing of the former Verizon lot behind the library.

Kathryn has received Town guidance via Kevin Hay that she can go out to Civil Service to fill necessary library hirings. Postings are open through January 24th.

The issue of wrong-way drivers entering Kent Pl parking lot from Whipporwill Rd E and causing dangerous pedestrian and traffic situations was brought to attention. Saleem suggested contacting the North Castle Chief of Police to initiate the process toward a traffic study and potential changes to help prevent this issue.

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

Speak to Chief of Police re: traffic issue. Due 1/16/2025 8:00 AMEST. Assigned to: Kathryn Feeley

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

Touch base with Town regarding potential or timeline for resurfacing of remainder of public lot adjacent to the library. Due 1/13/2025 8:15 PMEST. Assigned to: Saleem Hussain

## VIII. Facilities Assessment and RFP Process

Kim has spoken to Kevin Hay regarding the funds requested for facilities improvements recommended in the 2024 assessment by KPMG. She was given guidance that the Board should proceed with the usual process to request funds.

Kathryn will review the 2025 budget requests to see if there is room in the budget to complete a facilities assessment at the North White Plains branch of NCPL.

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

North White Plains facilities report. Due 1/13/2025 8:55 PMEST. Assigned to: Kathryn Feeley

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

Buildings & Grounds Committee Meeting. Due 1/13/2025 7:50 PMEST. Assigned to: Dean Roseti

## IX. Performance Metrics

Door Counters

 [Adult Programs 2024 January 2025 Board packet.xlsx](#)

 [Children's programs 2024 January 2025 Board Meeting.xlsx](#)

 [2024DoorCounter.xlsx](#)

Kathryn provided a short summary of performance metrics. We should expect some reduced attendance at the Armonk branch due to the parking lot work and current lack of a children's librarian following the resignation of Jane Rothschild. The library may also expect some reduction in attendance numbers at the North White Plains branch due to the anticipated medical leave closures.

## X. For the Good of the Order

Meeting adjourned at 9:08pm.

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
Year ( 2025 ) Period ( 1 )

Page 1 of 3  
01/30/2025  
12:53 PM

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>L00 Library</b>						
<b>Revenue</b>						
<b>REVENUES</b>						
L00-1000-1001-	PROPERTY TAXES	\$1,739,125.00	\$0.00	\$0.00	0.00%	\$1,739,125.00
L00-1000-2082-	FINES & CHARGES	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-1000-2410-	RENTALS	\$13,000.00	\$1,220.00	\$1,220.00	9.38%	\$11,780.00
L00-1000-2670-	SALES	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
L00-1000-2680-	INSURANCE RECOVERIES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2701-	REFUND PRIOR YEARS EXP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-2705-	DONATIONS	\$1,500.00	\$25.00	\$25.00	1.67%	\$1,475.00
L00-1000-3840-	STATE AID - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-1000-5031-	INTERFUND TRANSFERS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Subtotal</b>	<b>\$1,755,125.00</b>	<b>\$1,245.00</b>	<b>\$1,245.00</b>	<b>0.07%</b>	<b>\$1,753,880.00</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,245.00</b>	<b>\$1,245.00</b>	<b>0.07%</b>	<b>\$1,753,880.00</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,245.00</b>	<b>\$1,245.00</b>		<b>\$1,753,880.00</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$118,483.81</b>	<b>\$118,483.81</b>		<b>\$1,636,641.19</b>
<b>Total Library Fund Balance:</b>		<b>\$0.00</b>	<b>(\$117,238.81)</b>	<b>(\$117,238.81)</b>		<b>\$117,238.81</b>



**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2025 ) Period ( 1 )**

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>Expenditure</b>						
<b>LIBRARY</b>						
L00-7410-0110-	SALARIES-FULL TIME	\$632,827.00	\$21,821.77	\$21,821.77	3.45%	\$611,005.23
L00-7410-0116-	STIPEND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0118-	LONGEVITY	\$7,500.00	\$284.62	\$284.62	3.79%	\$7,215.38
L00-7410-0120-	SAL. PART TIME	\$150,000.00	\$5,077.38	\$5,077.38	3.38%	\$144,922.62
L00-7410-0130-	SAL. OVERTIME	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0203-	LIB.EQUIP.TECH	\$5,000.00	\$21.40	\$21.40	0.43%	\$4,978.60
L00-7410-0410-	LIBRARY-BOOKS-ADULT	\$30,000.00	\$150.10	\$150.10	0.50%	\$29,849.90
L00-7410-0410-	LIBRARY-BOOKS-TEEN	\$3,500.00	\$0.00	\$0.00	0.00%	\$3,500.00
L00-7410-0410-	LIBRARY-BOOKS-CHILDRENS	\$18,500.00	\$0.00	\$0.00	0.00%	\$18,500.00
L00-7410-0410-	LIBRARY-BOOKS-DIGITAL	\$39,000.00	\$0.00	\$0.00	0.00%	\$39,000.00
L00-7410-0410-	LIBRARY-BOOKS-NWP	\$18,000.00	\$0.00	\$0.00	0.00%	\$18,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-ADULT	\$6,000.00	\$0.00	\$0.00	0.00%	\$6,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-TEEN	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-CHILDR	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0412-	LIBRARY-A.V.MATERIALS-NWP	\$8,000.00	\$58.99	\$58.99	0.74%	\$7,941.01
L00-7410-0413-	LIBRARY-PERIODICALS.-.-	\$9,000.00	\$511.00	\$511.00	5.68%	\$8,489.00
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	\$5,512.00	\$5,512.00	14.13%	\$33,488.00
L00-7410-0415-	LIBRARY-KITS	\$9,000.00	\$97.80	\$97.80	1.09%	\$8,902.20
L00-7410-0420-	INSURANCE	\$24,000.00	\$11,628.29	\$11,628.29	48.45%	\$12,371.71
L00-7410-0430-	LIBRARY-OFFICE SUPPLY.-.-	\$12,500.00	\$1,688.83	\$1,688.83	13.51%	\$10,811.17
L00-7410-0431-	CONT.EQUIP REPAIR & RENT	\$500.00	\$43.98	\$43.98	8.80%	\$456.02
L00-7410-0431-	LIBRARY-TELEPHONE.-.-	\$5,000.00	\$299.83	\$299.83	6.00%	\$4,700.17
L00-7410-0432-	LIBRARY-PROCESSG CHARGES.-.-	\$2,000.00	\$0.00	\$0.00	0.00%	\$2,000.00
L00-7410-0433-	LIBRARY-POSTAGE.-.-	\$350.00	\$0.00	\$0.00	0.00%	\$350.00
L00-7410-0434-	LIBRARY-PUBLICITY/PRINTG.-.-	\$3,000.00	\$0.00	\$0.00	0.00%	\$3,000.00
L00-7410-0435-	LIBRARY-TRAVEL.-.-	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00
L00-7410-0436-	LIBRARY WLS:EQUIPMENT.-.-	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0436-	LIBRARY-WLS:MAINTENANCE.-.-	\$89,000.00	\$46,281.14	\$46,281.14	52.00%	\$42,718.86
L00-7410-0438-	LIBRARY-DUES/CONFERENCES.-.-	\$2,000.00	\$301.00	\$301.00	15.05%	\$1,699.00
L00-7410-0441-	PROF. EXP. ED. & SEMINARS	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
L00-7410-0450-	LIBRARY-FUEL & UTILITIES.-.-	\$45,000.00	\$0.00	\$0.00	0.00%	\$45,000.00
L00-7410-0451-	LIBRARY-CUSTODIAL SUPPLY.-.-	\$9,000.00	\$321.92	\$321.92	3.58%	\$8,678.08
L00-7410-0451-	UTILITY WATER	\$1,200.00	\$0.00	\$0.00	0.00%	\$1,200.00
L00-7410-0452-	LIBRARY-BLDG/EQUIP REPAIR.-.-	\$65,000.00	\$1,100.00	\$1,100.00	1.69%	\$63,900.00
L00-7410-0469-	LIBRARY-BLDG.SERVICE CONT.-.-	\$35,150.00	\$586.78	\$586.78	1.67%	\$34,563.22
L00-7410-0470-	WHIPPOORWILL HALL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
L00-7410-0820-	SOCIAL SECURITY	\$60,498.00	\$1,976.43	\$1,976.43	3.27%	\$58,521.57
L00-7410-0825-	MTA TAX	\$2,689.00	\$0.00	\$0.00	0.00%	\$2,689.00
	<b>Subtotal</b>	<b>\$1,337,714.00</b>	<b>\$97,763.26</b>	<b>\$97,763.26</b>	<b>7.31%</b>	<b>\$1,239,950.74</b>
<b>NYS RETIREMENT</b>						
L00-9010-0810-	NYS RETIREMENT SYSTEM	\$109,044.00	\$0.00	\$0.00	0.00%	\$109,044.00
	<b>Subtotal</b>	<b>\$109,044.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$109,044.00</b>
<b>WORKERS COMPENSATION</b>						
L00-9040-0830-	WORKERS COMPENSATION	\$4,937.00	\$1,294.73	\$1,294.73	26.23%	\$3,642.27
	<b>Subtotal</b>	<b>\$4,937.00</b>	<b>\$1,294.73</b>	<b>\$1,294.73</b>	<b>26.23%</b>	<b>\$3,642.27</b>
<b>HOSPITAL &amp; MEDICAL</b>						

**Town of North Castle**  
**Statement of Revenues and Expenditures - Compared to Budget**  
**Year ( 2025 ) Period ( 1 )**

<b>Account</b>	<b>Account Description</b>	<b>Budget</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>% Used</b>	<b>Remaining</b>
L00-9060-0840-	HEALTH INSURANCE	\$153,823.00	\$10,916.28	\$10,916.28	7.10%	\$142,906.72
L00-9060-0840-	RETIREE HEALTH INSURANCE	\$129,216.00	\$6,642.83	\$6,642.83	5.14%	\$122,573.17
L00-9060-0850-	DENTAL VISION & LIFE INS.	\$20,391.00	\$1,470.20	\$1,470.20	7.21%	\$18,920.80
L00-9060-0850-	RETIREE DENTAL & VISION INSUR	\$0.00	\$396.51	\$396.51	0.00%	(\$396.51)
	<b>Subtotal</b>	<b>\$303,430.00</b>	<b>\$19,425.82</b>	<b>\$19,425.82</b>	<b>6.40%</b>	<b>\$284,004.18</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$118,483.81</b>	<b>\$118,483.81</b>	<b>6.75%</b>	<b>\$1,636,641.19</b>
<b>Total Library Revenues:</b>		<b>\$1,755,125.00</b>	<b>\$1,245.00</b>	<b>\$1,245.00</b>		<b>\$1,753,880.00</b>
<b>Total Library Expenditures:</b>		<b>\$1,755,125.00</b>	<b>\$118,483.81</b>	<b>\$118,483.81</b>		<b>\$1,636,641.19</b>
<b>Total Library Fund Balance:</b>		<b>\$0.00</b>	<b>(\$117,238.81)</b>	<b>(\$117,238.81)</b>		<b>\$117,238.81</b>

# Trial Balance/Actual/Detail

Year 2025 Periods 1 To 1

# 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	\$39,354.92	\$3,129.16	(\$8,934.39)	\$0.00	\$33,549.69
1	557835 AUTOLOADAL BA Load starting balance	01/01/2025	01/29/2025 I	\$39,354.92	AUTOMATIC TRANSACTIO	
1	539545 IVDH202501012 DH MUSEUM PASS RENEWAL	01/08/2025	01/10/2025 D	\$125.00	STAMFORD MUSEUM AN	
1	539568 IVDH202501013 DH MUSEUM PASS RENEWAL	01/09/2025	01/10/2025 D	\$500.00	WESTCHESTER CHILDR	
1	544908 IVDH202501014 DH MUSEUM PASS RENEWAL	01/10/2025	01/14/2025 D	\$50.00	HAMMOND MUSEUM	
1	544909 IVDH202501014 DH MUSEUM PASS RENEWAL	01/10/2025	01/14/2025 D	\$1,000.00	AMERICAN MUSEUM OF N	
1	546719 IVDH202501017 DH PROGRAM SUPPLIES FOR	01/14/2025	01/14/2025 D	\$71.32	AMAZON CAPITAL SERVI	
1	546855 IVDH202501018 DH PROGRAM SUPPLIES FOR	01/15/2025	01/16/2025 D	\$132.00	AMAZON (CREDIT CARD)	
1	546856 IVDH202501018 DH PROGRAM SUPPLIES FOR	01/15/2025	01/16/2025 D	\$35.58	AMAZON (CREDIT CARD)	
1	550218 CR1640 BA LIBRARY - 1/16/25	01/16/2025	01/17/2025 C	(\$8,934.39)		
1	552244 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$141.11	AMAZON CAPITAL SERVI	
1	552245 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$113.94	AMAZON (CREDIT CARD)	
1	552246 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$91.00	AMAZON (CREDIT CARD)	
1	552247 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$18.20	AMAZON (CREDIT CARD)	
1	552248 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$29.55	AMAZON (CREDIT CARD)	
1	552249 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$7.98	AMAZON (CREDIT CARD)	
1	552250 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$105.60	AMAZON (CREDIT CARD)	
1	552251 IVDH202501021 DH PROGRAM SUPPLIES FOR	01/21/2025	01/22/2025 D	\$127.92	AMAZON (CREDIT CARD)	
1	555322 IVDH202501023 DH PROGRAM SUPPLIES FOR	01/23/2025	01/24/2025 D	\$279.96	AMAZON CAPITAL SERVI	
1	555323 IVDH202501023 DH CHAIR YOGA CLASSES A	01/23/2025	01/24/2025 D	\$300.00	PRESENT WISDOM, LLC	
<b>Type Total</b>		\$39,354.92	\$3,129.16	(\$8,934.39)	\$0.00	\$33,549.69
<b>Fund Total</b>		\$39,354.92	\$3,129.16	(\$8,934.39)	\$0.00	\$33,549.69
<b>Grand Total</b>		\$39,354.92	\$3,129.16	(\$8,934.39)	\$0.00	\$33,549.69



## **MISSION STATEMENT AND BYLAWS**

### **Mission Statement**

The North Castle Public Library exists to provide a wide range of superior educational and cultural services to the residents of the Town of North Castle in an open and non-judgmental environment.

### **Preamble**

The North Castle Public Library (the "Library") is managed by a Board of Trustees (the "Board") as defined in the Provisional Charter No. 8314, dated January 24, 1963. Absolute Charter No. 9741 was granted by the Regents of the State of New York on September 27, 1968. The Board is responsible for ensuring that the Library provides the services described in our Mission Statement to the residents of the Town of North Castle, New York (the "Town").

The Board is governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following Bylaws.

## **BYLAWS**

### **Article 1 – Name**

- a. The name of the organization shall be the North Castle Public Library.
- b. The Library provides services from two (2) facilities located in Armonk at 19 Whippoorwill Road East and North White Plains at 10 Clove Road, as well as a wide range of digital services provided through the support of the Westchester Library System and other partners.

### **Article 2 – Purpose**

The purpose of the organization is to provide superior educational and cultural services to all residents of the Town, youth through adult.

### **Article 3 – Fiscal Year**

The fiscal year of the Library shall commence on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December each year.

### **Article 4 – Board of Trustees**

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of five (5) to nine (9) members (“Trustees”) appointed by the Town Board for a term of five (5) years. A Trustee may serve a maximum of two (2) consecutive full terms.
- b. Eligibility for office shall be limited to individuals residing or owning property within the geographical limits of the Library district.
- c. The term of office shall end on the thirty-first (31<sup>st</sup>) day of December of the fifth (5<sup>th</sup>) year following appointment, unless the office falls vacant prior to the expiration of the term.
- d. If a vacancy on the Board occurs as a result of an appointed Trustee failing to fulfill their term, the Board may vote to appoint a new Trustee to fill the unexpired term or appoint a Trustee for a term of five (5) years.
- e. In the case of a Trustee appointed to fill an unexpired term, the interim appointment shall end on the thirty-first (31<sup>st</sup>) day of December of the fifth (5<sup>th</sup>) year following the date of appointment of the Trustee originally appointed to the vacated seat.
- f. Each Trustee shall have one (1) vote, irrespective of office held.
- g. A Trustee must be present at a meeting to have their vote counted. To the extent permitted by applicable law, a Trustee may attend in person or via videoconference and shall be deemed to be present for purposes of constituting a quorum and for transacting business of the Board.
- h. All Trustees must abide by the Code of Ethics established by the Town.
- i. All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board, on any matter, without the prior approval of the Board to carry out a specific action or public statement.
- j. If any Trustee shall fail to comply with the duties defined in h and i above, the Board shall take under advisement the extent of the infraction and make appropriate recommendation, if necessary, to the Town Board.

- k. If any Trustee shall fail to attend three (3) consecutive meetings without an excuse accepted as satisfactory by the Board and the Town Board, that Trustee shall be deemed to have resigned and the vacancy shall be filled.
  
- l. Responsibilities of the Board include:
  - (i) Define and support implementation of the long-range plan of the Library;
  - (ii) Select, hire, and regularly evaluate a qualified library director;
  - (iii) Ensure long-term financial viability of the Library and exercise fiduciary responsibility for the use of public and private funds provided for the benefit of the Library;
  - (iv) Periodically adopt and review these Bylaws and policies regarding Library governance;
  - (v) Regularly plan and evaluate the effectiveness of the Library's programs, services, and collections to ensure alignment with the Library's long-range plan and to meet the needs of the citizens of the Town;
  - (vi) Evaluate and maintain Library facilities to ensure they meet the needs of the Library staff and community;
  - (vii) Review and approve the Library's annual budget and annual report;
  - (viii) Promote the Library in the local community and beyond;
  - (ix) Conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff, and community; and,
  - (x) Conduct an annual performance evaluation of the Director, the results of which shall be discussed with the Director upon completion.

## **Article 5 – Officers**

- a. The officers of the Board shall be the **President, Vice-President, Secretary, and Treasurer**, elected annually by the Board at an annual organizational meeting in December of each year to become effective on the first (1<sup>st</sup>) day of January of the following year.
  
- b. The duties of the officers shall be as follows:
  - (i) The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, establish ad hoc and special committees, appoint the Chair of each committee, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The President shall be the primary liaison between the Board and the Director. The President shall ensure that all Trustees comply with continuing education requirement pursuant to New York law.

- (ii) The **Vice President**, in the event of the absence or disability of the President or of the vacancy of that office, shall assume and perform the duties of the President.
  - (iii) The **Secretary** is responsible for ensuring that an accurate and timely record of all meetings of the Board is created and that the issuance of the notice of all meetings as per Open Meetings Law is carried out, as well as performing other duties associated with that office.
  - (iv) The **Treasurer** shall be responsible for handling financial matters as delegated by the Board.
- c. In the case of the absence of any officer of the Board, the powers and duties of such officer may be delegated, on a temporary basis, to any Trustee upon majority vote of the Trustees present at meeting.

#### **Article 6 – Director**

- a. The Board shall recommend to the Town Board the appointment of a **Library Director**. The Director shall be the chief executive officer of Library and shall have charge of the administration of the Library under the oversight and review of the Board.
- b. The Director shall be responsible for the following:
  - (i) the employment and direction of the staff;
  - (ii) the efficiency of the Library's service to the public, including, but not limited to programs, services, and collections;
  - (iii) the care of buildings and equipment; and,
  - (iv) the operation of the library in a financially responsible manner.
- c. The Director shall attend all public meetings of the Board.
- d. The Director shall render and submit to the Board reports and recommendations of policies and procedures which will improve the efficiency and quality of Library services, as well as other reports as requested by the Board.

#### **Article 7 – Committees**

- a. There shall be four (4) standing committees of the Board: **Strategic Planning Committee, Bylaws and Policies Committee, Buildings and Grounds Committee, and Marketing and Technology Committee**. The President shall appoint the Chair of each standing committee, who shall be a Trustee, and the Chair of each standing committee shall appoint its members.

- (i) **Strategic Planning Committee** - shall ensure the Library's continued viability as an essential community institution by working with the Library Director and the Board to evaluate the Library's role in the community, recommend goals and objectives to continue the Library's mission, and continue to monitor progress on implementing the goals established in the long-range plan.
  - (ii) **Bylaws and Policies Committee** - shall work with the Library Director and the Board to ensure regular, thorough review of the Bylaws and to keep the Library's policies up to date through regular review, development, and recommendation of new policies relevant to Library and community needs.
  - (iii) **Buildings and Grounds Committee** - shall work with the Library Director and the Board to ensure the good stewardship of the library's infrastructure, including an oversight role to ensure preventative maintenance measures are observed and, when necessary, consulting on the renovation or expansion of the library facilities.
  - (iv) **Marketing and Technology Committee** - shall work with the Library Director and the Board to address marketing and technology matters relating to Library operations, including digital platforms, website development, promotion of Library programs and services, and development of brand identity.
- b. The President may appoint one or more special or ad hoc committees of the Board. Such special or ad hoc committee shall serve for a specified duration determined by the President or until the completion of the work for which it was appointed. The duties of any appointed committee shall be determined by the Board. The President shall appoint the Chair of each committee, and the Chair of each committee shall appoint its members.
  - c. All committees shall be limited to advisory powers only unless, by action of the Board, specific power to act is granted.
  - d. All committees shall make periodic progress reports to the Board.
  - e. The President shall be an ex-officio member of all committees, may attend and participate in all meetings of each committee, and shall have a vote and be counted for purposes of constituting a quorum of such committee.
  - f. Members of each committee shall be limited to individuals residing or owning property within the geographical limits of the Town and other individuals who have expertise that can assist the particular committee in fulfilling its mission as determined by the Chair of such committee.
  - g. The Chair and any member of a committee of the Board may resign at any time by sending written notice to the President and each member of the committee.



## **Article 8 - Meetings of the Board and Committees**

- a. Meetings of the Board and each committee of the Board shall be held in compliance with New York State Open Meetings Law. Notice of all regular meetings shall be posted on the Library's website at least five (5) days before each meeting, including the agenda and any pertinent documents to be discussed at the meeting. The Board welcomes resident attendance at Board and committee meetings.
- b. The public shall be given an opportunity to address the Board and any committee. All public comment must be limited to five (5) minutes and must not be personally directed, abusive, obscene, or irrelevant. The Board and any committee will hear public comments and may ask questions for clarification but will not engage in discussion or debate. If there is a need for a response from the Board or any committee, it may come at a later time.
- c. Regular meetings of the Board shall be held monthly, with a minimum of ten (10) meetings per year.
- d. A special meeting of the Board may be called at any time by the President or upon the request of five (5) members for a specific purpose. No business may be transacted at a special meeting except the stated business.
- e. The annual organizational meeting of the Board shall be held at the regular meeting for the month of December. The business transacted at this meeting shall include the election of officers for the following year. Election of officers can be done by secret ballot upon demand by any member of the Board.
- f. A simple majority of the existing Board shall constitute a quorum for the conducting of business. If a quorum is not present at a regular meeting, no business may be transacted, and the attending Trustees may set a new date for a rescheduled meeting.
- g. The Library's budget for the subsequent calendar year shall be approved by the Board at a regular meeting. This should precede review of the budget with the Town Board.
- h. All regular meetings of the Board shall include, but not be limited to:
  - (i) approval of the prior meeting's minutes;
  - (ii) a financial report of receipts and disbursements and approval of the monthly warrant(s);
  - (iii) a report by the Director;
  - (iv) a report by any committee; and,
  - (v) any new business.

- i. Each committee of the Board shall meet as needed upon notice from the Chair to its members, and a majority of the members of such committee shall constitute a quorum thereof.

#### **Article 9 – Amendments**

Amendments to these Bylaws may be proposed at any regular meeting and shall be voted on at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent Trustees at least ten (10) days prior to the voting session. A simple majority of the Board is required for adoption of an amendment.

Approved by the North Castle Public Library Board of Trustees at their meeting of March 10, 2025.



## **BUILDINGS AND GROUNDS COMMITTEE**

### **Mission Statement**

The mission of the North Castle Public Library Board of Trustees Buildings and Grounds Committee is to ensure that the library's infrastructure is well maintained and that the library is positioned to be an essential and sustainable institution that meets current and future community needs.

### **Responsibilities**

In collaboration with the Library Director, the Board of Trustees, Friends of the NCPL Library and the North Castle Town Board, the Buildings and Grounds Committee will:

- Ensure that routine maintenance, repairs, and alterations are being performed.
- Ensure that the Library is a safe, secure and accessible environment for everyone in the community to work and visit.
- Conduct periodic inspections of the building and grounds and recommend needed replacements or additions.
- Identify and recommend anticipated expenses for the library's annual budget based on the Library's financial and physical needs.
- Consult on renovations or expansions to the library and assist with planning for the challenges that come with a renovation or reconstruction projects.
- Obtain bids for work to be presented to the Board of Trustees and North Castle Town Board for approval.
- Promote the utility and importance of non-traditional areas, such as outdoor and performance spaces, as ways to use available library resources to enhance and expand services.
- Seek input from the community to develop plans that will inspire investment in the Library's buildings and grounds.

### **Reporting**

The committee may provide monthly status updates to the Library Director and Board of Trustees.



## **BYLAWS AND POLICIES COMMITTEE**

### **Mission Statement**

The North Castle Public Library Board of Trustees Bylaws and Policies Committee exists to work with the Library Director and the Library Board to ensure regular, thorough review of the Bylaws and to keep the Library's policies up to date through regular review, development, and recommendation of new policies relevant to Library and community needs.

### **Responsibilities**

In collaboration with the Library Director and the Library Board, the Bylaws and Policies Committee will:

- Ensure regular review of the Bylaws;
- Ensure regular, thorough review of both internal and public-facing Library policies;
- Provide Trustees, Library staff, and the community with clarification or direction when questions regarding Bylaws and/or policies arise;
- Hear, consider, and draft new policies in response to specific requests from the Library Director and/or Board to address needs within the Library;
- Ensure that all policies are open to public review and comment prior to adoption by Board vote;
- Ensure that enacted public-facing policies are readily available and compiled in print and on the Library's website; and,
- Oversee retention of archival records of superseded policies.

### **Meeting and Reporting**

The Committee will meet as necessary to review ongoing relevance of existing Bylaws and policies. The topic and results of all meetings will be reported to the Board of Trustees during monthly meetings. Bylaws and policy documents will be sent to the Library Director and Trustees in advance of any meeting of the Board, during which they may be discussed and/or voted upon. The Committee will further ensure timely provision of draft bylaws and policies to the public in advance of discussions or voting actions and to dutifully provide minutes of all meetings as consistent with NYS Open Meetings Law.



## MARKETING AND TECHNOLOGY COMMITTEE

### **Mission Statement**

The mission of the Marketing & Technology Committee is to enhance community awareness and engagement by promoting the library's collections, programs, and resources through strategic marketing initiatives and innovative technology solutions. By fostering a cohesive brand identity and leveraging digital platforms, the committee aims to position the library as a vital educational and cultural hub that meets the community's evolving needs.

### **Responsibilities**

In collaboration with the Library Director, the Board of Trustees, and other stakeholders, the Marketing & Technology Committee will:

- **Build and Promote a Cohesive Brand**
  - Develop a unified brand identity, including consistent use of fonts, colors, and logos across all materials
  - Audit and update marketing materials to reflect the library's brand identity and priorities
- **Enhance Digital Presence**
  - Evaluate and recommend technology solutions to improve library operations, communication, and user experience
  - Ensure the library's website and digital channels are engaging, accessible, and regularly updated
- **Develop and Implement Marketing Strategies**
  - Maintain a comprehensive marketing calendar to coordinate activities and events
  - Create and execute marketing campaigns to promote library events, services, and initiatives across multiple platforms, including email, social media, and other outreach channels
- **Assess and Refine Initiatives**
  - Measure the impact of marketing and technology efforts through regular review, data collection, and community feedback. This includes tracking website traffic, social media engagement, and event attendance, as well as conducting surveys
  - Adjust strategies to ensure they align with the evolving needs and interests of library patrons

- **Encourage Community Input and Engagement**
  - Solicit feedback from the community to guide and improve marketing and technology initiatives
  - Highlight the library's role as a cultural and educational hub to foster a deeper connection with the community
- **Expand Community Outreach**
  - Explore innovative tools and techniques to reach all segments of the community, with a focus on inclusivity
  - Strengthen partnerships with local organizations to foster collaboration and expand the library's reach
- **Promote Digital Literacy and Access**
  - Support educational technology integration and offer training opportunities for patrons and staff
  - Develop programming to empower patrons to use digital tools and access library resources effectively

## **Reporting**

The committee will regularly update the Library Director and Board of Trustees, ensuring transparency and accountability in all efforts.



## **STRATEGIC PLANING COMMITTEE**

### **Mission Statement**

The Strategic Planning Committee is dedicated to guiding the North Castle Public Library towards a future of growth, innovation, and excellence consistent with our stakeholders' objectives and to ensure that the Library and Board of Trustees continues to regularly progress on the implementation of the goals outlined in the long-range plan.

### **Key Objectives**

- **Strategic Alignment:** To ensure that all organizational activities and initiatives are aligned with our strategic goals.
- **Resource Allocation:** To prioritize and allocate resources effectively to support our strategic priorities.
- **Stakeholder Engagement:** To engage with stakeholders to gather insights and build support for our strategic initiatives inclusive of the citizens of North Castle and the Town Board.
- **Performance Monitoring:** To establish metrics and monitor performance to ensure the successful execution of our strategy.
- **Continuous Improvement:** To promote continuous improvement in our strategic planning processes and subsequent outcomes.

### **Responsibilities**

In collaboration with the Library Director, the Board of Trustees, Friends of the NCPL Library, the North Castle Town Board, and citizens of the Town of North Castle, the Strategic Planning Committee will:

- Regularly review the implementation plan to ensure that it supports the goals of the long-range plan.
- Identify key performance indicators to track the progress towards the goals of the long-range plan.
- Provide guidance and pursue innovative methods to collect and present available statistics to support the key performance indicators.
- Ensure that metrics are traceable, trackable and safeguarded to provide historical context
- Collaborate with each Committee Chair, as well as the Library director to ensure they progressing on their goals

- Regularly update the Long-range Plan, as appropriate
- Develop and present quarterly reports to the Board
- Work with the Director to develop an annual Long-range Plan Status Report to the Friends, Town Board and Community

### **Reporting**

The committee may provide interim status updates to the Library Director and Board of Trustees.





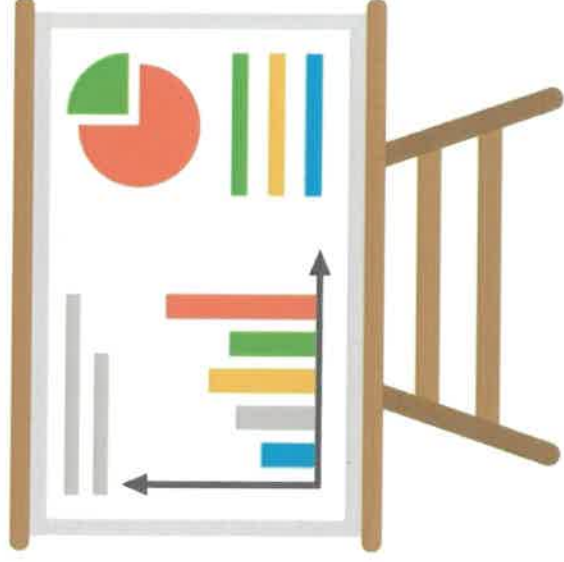
# Annual Review Statistics 2023-2024

To the Board of Trustees  
February 10, 2025

**Armonk Branch**  
19 Whipoorwill Road East  
Armonk, NY 10504  
914-273-3887

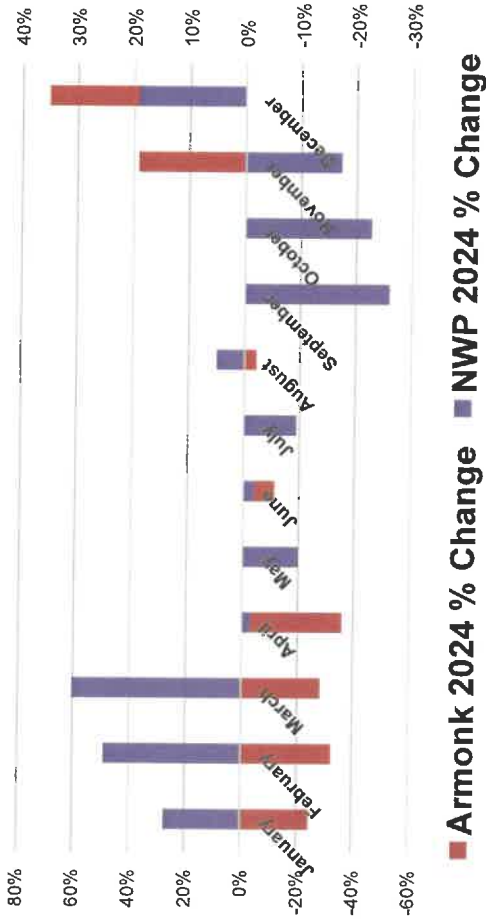
**North White Plains Branch**  
10 Clove Road  
North White Plains, NY 10603  
914-948-6359

# Statistics

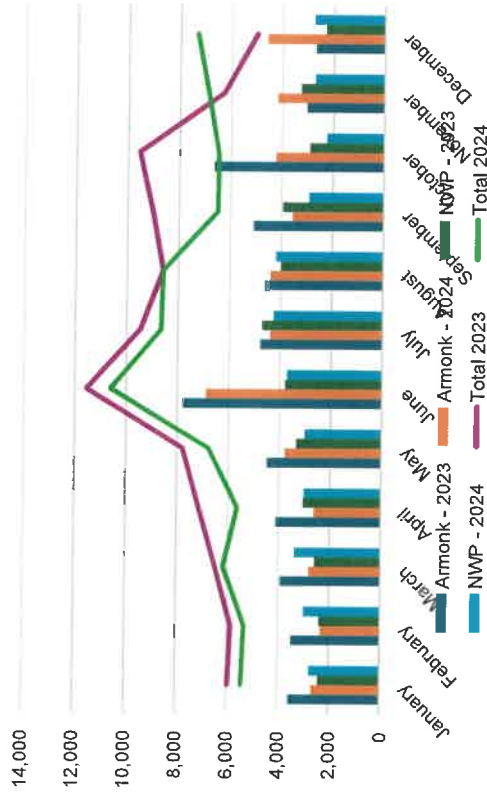


# Door Counters

## 2023 - 2024 Door Counters % Change



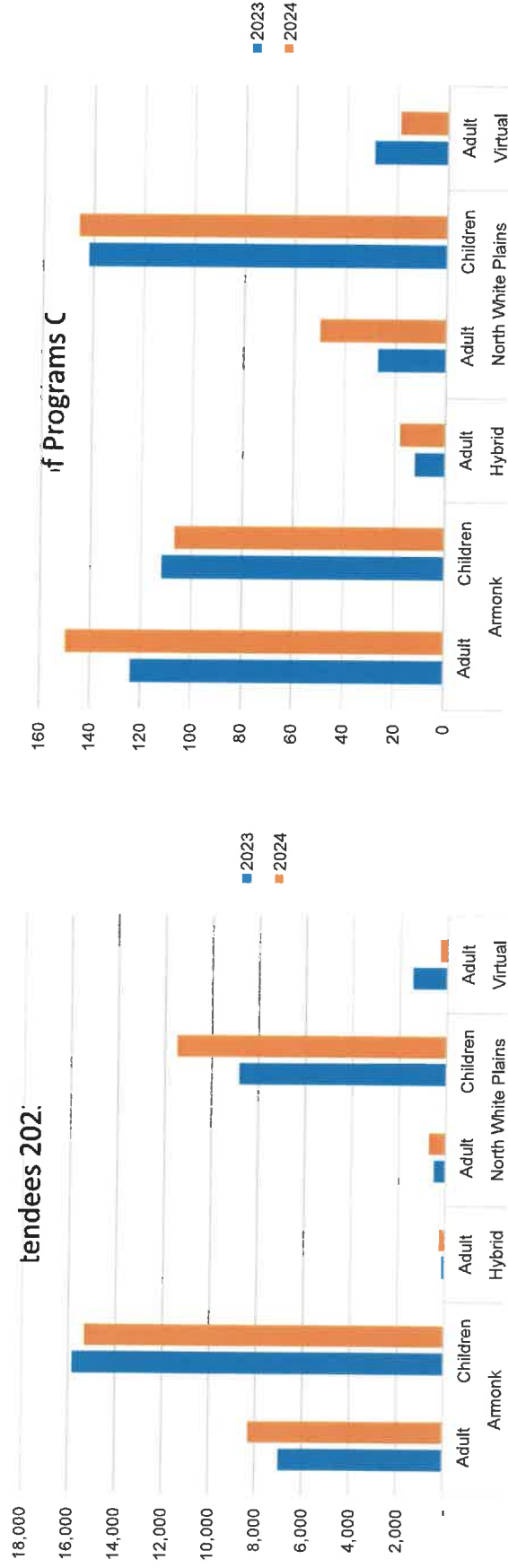
## Door Counter 2023 - 2024 Actual



### NOTES

- Armonk truss repair Jan – Mar 2024
- Door counter malfunction in NWP

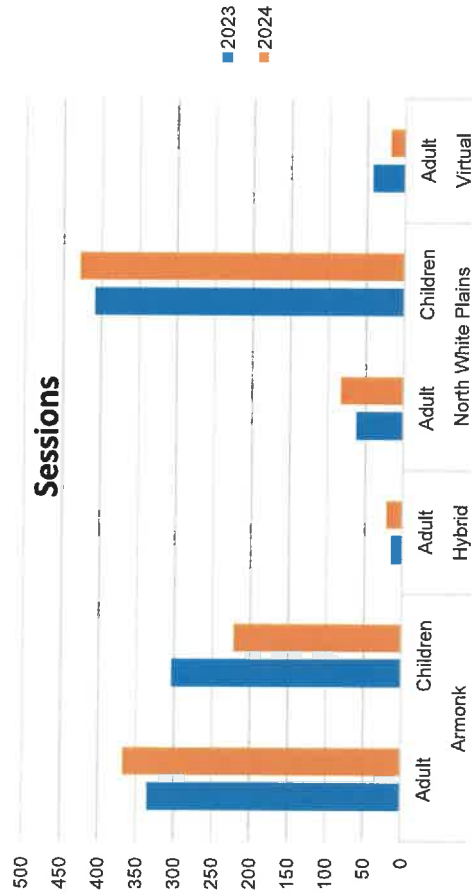
# Programming Attendance



Both number of unique programs and attendance increased in 2024

# Programming Sessions

Total Sessions Conducted



Programs with the most sessions

Month/Year	(All)		
Sum of total sessions	Column Labels		
Row Labels	2023	2024	Grand Total
<b>Adult</b>	<b>334</b>	<b>370</b>	<b>704</b>
Knitting	79	95	174
Chair Yoga	66	77	143
Whippoorwill Theater	60	52	112
Meditation	34	37	71
Painting w/ Virginia	21	35	56
Chess Club	13	25	38
Art History w/ Val Franco	21	15	36
Craft w/ Virginia	10	13	23
Non-Fiction Book Club	11	12	23
Adult Coloring	19	9	28
<b>Children</b>	<b>519</b>	<b>452</b>	<b>971</b>
Bounce the Baby	90	85	175
Mother Goose Story Time	89	69	158
Take Home Crafts	53	52	105
Drop In Craft	48	50	98
123 Sing With Nancy	32	49	81
Grab-n-go	47	45	92
Toddler Yoga	34	34	68
Science Lab grab-n-go	38	29	67
Free Play	38	22	60
Lunch Bunch	50	17	67
<b>Grand Total</b>	<b>853</b>	<b>822</b>	<b>1,675</b>

# Most Popular Programs

Top 10 programs in 2024 by number of attendees

Month/Year	(All)		
Sum of total attendees	Column Labels		Grand Total
Row Labels	2023	2024	Grand Total
<b>Children</b>	<b>19,111</b>	<b>19,145</b>	<b>38,256</b>
Grab-n-go	4,292	5,971	10,263
Scavenger Hunt	3,382	3,286	6,668
Take Home Crafts	2,386	2,665	5,051
Bounce the Baby	1,755	1,648	3,403
123 Sing With Nancy	736	1,560	2,296
Science Lab grab-n-go	1,744	1,312	3,056
Mother Goose Story Time	1,867	1,113	2,980
Drop In Craft	680	855	1,535
Toddler Yoga	839	735	1,574
Let's Groove	1,430		1,430
<b>Adult</b>	<b>7,609</b>	<b>7,698</b>	<b>15,307</b>
Whippoorwill Theater	4,555	4,076	8,631
Chair Yoga	907	1,106	2,013
Knitting	638	465	1,103
Summer Reading Raffle Entries		454	454
Grab-n-go	195	416	611
Painting w/ Virginia	207	393	600
Gallery Reception	110	360	470
Meditation	210	218	428
Art History w/ Val Franco	354	123	477
Friends Author Series	433	87	520
<b>Grand Total</b>	<b>26,720</b>	<b>26,843</b>	<b>53,563</b>

# Programming Details

total attendees (Multiple Items)

Row Labels	Column Labels		2024	
	2023	2024	Count of Program	Sum of total attendees
<b>Armonk</b>	<b>236</b>	<b>22,827</b>	<b>257</b>	<b>23,644</b>
<b>Adult</b>	<b>124</b>	<b>6,971</b>	<b>150</b>	<b>8,298</b>
Adult	124	6,971	150	8,298
<b>Children</b>	<b>112</b>	<b>15,856</b>	<b>107</b>	<b>15,346</b>
Ages 6-12	39	8,795	40	10,509
Ages 0-5	69	6,937	64	4,575
Teen	4	124	3	262
<b>Hybrid</b>	<b>12</b>	<b>124</b>	<b>18</b>	<b>250</b>
<b>Adult</b>	<b>12</b>	<b>124</b>	<b>18</b>	<b>250</b>
Adult	12	124	18	250
<b>North White Plains</b>	<b>169</b>	<b>9,316</b>	<b>196</b>	<b>12,231</b>
<b>Adult</b>	<b>27</b>	<b>497</b>	<b>50</b>	<b>729</b>
Adult	27	497	50	729
<b>Children</b>	<b>142</b>	<b>8,819</b>	<b>146</b>	<b>11,502</b>
Teen	2	15	5	202
youth	140	8,804	141	11,300
<b>Virtual</b>	<b>30</b>	<b>1,454</b>	<b>19</b>	<b>317</b>
<b>Adult</b>	<b>30</b>	<b>1,454</b>	<b>19</b>	<b>317</b>
Adult	30	1,454	19	317
<b>Grand Total</b>	<b>447</b>	<b>33,721</b>	<b>490</b>	<b>36,442</b>

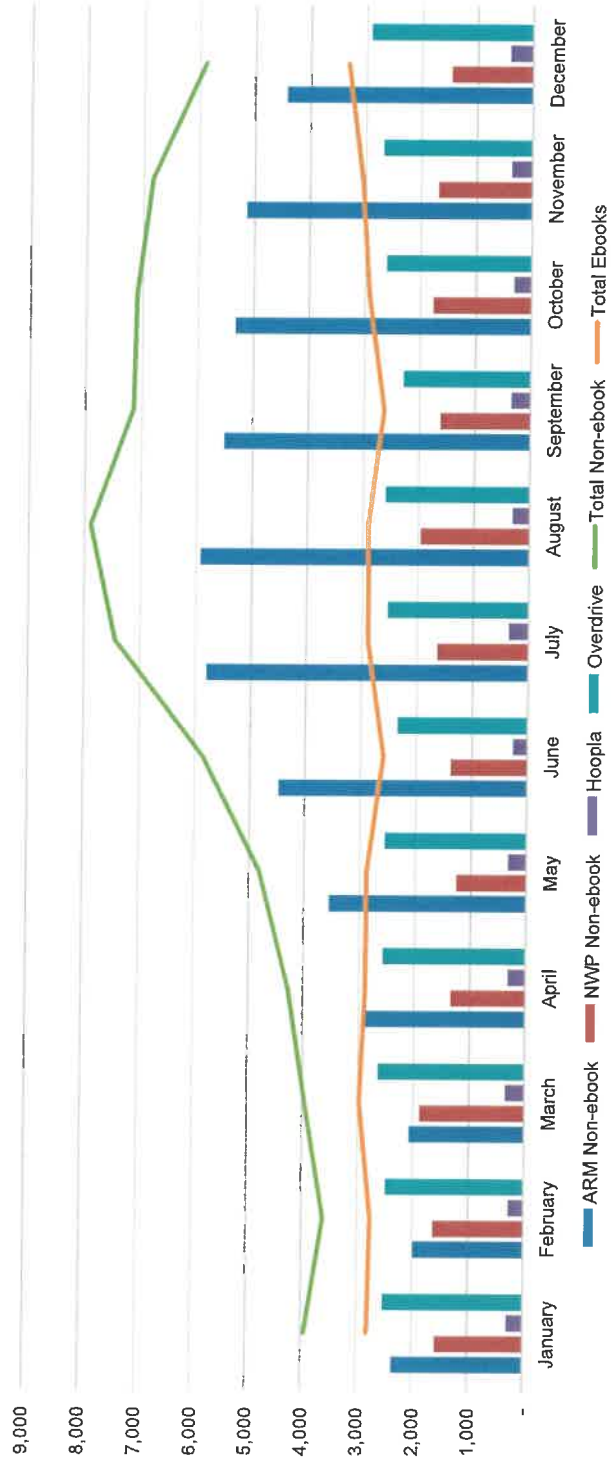
# Museum Visits

Sum of TOTAL Row Labels	Column Labels		Grand Total
	Armonk	NWP	
American Museum of Natural History	85	7	92
Westchester Children's Museum	38	18	56
Museum of Modern Art	43		43
Intrepid Museum	26	13	39
Stamford Museum & Nature Center	26	12	38
Greenburgh Nature Center	23	12	35
Guggenheim Museum	31	2	33
9/11 Memorial & Museum	23	8	31
Stepping Stones Museum	30		30
Bruce Museum	28		28
Storm King Art Center	17		17
Hudson River Museum	14	1	15
Children's Museum of Manhattan	11	1	12
Museum of Arts and Design	10	2	12
Dia	11		11
New York Historical Society	9		9
Museum of the City of NY	8		8
Katonah Museum	5	0	5
Hammond	5		5
Boscobel House and Gardens	4		4
Neuberger Museum	4		4
Jewish Museum	3		3
New York Transit Museum	1	0	1
<b>Grand Total</b>	<b>455</b>	<b>76</b>	<b>531</b>

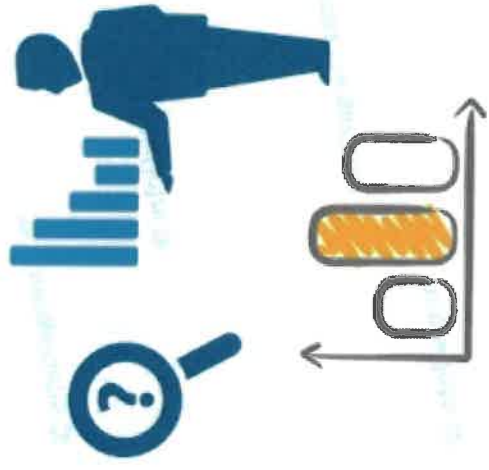


# Circulation

## Circulation

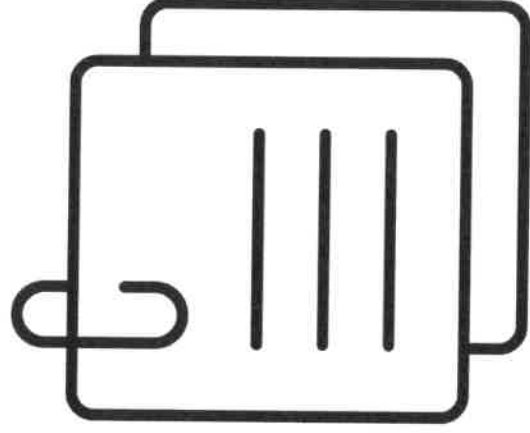


# Analysis

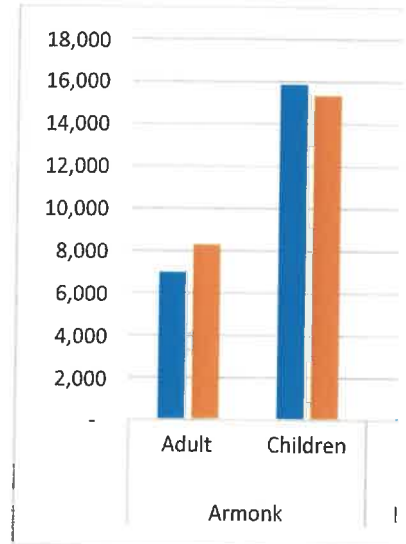


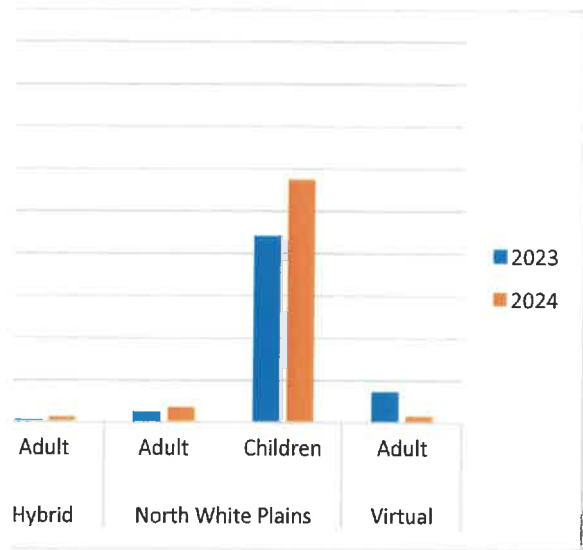
Thank you!

# Appendix



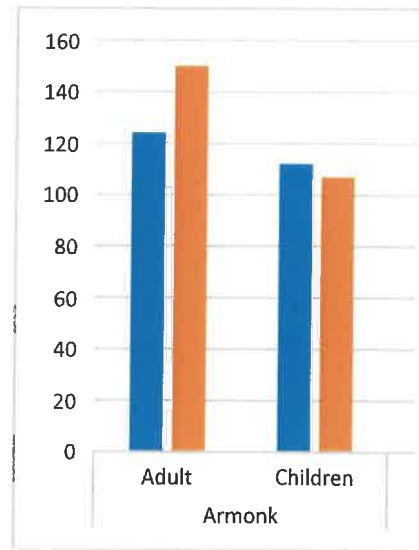
Row Labels	Column Labels		
	2023	2024	Grand Total
<b>Armonk</b>	<b>22,827</b>	<b>23,644</b>	<b>46471</b>
Adult	6,971	8,298	15269
Children	15,856	15,346	31202
<b>Hybrid</b>	<b>124</b>	<b>250</b>	<b>374</b>
Adult	124	250	374
<b>North White Plains</b>	<b>9,316</b>	<b>12,231</b>	<b>21547</b>
Adult	497	729	1226
Children	8,819	11,502	20321
<b>Virtual</b>	<b>1,454</b>	<b>317</b>	<b>1771</b>
Adult	1,454	317	1771
<b>Grand Total</b>	<b>33,721</b>	<b>36,442</b>	<b>70163</b>

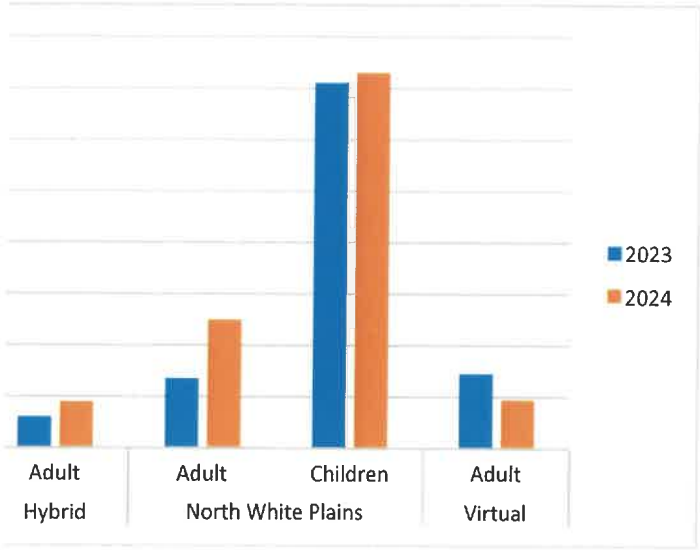




total sessions (Multiple Items)  
 total attendees (Multiple Items)

Count of Program Row Labels	Column Labels		
	2023	2024	Grand Total
<b>Armonk</b>	<b>236</b>	<b>257</b>	<b>493</b>
Adult	124	150	274
Children	112	107	219
<b>Hybrid</b>	<b>12</b>	<b>18</b>	<b>30</b>
Adult	12	18	30
<b>North White Plains</b>	<b>169</b>	<b>196</b>	<b>365</b>
Adult	27	50	77
Children	142	146	288
<b>Virtual</b>	<b>29</b>	<b>19</b>	<b>48</b>
Adult	29	19	48
<b>Grand Total</b>	<b>446</b>	<b>490</b>	<b>936</b>







Month/Year

(All)

Sum of total attendees

Column Labels

Row Labels

2023

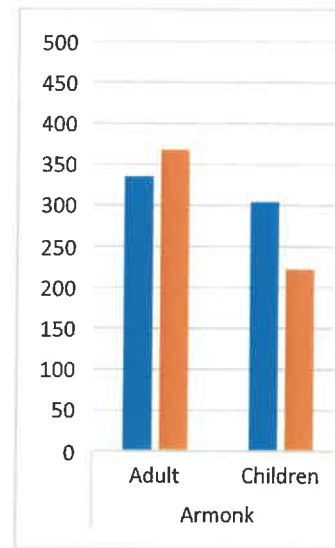
2024

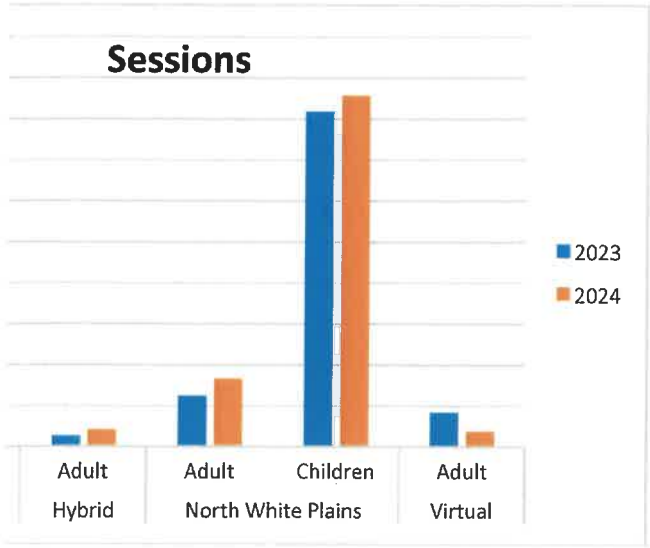
Grand Total

Children	19111	19145	38256
Grab-n-go	4292	5971	10263
Scavenger Hunt	3382	3286	6668
Take Home Crafts	2386	2665	5051
Bounce the Baby	1755	1648	3403
123 Sing With Nancy	736	1560	2296
Science Lab grab-n-go	1744	1312	3056
Mother Goose Story Time	1867	1113	2980
Drop In Craft	680	855	1535
Toddler Yoga	839	735	1574
Let's Groove	1430		1430
Adult	7609	7698	15307
Whippoorwill Theater	4555	4076	8631
Chair Yoga	907	1106	2013
Knitting	638	465	1103
Summer Reading Raffle Entries		454	454
Grab-n-go	195	416	611
Painting w/ Virginia	207	393	600
Gallery Reception	110	360	470
Meditation	210	218	428
Art History w/ Val Franco	354	123	477
Friends Author Series	433	87	520
Grand Total	26720	26843	53563

total attendees (Multiple Items)

Sum of total sessions	Column Labels		
Row Labels	2023	2024	Grand Total
<b>Armonk</b>	<b>639</b>	<b>590</b>	<b>1229</b>
Adult	335	368	703
Children	304	222	526
<b>Hybrid</b>	<b>13</b>	<b>21</b>	<b>34</b>
Adult	13	21	34
<b>North White Plains</b>	<b>471</b>	<b>512</b>	<b>983</b>
Adult	62	83	145
Children	409	429	838
<b>Virtual</b>	<b>42</b>	<b>19</b>	<b>61</b>
Adult	42	19	61
<b>Grand Total</b>	<b>1165</b>	<b>1142</b>	<b>2307</b>





Month/Year	(All)			
Sum of total sessions	Column Labels			
Row Labels	2023	2024	Grand Total	
Adult	334	370	704	
Knitting	79	95	174	
Chair Yoga	66	77	143	
Whippoorwill Theater	60	52	112	
Meditation	34	37	71	
Painting w/ Virginia	21	35	56	
Chess Club	13	25	38	
Art History w/ Val Franco	21	15	36	
Craft w/ Virginia	10	13	23	
Non-Fiction Book Club	11	12	23	
Adult Coloring	19	9	28	
Children	519	452	971	
Bounce the Baby	90	85	175	
Mother Goose Story Time	89	69	158	
Take Home Crafts	53	52	105	
Drop In Craft	48	50	98	
123 Sing With Nancy	32	49	81	
Grab-n-go	47	45	92	
Toddler Yoga	34	34	68	
Science Lab grab-n-go	38	29	67	
Free Play	38	22	60	
Lunch Bunch	50	17	67	
Grand Total	853	822	1675	

total attendees (Multiple Items)

Row Labels	Column Labels		
	2023	2024	
	Count of Program	Sum of total attendees	Count of Program
<b>Armonk</b>	<b>236</b>	<b>22,827</b>	<b>257</b>
<b>Adult</b>	<b>124</b>	<b>6,971</b>	<b>150</b>
Adult	124	6,971	150
<b>Children</b>	<b>112</b>	<b>15,856</b>	<b>107</b>
Ages 6-12	39	8,795	40
Ages 0-5	69	6,937	64
Teen	4	124	3
<b>Hybrid</b>	<b>12</b>	<b>124</b>	<b>18</b>
<b>Adult</b>	<b>12</b>	<b>124</b>	<b>18</b>
Adult	12	124	18
<b>North White Plains</b>	<b>169</b>	<b>9,316</b>	<b>196</b>
<b>Adult</b>	<b>27</b>	<b>497</b>	<b>50</b>
Adult	27	497	50
<b>Children</b>	<b>142</b>	<b>8,819</b>	<b>146</b>
Teen	2	15	5
youth	140	8,804	141
<b>Virtual</b>	<b>30</b>	<b>1,454</b>	<b>19</b>
<b>Adult</b>	<b>30</b>	<b>1,454</b>	<b>19</b>
Adult	30	1,454	19
<b>Grand Total</b>	<b>447</b>	<b>33,721</b>	<b>490</b>

**Sum of total attendees**

**23644**

**8298**

8298

**15346**

10509

4575

262

**250**

**250**

250

**12231**

**729**

729

**11502**

202

11300

**317**

**317**

317

**36442**



Mother Goose Story Time	Children youth	North White Plains
Mother Goose Story Time	Children Ages 0-5	Armonk
Mother Goose Story Time	Children youth	North White Plains
Mother Goose Story Time	Children Ages 0-5	Armonk
Mother Goose Story Time	Children youth	North White Plains
Mother Goose Story Time		

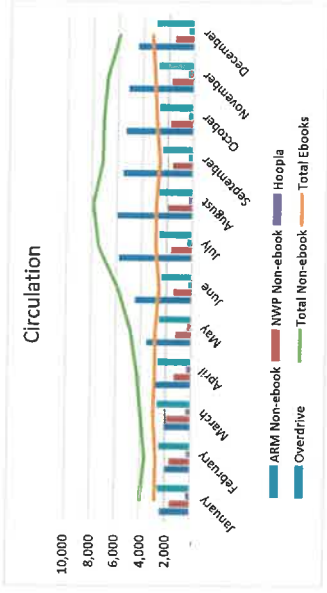


Month/Year	total sessions	total attendees
Jan-24		
Feb-24		
Mar-24		
Jan-24	5	90
Feb-24	4	70
Mar-24	4	57
Jan-23	3	90
Feb-23	4	114
Mar-23	5	149
Jan-23	3	42
Feb-23	4	61
Mar-23	5	92
Apr-24		
Apr-24	4	36
May-24		
May-24	4	70
Jun-24	3	44
Jun-24	3	57
Jul-24	3	56
Jul-24	5	81
Aug-24	2	28
Aug-24	4	79
Sep-24	3	50
Sep-24	4	52
Oct-24	5	100
Oct-24	5	67
Nov-24	3	80
Nov-24	4	32
Dec-24	2	52
Dec-24	2	12
Apr-23	4	90
Apr-23	4	94
May-23	3	63
May-23	4	67
Jun-23	5	128
Jun-23	4	61
Jul-23	4	200
Jul-23	3	34
Aug-23	4	155
Aug-23	5	71
Sep-23	2	52
Sep-23	4	63
Oct-23	4	81

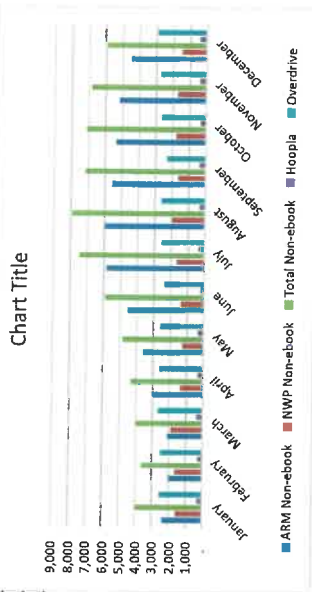
Oct-23	4	52
Nov-23	2	14
Nov-23	5	51
Dec-23		
Dec-23	4	43



Month	ARM Non-ebook	NWP Non-ebook	Total Non-ebook	Hoopla	Overdrive	Total Ebooks
January	2,361	1,583	3,944	294	2,522	2,816
February	1,884	1,633	3,617	279	2,488	2,767
March	2,074	1,886	3,960	346	2,637	2,983
April	2,937	1,346	4,283	320	2,569	2,889
May	3,552	1,258	4,810	330	2,553	2,883
June	4,480	1,378	5,858	259	2,339	2,598
July	5,801	1,642	7,443	354	2,538	2,892
August	5,928	1,965	7,893	307	2,592	2,899
September	5,523	1,625	7,148	345	2,291	2,636
October	5,330	1,770	7,100	315	2,608	2,923
November	5,145	1,687	6,832	373	2,681	3,054
December	4,427	1,456	5,883	410	2,910	3,320
<b>Year Totals Non-ebook</b>	<b>49,542</b>	<b>19,229</b>	<b>68,771</b>			



	January	February	March	April	May	June	July	August	September	October
Hoopla	294	279	346	320	330	259	354	307	345	315
Overdrive	2522	2488	2637	2569	2553	2339	2538	2892	2291	2608
<b>2024 Grand Total ebook circ</b>										



North Castle Public Library – 2024 Museum Passes

ARMONK MUSEUM PASS STATISTICS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
9/11 Memorial & Museum	1	2	1	4	4	1	1	4	3	1	0	1	23
American Museum of Natural History	8	8	10	6	5	4	8	7	4	5	9	11	85
Boscobel House and Gardens	0	0	0	0	2	0	1	0	1	0	0	0	4
Bruce Museum	3	3	4	1	1	4	4	2	1	0	2	3	28
Children's Museum of Manhattan	2	0	2	0	1	2	0	0	0	2	0	2	11
Dia	0	0	4	0	1	1	2	1	1	0	1	0	11
Greenburgh Nature Center	3	4	2	1	1	2	0	3	1	3	2	1	23
Guggenheim Museum	6	6	2	0	0	1	3	5	3	3	0	2	31
Hammond	0	0	0	1	1	1	0	1	1	0	0	0	5
Hudson River Museum	1	3	2	0	1	2	2	1	1	0	1	0	14
Intrepid Museum	1	3	2	1	2	3	4	1	2	2	2	3	26
Jewish Museum	3	0	0	0	0	0	0	0	0	0	0	0	3
Katona Museum	1	1	0	0	1	1	0	0	0	1	0	0	5
Museum of Arts and Design	1	4	0	0	0	0	1	0	2	2	0	0	10
Museum of Modern Art	3	0	2	3	3	7	3	5	3	5	3	6	43
Museum of the City of NY	1	1	0	0	2	2	0	2	0	2	0	0	8
Neuberger Museum	1	1	0	0	0	0	1	0	1	0	0	0	4
New York Historical Society	1	1	1	2	1	1	0	0	0	0	0	2	9
New York Transit Museum	1	0	0	0	0	0	0	0	0	0	0	0	1
Stamford Museum & Nature Center	1	4	3	2	2	1	1	3	3	2	3	1	26
Stepping Stones Museum	4	3	5	0	1	3	4	2	1	3	1	3	30
Storm King Art Center	0	0	0	0	4	4	0	2	2	3	2	0	17
Westchester Children's Museum	2	2	6	5	3	7	0	0	0	4	6	3	38
<b>ARM TOTAL</b>	<b>44</b>	<b>46</b>	<b>46</b>	<b>26</b>	<b>34</b>	<b>47</b>	<b>35</b>	<b>39</b>	<b>30</b>	<b>38</b>	<b>32</b>	<b>38</b>	<b>455</b>

NWP MUSEUM PASS STATISTICS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
9/11 Memorial & Museum	1	1	0	1	1	1	0	1	1	1	0	0	8
American Museum of Natural History	1	1	0	1	1		2	0	0	0	0	1	7
Children's Museum of Manhattan	0	0	0	0	0	0	0	0	0	0	0	1	1
Greenburgh Nature Center	3	2	0	0	0	0	1	5	0	0	0	1	12
Guggenheim Museum	2	0	0	0	0	0	0	0	0	0	0	0	2
Hudson River Museum	0	1	0	0	0	0	0	0	0	0	0	0	1
Intrepid Museum	0	2	1	2	2	3	0	1	1	1	0	0	13
Museum of Arts and Design	0	1	0	0	1	0	0	0	0	0	0	0	2
New York Transit Museum	0	0	0	0	0	0	0	0	0	0	0	0	0
Stamford Museum & Nature Center	0	0	0	2	2	0	1	4	2	0	1	0	12
Katona Museum	0	0	0	0	0	0	0	0	0	0	0	0	0
Westchester Children's Museum	0	4	3	1	0	1	5	0	1	0	3	0	18
<b>NWP TOTAL</b>	<b>7</b>	<b>12</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>76</b>

<b>GRAND Total</b>	<b>51</b>	<b>58</b>	<b>50</b>	<b>33</b>	<b>41</b>	<b>52</b>	<b>44</b>	<b>50</b>	<b>35</b>	<b>40</b>	<b>36</b>	<b>41</b>	<b>531</b>
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<b>Sum of TOTAL</b>	<b>Column Labels</b>		
<b>Row Labels</b>	<b>Armonk</b>	<b>NWP</b>	<b>Grand Total</b>
American Museum of Natural History	85	7	92
Westchester Children's Museum	38	18	56
Museum of Modern Art	43		43
Intrepid Museum	26	13	39
Stamford Museum & Nature Center	26	12	38
Greenburgh Nature Center	23	12	35
Guggenheim Museum	31	2	33
9/11 Memorial & Museum	23	8	31
Stepping Stones Museum	30		30
Bruce Museum	28		28
Storm King Art Center	17		17
Hudson River Museum	14	1	15
Children's Museum of Manhattan	11	1	12
Museum of Arts and Design	10	2	12
Dia	11		11
New York Historical Society	9		9
Museum of the City of NY	8		8
Katonah Museum	5	0	5
Hammond	5		5
Boscobel House and Gardens	4		4
Neuberger Museum	4		4
Jewish Museum	3		3
New York Transit Museum	1	0	1
<b>Grand Total</b>	<b>455</b>	<b>76</b>	<b>531</b>

Museum Pass	Location	January	February	March	April	May	June	July	August	September	October	November
9/11 Memorial & Museum	Armonk	1	2	1	4	4	1	1	4	3	1	0
American Museum of Natural History	Armonk	8	8	10	6	5	4	8	7	4	5	9
Boscobel House and Gardens	Armonk	0	0	0	0	2	0	1	0	1	0	0
Bruce Museum	Armonk	3	3	4	1	1	4	4	2	1	0	2
Children's Museum of Manhattan	Armonk	2	0	2	0	1	2	0	0	0	2	0
Dia	Armonk	0	0	4	0	1	1	2	1	1	0	1
Greenburgh Nature Center	Armonk	3	4	2	1	1	2	0	3	1	3	2
Guggenheim Museum	Armonk	6	6	2	0	0	1	3	5	3	3	0
Hammond	Armonk	0	0	0	1	1	1	0	1	1	0	0
Hudson River Museum	Armonk	1	3	2	0	1	2	2	1	1	0	1
Intrepid Museum	Armonk	1	3	2	1	2	3	4	1	2	2	2
Jewish Museum	Armonk	3	0	0	0	0	0	0	0	0	0	0
Katonah Museum	Armonk	1	1	0	0	1	1	0	0	0	1	0
Museum of Arts and Design	Armonk	1	4	0	0	0	0	1	0	2	2	0
Museum of Modern Art	Armonk	3	0	2	3	3	7	3	5	3	5	3
Museum of the City of NY	Armonk	1	1	0	0	2	2	0	2	0	2	0
Neuberger Museum	Armonk	1	1	0	0	0	0	1	0	1	0	0
New York Historical Society	Armonk	1	1	1	2	1	1	0	0	0	0	0
New York Transit Museum	Armonk	1	0	0	0	0	0	0	0	0	0	0
Stamford Museum & Nature Center	Armonk	1	4	3	2	2	1	1	3	3	2	3
Stepping Stones Museum	Armonk	4	3	5	0	1	3	4	2	1	3	1
Storm King Art Center	Armonk	0	0	0	0	4	4	0	2	2	3	2
Westchester Children's Museum	Armonk	2	2	6	5	3	7	0	0	0	4	6
9/11 Memorial & Museum	NWP	1	1	0	1	1	1	0	1	1	1	0
American Museum of Natural History	NWP	1	1	0	1	1	2	0	0	0	0	0
Children's Museum of Manhattan	NWP	0	0	0	0	0	0	0	0	0	0	0
Greenburgh Nature Center	NWP	3	2	0	0	0	0	1	5	0	0	0
Guggenheim Museum	NWP	2	0	0	0	0	0	0	0	0	0	0
Hudson River Museum	NWP	0	1	0	0	0	0	0	0	0	0	0
Intrepid Museum	NWP	0	2	1	2	2	3	0	1	1	1	0
Museum of Arts and Design	NWP	0	1	0	0	1	0	0	0	0	0	0
New York Transit Museum	NWP	0	0	0	0	0	0	0	0	0	0	0
Stamford Museum & Nature Center	NWP	0	0	0	2	2	0	0	0	0	0	0
Katonah Museum	NWP	0	0	0	2	2	0	1	4	2	0	1
Westchester Children's Museum	NWP	0	4	3	1	0	1	5	0	1	0	3

December	TOTAL
1	23
11	85
0	4
3	28
2	11
0	11
1	23
2	31
0	5
0	14
3	26
0	3
0	5
0	10
6	43
0	8
0	4
2	9
	1
1	26
3	30
0	17
3	38
0	8
1	7
1	1
1	12
0	2
0	1
0	13
0	2
0	0
0	12
0	0
0	18



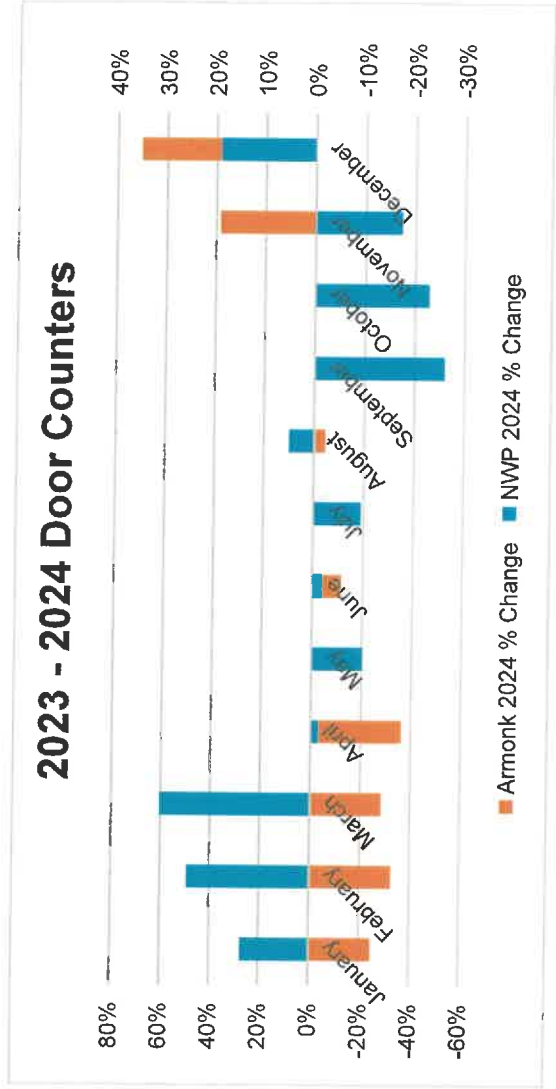
### NCPL Door Counter 2023 & 2024

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	4,238	2,238
November	4,181	2,703
December	4,579	2,745
<b>TOTAL</b>	<b>46,532</b>	<b>37,873</b>
		<b>84,405</b>

2023 vs 2024		
	Armonk	% +/-
January	-875	-25%
February	-1,127	-32%
March	-1,112	-28%
April	-1,479	-36%
May	-687	-15%
June	-882	-11%
July	-364	-8%
August	-201	-4%
September	-1,516	-30%
October	-2,413	-36%
November	1,161	38%
December	1,892	70%
<b>YTD</b>	<b>-7,603</b>	

NWP	% +/-*
332	14%
590	25%
780	30%
-46	-2%
-338	-10%
-74	-2%
-445	-9%
199	5%
-1,026	-26%
-659	-23%
-565	-17%
441	19%
<b>-811</b>	

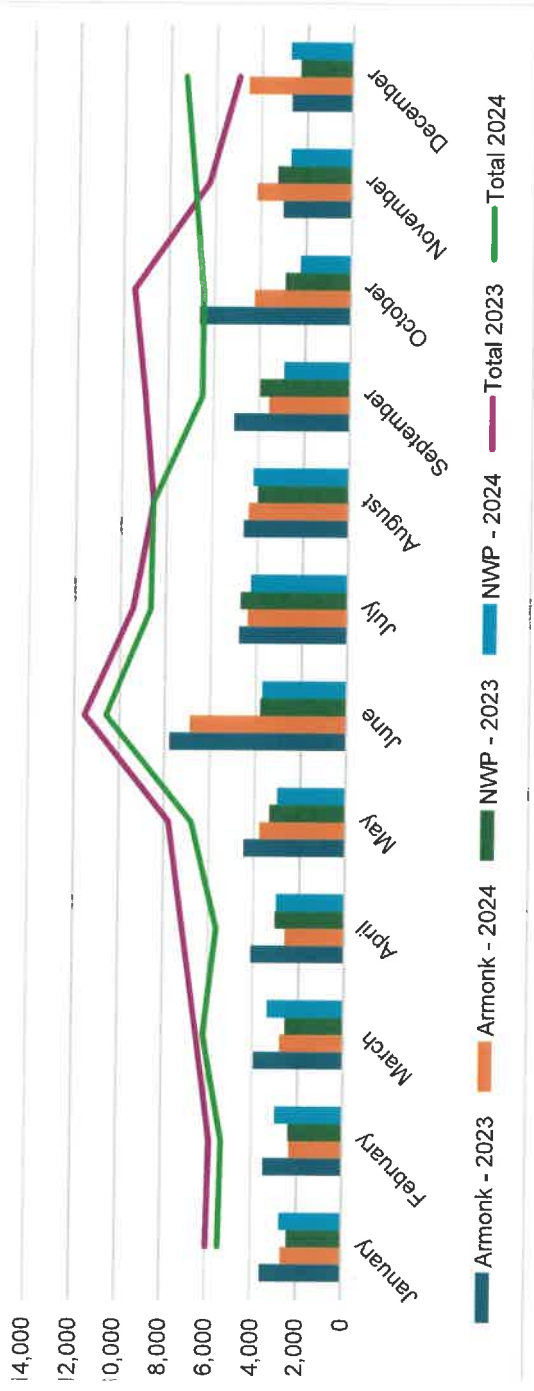


Door Counters						
	Armonk - 2023	Armonk - 2024	NWP - 2023	NWP - 2024	Total 2023	Total 2024
January	3,562	2,687	2,414	2,746	5,976	5,433
February	3,473	2,346	2,395	2,985	5,868	5,331
March	3,927	2,815	2,578	3,358	6,505	6,173
April	4,107	2,628	3,057	3,011	7,164	5,639
May	4,467	3,780	3,343	3,005	7,810	6,785
June	7,782	6,900	3,787	3,713	11,569	10,613
July	4,766	4,402	4,705	4,260	9,471	8,662
August	4,612	4,411	3,995	4,194	8,607	8,605
September	5,081	3,565	3,941	2,915	9,022	6,480
October	6,651	4,238	2,897	2,238	9,548	6,476
November	3,020	4,181	3,268	2,703	6,288	6,884
December	2,687	4,579	2,304	2,745	4,991	7,324
<b>TOTAL</b>	<b>54,135</b>	<b>46,532</b>	<b>38,684</b>	<b>37,873</b>	<b>92,819</b>	<b>84,405</b>

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Please note: Armonk Truss Repair from January-March 2024

# Door Counter 2023 - 2024 Actual



## Proposed Reports - 2/3/2025

LRP Objective	Artifacts to track progress	Owner	Frequency	Source
Collections	State report of holdings broken down by type and media. Include year over year trends	Library Director	annual	State Report
	Books in Circulation broken down by type and media. Include qtlly trend.	Library Director	qtlly	existing stats (not sure of source - staff already tracks). This was provided to the board monthly until Jan 2020
	Tracking number of holds and wait time for holdable and in-demand titles	Library Director	annual	Need to define in-demand titles. This data needs to be obtained through a help desk ticket to ILS
	Total Patron Visits - detail	Library Director	monthly	door counters - existing report
Programming	Total Patron Visits - dashboard	Diane	monthly	from the door counter, Diane will generate a month over month visualization - excel. Door counter data needs to be provided to Diane the Thurs prior to the meeting to be uploaded to onboard in time
	Total Program Attendance - detail	Library Director	monthly	Staff maintained - existing report
	Total Program Attendance - dashboard. This will include metrics on new programs and most popular programs	Diane	monthly	from the detail, Diane will generate a month over month visualization - excel. Programming data needs to be provided to Diane the Thurs prior to the meeting to be uploaded to onboard in time
	Museum Pass usage	Library Director	qtlly	Staff maintained, this was previously reported on until 2020. The costs of passes is in the Friends report
Facilities	Report of the hours of operation compared to previous years broken down by location. A chart is preferred	Library Director	annual	State Report
Staffing	Report of the staffing levels compared to previous years broken down by location. A chart is preferred	Library Director	annual	State Report
Marketing	Report of the emails deployed and hit ratios	Library Director	qtlly	Constant Contact - already reviewed and adjusted by staff. Ask Annie if she wants any metrics reported

## **January 2025 Director's Summary**

- PLDA Circulation Committee meeting, January 14. I am the co-chair of this committee.
- PLDA Technology Committee meeting, January 15.
- PLDA January meeting, January 16.
- Meeting with Town Supervisor Joseph Rende, Town Administrator Kevin Hay, and Library Board President Kim Longo to discuss non-union salaries on January 21.
- Meeting with Diane Borgia and Steve Harrison regarding library metrics and reporting on January 21.
- Staff meeting January 23.
- Librarian interviews with Angela Cooke, January 24.
- PLDA mentor meeting, January 30.
- Librarian interviews with Angela Cooke, February 3-4.
- North White Plains Status Meeting with Susan Grieco and Angela Cooke, February 3.

## **Building and Maintenance**

- New staff room copier delivered on January 15.
- Maintenance Team began repairs to stairwell at Armonk January 21.
- Smell of gas reported outside North White Plains on January 23. ConEd was onsite to evaluate and found a small gas leak; repairs were made on January 24.
- Parking lot construction has created some intense shaking and vibrations. Wall damage was brought to my attention by staff on January 24. There are cracks in the Friends' Gallery Room. I immediately alerted the Town Supervisor. Engineers were on site January 27 to assess; they determined at this time, the cracks are cosmetic, not structural. Any further issues will be reported to the Town Supervisor's Office. All necessary repairs and painting will take place after construction.
- Alarm system malfunction at approximately 3:45 a.m. on January 25 at Armonk. I took the phone call from Scarsdale Security at that time; Police and Fire requested a key holder on site. I arrived at approximately 4:30 a.m. and performed a walkthrough with police. Elevator was out of order due to fire code on the alarm. Repairs to elevator and alarm system completed on January 28.
- Whipoorwill Hall Restrooms: the Maintenance Department will be making necessary repairs to the restrooms the week of February 3, which includes replacing the flush valve chains so that the toilets do not run constantly.

## **Finance**

The Finance Department is working with the Library to close out all open 2024 invoices by the end of February. Once this is completed, I will run a 2024 Revenue/Expense Report for the Library Board to review.

The raises for part-time staff are included in the line item budget for part-time salaries for 2025. My recommendation includes increases for the following hourly employees, retroactive to January 1, 2025:

Diana Cunningham, Hourly Librarian, \$28. Current hourly rate: \$24. 16% increase. This increase is more in-line with professional librarian hourly rates of pay.

Diana has been with the library since 2017 and has not been given regular, yearly increases. Diana is a reliable employee, who serves as librarian-in-charge on weekends, and conducts several NCPL programs, including our popular Armonk Readers Book Club.

Karen Proft, Hourly Librarian, \$28. Current hourly rate: \$27. 3.7% increase.

Karen has been with the library since 2021 Karen is a reliable employee, who serves as librarian-in-charge on weekends and works with North White Plains Staff to support programming.

Susanne Meccio, Hourly Clerk, \$17.50. Current hourly rate: \$16.50. 5% increase.

Nicolas Shallcross, Hourly Clerk, \$17.50. Current hourly rate: \$16.50. 5% increase.

## **Program and Partnership Highlights**

January 14 blood drive collected 27 units from 25 individuals. These donations are anticipated to help 73 potential recipients in our local hospitals.

Armonk Art Show photo shoot for Armonk, January 30.

### 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	4,238	2,238
November	4,181	2,703
December	4,579	2,745
<b>TOTAL</b>	<b>46,532</b>	<b>37,873</b>
		<b>84,405</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	-2,413	-36%	-659	-23%
November	1,161	38%	-565	-17%
December	1,892	70%	441	19%
<b>YTD</b>	<b>-7,603</b>		<b>-811</b>	



Chart Title







**Summer Reading 2024**

<b>Armonk</b>		
<b>Program</b>	<b>Registrants</b>	<b>Raffle Entries</b>
Adult	138	454
Teen	64	435
Children	488	3549
	690	4438

<b>North White Plains</b>		
<b>Program</b>	<b>Registrants</b>	<b>Raffle Entries</b>
Adult	2	10
Teen	17	127
Children	137	1047
	156	1184

North Castle Public Library – 2024 Museum Passes

ARMONK MUSEUM PASS STATISTICS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
9/11 Memorial & Museum	1	2	1	4	4	1	1	4	3	1	0	1	23
American Museum of Natural History	8	8	10	6	5	4	8	7	4	5	9	11	85
Boscobel House and Gardens	0	0	0	0	2	0	1	0	1	0	0	0	4
Bruce Museum	3	3	4	1	1	4	4	2	1	0	2	3	28
Children's Museum of Manhattan	2	0	2	0	1	2	0	0	0	2	0	2	11
Dia	0	0	4	0	1	1	2	1	1	0	1	0	11
Greenburgh Nature Center	3	4	2	1	1	2	0	3	1	3	2	1	23
Guggenheim Museum	6	6	2	0	0	1	3	5	3	3	0	2	31
Hammond	0	0	0	1	1	1	0	1	1	0	0	0	5
Hudson River Museum	1	3	2	0	1	2	2	1	1	0	1	0	14
Intrepid Museum	1	3	2	1	2	3	4	1	2	2	2	3	26
Jewish Museum	3	0	0	0	0	0	0	0	0	0	0	0	3
Katonah Museum	1	1	0	0	1	1	0	0	0	1	0	0	5
Museum of Arts and Design	1	4	0	0	0	0	1	0	2	2	0	0	10
Museum of Modern Art	3	0	2	3	3	7	3	5	3	5	3	6	43
Museum of the City of NY	1	1	0	0	2	2	0	2	0	2	0	0	8
Neuberger Museum	1	1	0	0	0	0	1	0	1	0	0	0	4
New York Historical Society	1	1	1	2	1	1	0	0	0	0	0	2	9
New York Transit Museum	1	0	0	0	0	0	0	0	0	0	0	0	1
Stamford Museum & Nature Center	1	4	3	2	2	1	1	3	3	2	3	1	26
Stepping Stones Museum	4	3	5	0	1	3	4	2	1	3	1	3	30
Storm King Art Center	0	0	0	0	4	4	0	2	2	3	2	0	17
Westchester Children's Museum	2	2	6	5	3	7	0	0	0	4	6	3	38
<b>ARM TOTAL</b>	<b>44</b>	<b>46</b>	<b>46</b>	<b>26</b>	<b>34</b>	<b>47</b>	<b>35</b>	<b>39</b>	<b>30</b>	<b>38</b>	<b>32</b>	<b>38</b>	<b>455</b>

NWP MUSEUM PASS STATISTICS

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
9/11 Memorial & Museum	1	1	0	1	1	1	0	1	1	1	0	0	8
American Museum of Natural History	1	1	0	1	1		2	0	0	0	0	1	7
Children's Museum of Manhattan	0	0	0	0	0	0	0	0	0	0	0	1	1
Greenburgh Nature Center	3	2	0	0	0	0	1	5	0	0	0	1	12
Guggenheim Museum	2	0	0	0	0	0	0	0	0	0	0	0	2
Hudson River Museum	0	1	0	0	0	0	0	0	0	0	0	0	1
Intrepid Museum	0	2	1	2	2	3	0	1	1	1	0	0	13
Museum of Arts and Design	0	1	0	0	1	0	0	0	0	0	0	0	2
New York Transit Museum	0	0	0	0	0	0	0	0	0	0	0	0	0
Stamford Museum & Nature Center	0	0	0	2	2	0	1	4	2	0	1	0	12
Katonah Museum	0	0	0	0	0	0	0	0	0	0	0	0	0
Westchester Children's Museum	0	4	3	1	0	1	5	0	1	0	3	0	18
<b>NWP TOTAL</b>	<b>7</b>	<b>12</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>76</b>

<b>GRAND Total</b>	<b>51</b>	<b>58</b>	<b>50</b>	<b>33</b>	<b>41</b>	<b>52</b>	<b>44</b>	<b>50</b>	<b>35</b>	<b>40</b>	<b>36</b>	<b>41</b>	<b>531</b>
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## February 2025 Library Board of Trustees

### Meeting Minutes

North Castle Public Library  
2/10/2025 7:00 PMEST

@ 10 Clove Road, North White Plains

#### **Attendance**

##### **Present:**

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

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

##### **Absent:**

Guests: Saleem Hussain – Liaison - NC Town Board, David Fromm - Friends of the NCPL

#### I. Call to Order

Kim Longo called the meeting to order at 6:59pm.

Kim thanked all trustees for the tremendous amount of work completed in committees over the last month.

#### II. Approval of January 2025 Minutes

 [January 2025 Library Board of Trustees Meeting Minutes.pdf](#)

##### **Motion:**

Motion to accept January 2025 Minutes into record.

Motion moved by Megan Wilt and motion seconded by Steve Harrison. Motion unanimously passed.

#### III. Review Warrant

The Revenue/Expense Report for Warrant 1 is attached.

Total expenses were \$118,483.81

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

We are working with the Finance Department to close out 2024 by the end of February.

 [Lib Rev n Exp Jan 2025.pdf](#)

##### **Motion:**

The motion was made to accept Warrant 1 into the record.

Motion moved by Annie Gala and motion seconded by Dean Roseti. The motion passed unanimously.

#### 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 Warrant 1 is attached.

Expenses were \$3,129.16.

We are working with the Friends to close out 2024 by the end of February.

 [Friends Report JAN 2025.pdf](#)

David was not in attendance.

The Board thanks the Friends for their continued support.

#### VI. Library Board President Report

1. Bylaws
2. Metrics and Reporting Criteria

 [NCPL Bylaws - Final DRAFT 02.03.2025.docx](#)

1. Bylaws - Trustees concur on the Final DRAFT of the revised Bylaws document. These will be posted on the library website for public review prior to voting at the March 2025 meeting to officially accept them.
2. Metrics and Reporting Criteria - covered by Strategic Planning Committee report later in meeting.

#### VII. Committee Reports

1. Bylaws and Policies
2. Buildings and Grounds
3. Marketing and Technology
4. Strategic Planning

 [NCPL Buildings and Grounds Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Bylaws and Policies Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Marketing and Technology Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCPL Strategic Planning Committee Mission Statement - Draft 01.26.25 KL.docx](#)

 [NCL - Long Range Plan - Initial Objectives and Timelines.xlsx](#)

 [NCPL KPIs - cadence.xlsx](#)



All committees submitted a Mission Statement and Responsibilities document outlining their intended focus and scope.

Committees provided the following reports:

Bylaws & Policies Committee - Worked within committee to revise Bylaws document, providing it for review to all trustees to prepare Final DRAFT. This draft will now be posted on the library website for public review before the Board votes to officially accept the document at the March meeting.

Buildings & Grounds Committee - A meeting is scheduled for February 18th to begin all the work of the committee. Susan Geffin from Friends will be joining the committee.

Marketing & Technology Committee - A meeting is scheduled for February 19th to work on branding, website, and digital refresh. Kathryn will join the meeting.

Strategic Planning Committee - Diane reported on the metrics and implementation plan put together early in 2024 and determined it is time to update the completion timeline for each item. She also presented new metrics graph designs that lay out statistics data and asked all trustees to review prior to an upcoming full-board work session to determine how this will be presented in the annual report.

#### VIII. Library Director Report

The Director's monthly summary report is attached.

Voting Item: wage increase for hourly staff.

 [January 2025 DirectorSummary.docx](#)

Kathryn noted the wonderful work and professionalism of the Town maintenance department working to repair a stairwell at the Armonk location, among other maintenance issues.

Through interviewing for new part-time hires, Kathryn has identified a need to increase wages for hourly employees to bring them up to range of market pay. These increases have been budgeted and approved.

#### **Motion:**

A motion was made to accept the proposed wage increases for hourly staff as detailed in the attached Director Summary.

Motion moved by Megan Wilt and motion seconded by Diane Borgia. The motion passed unanimously.

#### IX. Performance Metrics

2024 Year-End-Review Statistics are Included for:

Door Counters  
Adult Programs  
Children's Programs  
Museum Passes/Visits  
Circulation Statistics

In April, a quarterly summary of January-March programs will be presented to the Board.

 [2024DoorCounterReview.xlsx](#)

 [Adult Programs 2024 in Review.xlsx](#)

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

 [Museum Visits 2024 in Review.xlsx](#)

 [2024 Circ Stats in Review.xlsx](#)

Museum passes are of two types - individual tickets vs membership pass. Membership type can be up to 4-5 people usually, whereas individual tickets represent only one user. Librarians are constantly assessing usage and interest data to determine which passes are purchased going forward.

The trustees discussed the use of door counters vs circulation to assess library usage.

X. For the Good of the Order

Kim adjourned the meeting at 8:35pm.