



Library Director and Board of Trustees Report

To The Friends of the North Castle Public Library
April 18, 2024

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

NCPL Update



The Truss Project at the Armonk branch is complete!



Smart Boards have been installed in both branches and are fully operational



A handicap ramp is being installed at the North White Plains branch



Whippoorwill Hall

- Outside lighting has been repaired/replaced
- A Library employee has been assigned to inspect the facility after each production



Met with Town representatives regarding:

- Hiring an engineering firm to undertake a facilities audit of both branches
- Paving the Armonk branch parking lot
- The NCPL website



Researched the Friend's requests to return to pre-Covid programming levels and hours



Trustees Needed!

Contact:

Kim Longo

President

Library Board of Trustees

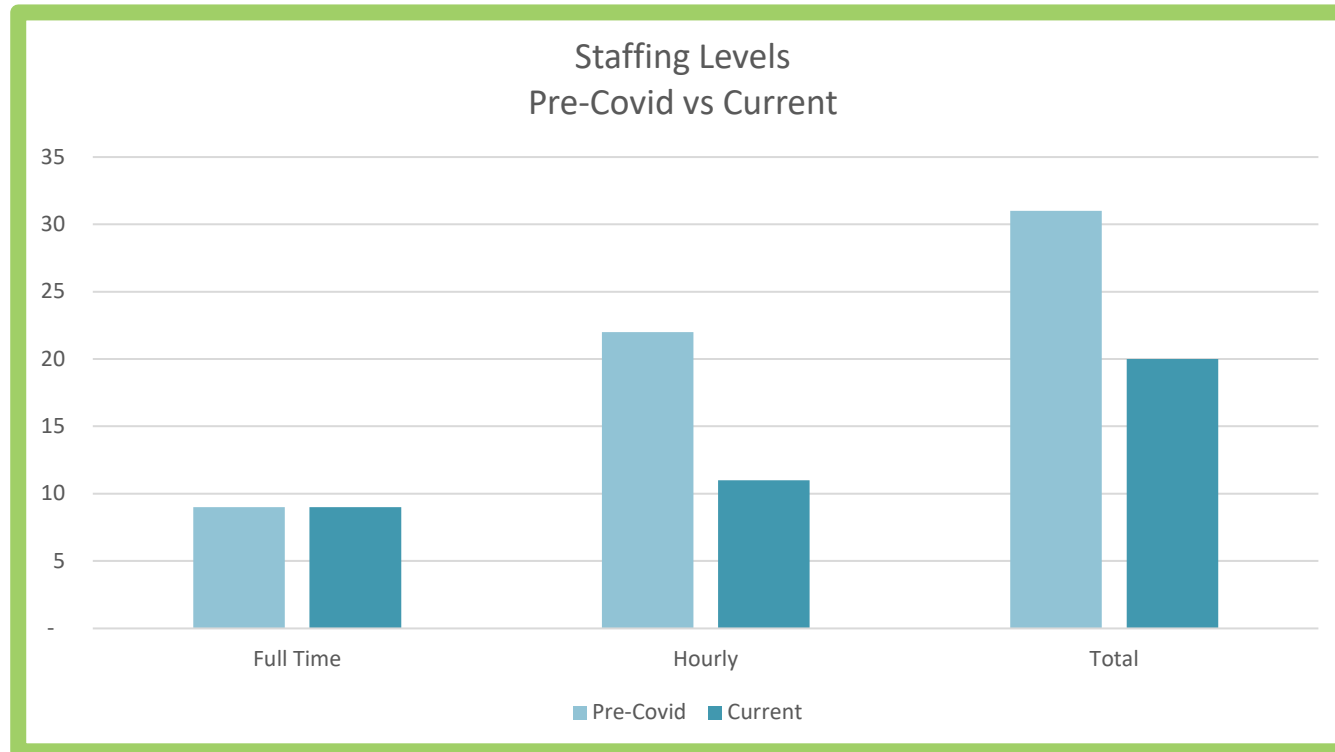
trustee2@northcastlelibrary.org

203-561-9306

Statistics



Staffing - Statistics



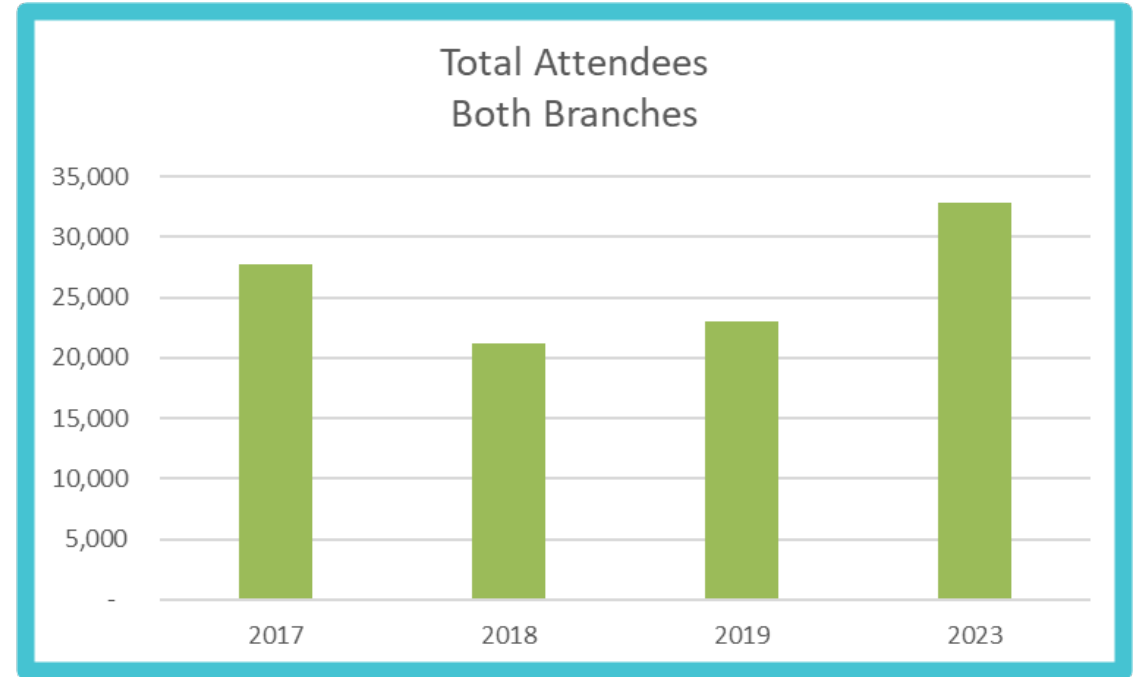
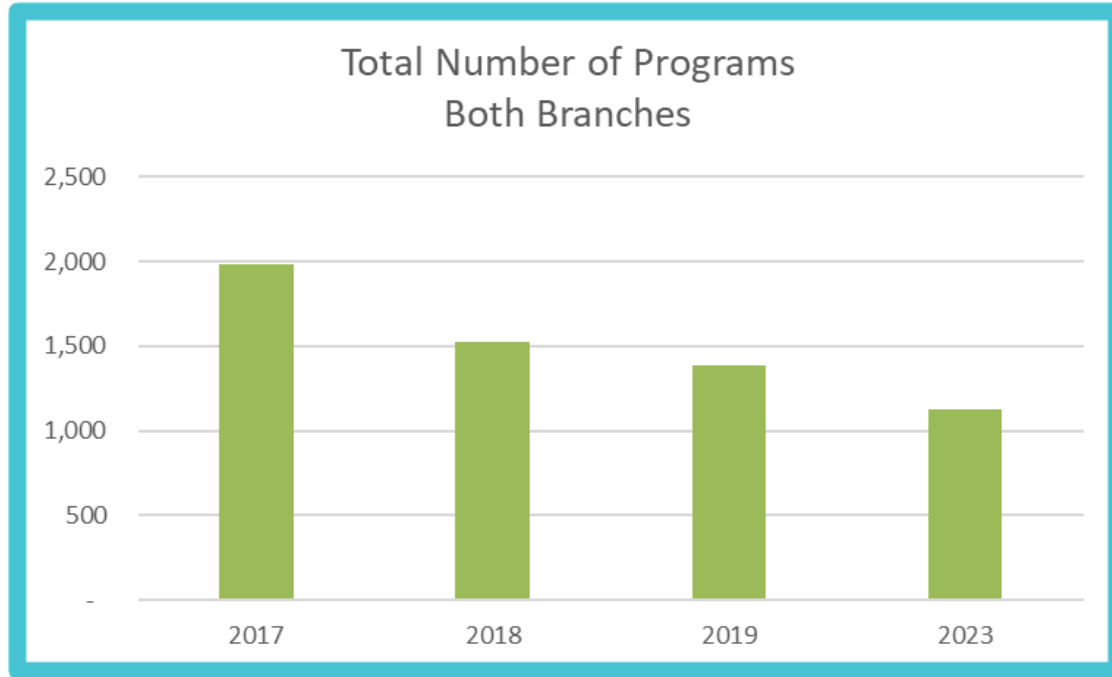
	Pre-Covid	Current	Difference
Full Time	9	9	0
Hourly	22	11	11
Total	31	20	-11

Operating Hours - Statistics

Hours	Pre-Covid	Current	Difference
Armonk	59.5	47	-12.5
North White Plains	55.5	47	-8.5
TOTAL			-21



Programs - Statistics



	2017	2018	2019	2023	Change from 2017
Total Programs	1,983	1,523	1,382	1,125	-43%
Total Attendees	27,742	21,181	23,063	32,808	+18%

Analysis



STAFFING / HOURS

Returning to Pre-Covid Hours would require:



Additional Staff Hours required per week:



- Armonk – 56 staff hours, 4 service desks
- NWP – 16 hours, 2 service desks

Programming

 2023 had 1,125 programs with 32,808 attendees

 2017 had 1,983 programs with 27,742 attendees

 Comparing 2023 to 2017:

	Programs	Attendees	Average Attendance Per Program	
Armonk	 50%	 16%	2017	2023
North White Plains			14	29
Total			100+% Increase	



Conclusion:

- The Library is offering a lower total number of programs
- The programs offered are attracting a larger number of patrons
- This result is despite the Library being open fewer hours and having less staff in 2023 than 2017

Recommendations



Open one additional evening per branch
➤ A total of 2 nights per branch (5 additional hours)



Open on Sundays, both branches (10 additional hours)



Hire appropriate staff to accommodate additional hours



Monitor and adjust as necessary

Hours	Pre-Covid	Current	Proposed
Armonk	59.5	47	54.5
North White Plains	55.5	47	54.5
Total	115	94	109

Staff Requirements / Cost



2 Full-Time Librarians - \$57,496* per Librarian



1 Full-Time Clerk - \$31,769*



Overhead - \$16,520* per year
Based on WLS hourly rate of operation at \$23*/hour



Total Required: \$163,281*, plus cost of benefits (approx. 25%)

* Based on 2024 Civil Service and WLS operating cost schedules

Thank you!

Appendix



Staffing Level Detail

Position		Pre-Covid	Current	Difference
Librarian	Full-Time	2	2	0
Librarian Assistant	Full-Time	1	1	0
Clerk	Full-Time	3	3	0
Admin	Full-Time	2	2	0
Groundskeeper	Full-Time	1	1	0
Librarian	Hourly	8	4	-4
Clerk	Hourly	2	2	0
Page	Hourly	12	5	-7
		31	20	-11

Notes:

3 Hourly Clerks/Pages = 1 Full-Time Clerk/Page

3 Hourly Librarians = 1 Full-Time Librarian

Maximum weekly hours for Hourly employees is 17

Positions are subject to Civil Service rules/regulations

Recruitment Requirements / Challenges :



The Library must work within the Westchester County Civil Service Prerequisites for recruitment and hiring.



Timeframe is generally four months, if there are no delays in position approvals by Westchester County Civil Service.



The position must be available. Positions expire over time. If the position expired, paperwork must be filed and approved. This could delay the process.



Except for under special circumstances, we **MUST** hire employees that are on the Civil Service list.



Hourly employees cannot work more than 17 hours a week per Westchester County Civil Service regulations.



Finding hourly employees that are willing to work evenings and weekends is problematic. Many hourly employees have positions at other libraries, which is also a scheduling challenge.

Hours Comparison Detail

Armonk	Pre-Covid		Current		Difference
Monday	10:00am - 08:00pm	10	10:00am - 05:30pm	7.5	-2.5
Tuesday	10:00am - 08:00pm	10	10:00am - 08:00pm	10	0
Wednesday	10:00am - 08:00pm	10	10:00am - 05:30pm	7.5	-2.5
Thursday	10:00am - 08:00pm	10	10:00am - 05:30pm	7.5	-2.5
Friday	10:00am - 05:30pm	7.5	10:00am - 05:30pm	7.5	0
Saturday	10:00am - 05:00pm	7	10:00am - 05:00pm	7	0
Sunday	12:00pm - 05:00pm	5	Closed	0	-5
Total Hours		59.5		47	-12.5

North White Plains	Pre-Covid		Current		Difference
Monday	10:00am - 06:00pm	8	10:00am - 05:30pm	7.5	-0.5
Tuesday	10:00am - 08:00pm	10	10:00am - 05:30pm	7.5	-2.5
Wednesday	10:00am - 06:00pm	8	10:00am - 05:30pm	7.5	-0.5
Thursday	10:00am - 08:00pm	10	10:00am - 08:00pm	10	0
Friday	10:00am - 05:30pm	7.5	10:00am - 05:30pm	7.5	0
Saturday	10:00am - 05:00pm	7	10:00am - 05:00pm	7	0
Sunday	12:00pm - 05:00pm	5	Closed	0	-5
Total Hours		55.5		47	-8.5

GRAND TOTAL -21

Programming Statistics Detail

Armonk	2017	2018	2019	2023
Adult Programs	540	427	470	355
Adult Attendees	6,682	5,343	6,078	7,212
Children's Programs	724	518	433	299
Children's Attendees	13,395	8,872	10,005	16,413
Teen Programs	63	32	39	5
Teen Attendees	365	83	456	127
Total Programs	1,327	977	942	659
Total Attendees	20,442	14,298	16,539	23,752
North White Plains	2017	2018	2019	2023
Adult Programs	128	101	100	64
Adult Attendees	1,034	745	897	509
Children's Programs	493	431	331	400
Children's Attendees	6,048	6,055	5,591	8,532
Teen Programs	35	14	9	2
Teen Attendees	218	83	36	15
Total Programs	656	546	440	466
Total Attendees	7,300	6,883	6,524	9,056
GRAND TOTAL PROGRAMS	1,983	1,523	1,382	1,125
GRAND TOTAL ATTENDEES	27,742	21,181	23,063	32,808
AVG. ATTENDEES PER PROGRAM	14	14	17	29