



**AGENDA REVISED**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday, January 22, 2024, 6:30pm**  
 Chappaqua Library Theater

Hybrid format: In-person and by videoconference

The CCSD community are encouraged to attend either in person or by video conference. The Board Packet is posted on the Library website (<https://www.chappaqualibrary.org/index.php/board-of-trustees>) prior to the meeting. Meeting minutes and a videorecording, where applicable, will follow on the website at prescribed timing.

**Presiding Officer:** Jennifer Fahey, President

**Expected Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
Pam Moskowitz, Vice President		
Brian Cook, Finance Officer	<b>Presenting:</b>	
John Harrison, Secretary		
George Benack, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		

**I. CALL PUBLIC MEETING TO ORDER**

- A. Emergency Exits

**II. ROLL CALL AND INTRODUCTIONS**

- A. Quorum achieved?

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF THE ORDER OF THE AGENDA**

**V. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics):

**MOTION: I move that the Board** enter Executive Session at \_\_\_ pm to discuss personnel matters, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by:

Discussion:  
In favor:  
Against:  
Abstained:

**MOTION: I move that the Board** terminate the Executive Session at \_\_\_\_ pm and re-enter the public meeting.

Motion by: J. Harrison  
Second by:  
Discussion:  
In favor:  
Against:  
Abstained:

## VI. PUBLIC COMMENTS

We welcome public comments, but in respect for each others' time, we ask that you limit your comments to three minutes in length. Board members may be contacted via email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org). After the public comment period has been completed, Board members may have a discussion among themselves regarding comments presented.

## VII. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the November 2, 2023 Special Meeting (Topic of focus: New website launch)

**MOTION: I move that the Board** approve the **Minutes of the November 2, 2023 Special Meeting** as drafted.

Motion by: J. Harrison  
Second by:  
Discussion:  
In favor:  
Against:  
Abstained:

B. Acceptance of the Minutes of the November 7, 2023 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the October 23, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison  
Second by:  
Discussion:  
In favor:  
Against:  
Abstained:

C. Acceptance of the Minutes of the November 13, 2023 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the November 13, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison  
Second by:  
Discussion:  
In favor:

Against:  
Abstained:

D. Acceptance of the Minutes of the December 18, 2023 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the December 18, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison

Second by:

Discussion:

In favor:

Against:

Abstained:

*The Library Director is requested to ensure a change to any approved draft Minutes to “final” on our website.*

E. New slate of officers to be voted upon. Proposed:

- President: Jennifer Fahey => Pam Moskowitz
- Vice President: Pam Moskowitz => Brian Cook
- Finance Officer: Brian Cook => George Benack
- Secretary: John Harrison => Jennifer Fahey

F. Adjustment of Committees, as needed, to be agreed/appointed. Proposed:

- Standing:
  - Finance Committee: Brian Cook, Chair; George Benack, member => no change
  - Building & Grounds Committee: Jennifer Fahey, Chair, Pam Moskowitz, member => no change
  - Personnel Committee: John Harrison, Chair, Pam Moskowitz, member => Brian Cook, Chair; Jennifer Fahey, member
  - Policy/Bylaws Committee: Pam Moskowitz, Chair, John Harrison, member => John Harrison, Chair; George Benack, member
- Ad-hoc:
  - Communications Committee: George Benack, Chair; Brian Cook, member => John Harrison, Chair; Brian Cook, member
  - Search Committee: Pam Moskowitz, Chair; George Benack, member => no change (can discharge once LD candidate begins service)
  - Committees Summary:

	<b>Current Chair</b>	<b>Current Member</b>	<b>Proposed Chair</b>	<b>Proposed Member</b>
Benack	1	2	0	3
Cook	1	1	2	1
Fahey	1	0	1	1
Harrison	1	1	2	0
Moskowitz	2	2	1	1

G. The Charter amendment petition as approved by the Board on 8/14/2023 and following our petition sent 8/24/2023 was approved by the Regents of the University of the State of New York. Draft By-laws changes are included in tonight’s Board Packet (clean and redlined).

**MOTION: I move that the Board** approve the Revised By-laws reflecting the change to a 3 year term (as initially posted in March 2023 and discussed in the March, April, June, August, September 2023 regular Board meetings) as drafted.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

H. Will initiate weekly President and interim Library Director meetings on priorities

I. Begin planning for 2024 Trustee recruitment; identify any openings

## VIII. FINANCE

A. November/December 2023 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook, Finance Officer.

i. November 2023 Financial Statements

ii. Approval of the bills as presented

**MOTION: I move that the Board** approve the **November/December 2023 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: B. Cook

Second by:

Discussion:

In favor:

Against:

Abstained:

## IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

## X. PRESIDENT'S REPORT

## XI. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – C. Reznick

## XII. COMMITTEE REPORTS

### A. Standing Committees:

i. **Finance Committee**— B. Cook, Chair

- Planned infill for S. Pena bookkeeping responsibilities?
- Budget planning
- 6/30/2023 Audit process/PKF OD
- Claims Audit Process to be detailed by the Finance Committee – Finance Officer to sign-off monthly
  - For reference: Handbook for Library Trustees of New York State (2018): "...boards are instructed to establish a 'claims auditing' procedure where one or more trustees are assigned to review the monthly bills and make a recommendation to the full board for payment."
- Recommendations for: i) investment of capital fund at higher APR ii) banking alternatives for 50% of Capital Fund
- Endowments – research by Library Director, staff into library files

Endowment Name	Year created	Benefactor	Purpose	Restrictions	Endowment Size	Commingled?	Notes
Reader's Digest		Reader's Digest		Use limited to interest	\$40,044	Yes	
Carol Furth Fund		Carol Furth		None	\$50,000		
Garden Fund				To be used solely for staff			

ii. **Building and Grounds Committee** – J. Fahey, Chair

- KG+D proposals and Next Steps
  - Need to coordinate with CCSD BOE facilities committee with introduction of new Facilities Director
- Theater A/V Project update – Need to appoint new project director (W. Link? R. Friedman?)
  - Equipment on order
  - Targeting February installation – Theater will likely be “offline” for 2 weeks
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
  - “Project Wonder” – Children’s Area design and furniture (drafted)
  - Roof Electrical Panel (drafted)
  - Weekend Cleaners (current Arco)
  - Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
  - Contractor to edge south branch of Tercia Brook encircling south parking lot with large stones to mitigate erosion
- Electrician to move one light pole out of the streambed
- Investigating addition of:
  - an automated/push button door for one of the Gallery Walk restrooms
  - a water bottle filler in our lobby entrance
  - a generator.

iii. **Personnel Committee** – J. Harrison, Chair

- Updated (2024) Employee Handbook - to be finalized after 2/1/2024 return of M. Perlin
- Staff Assistant: S.Pena resigned effective 1/12/2024; list of eligibles requested and interviewing has begun, temporary employee hired
- New Administrative Assistant: Will pursue when new Library Director begins
- New Facilities Manager: Need to request list of eligibles
- Westchester minimum wage increase: four Pages with increased salary to \$16 effective 1/1/2024:

iv. **Policy / Bylaws Committee** – P. Moskowitz, Chair

- Update of Purchasing/Bidding Policy
- New Claims Audit Policy (requires guidance from Finance Committee)
- New FOIL, Sexual Harassment, and Pandemic Policies to be dated 1/22/2024.
- Eliminate the Confidentiality of Library Records (1/31/1985) and reaffirm the Privacy and Confidentiality of Records Policy (3/19/2013) as the first policy is covered in the second policy.
- Motion to approve the updated version of Exhibition Policy for Display Cases (Prior: 5/8/2012)

**B. Ad-hoc Committees:**

i. **Communications Committee**

- Board Minutes:
  - BSK: “If the library has the technological capability, I would recommend posting the minutes from all meetings held after November 8, 2021 (the effective date for the statute amendment) on the website.”
  - Currently included back to 1/2023
- Board Packets?
- ii. **(Library Director) Search Committee** – P. Moskowitz, Chair
  - Written offer to selected candidate accepted for 2/12/2024 start
  - Civil Service snafu – list had expired when candidate interest re-awakened (initial declination), obtaining updated list of eligibles.

**XIII. NEXT STEPS / RESPONSIBILITIES**

- A. Secretary to note all action items for the Board.
- B. Library Director to note all action items for she and staff.
- C. Board Packet target posting due date:
  - i. February 26, 2024 Regular Meeting: **Monday, February 19, 2024**

**XIV. NEXT MEETING:**

- A. **Regular:** Monday, February 26, 2024 7:00pm, in person in The Chappaqua Library Theater and by video  
Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**XV. ADJOURNMENT**

**MOTION:** It is moved that the Board: adjourn the public meeting at \_\_\_\_pm.  
 Motion by:  
 Second by:  
 In favor:  
 Against:  
 Abstained:

**Board Packet:**

- *Minutes of the prior meetings*
- *Treasurer’s Report*
- *Department Head Reports*
- *All Proposed Motions*
- *Proposed New or Updated Policies (any updates to include a redline to the current version)*
- *Any draft RFPs*
- *Any RFP responses*
- *Any new or updated contracts*
- *Any one-off bills exceeding the prior Library Director’s authority or received following his 9/27/2023 termination*

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue  
 Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org)

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



**DRAFT MINUTES**

**The Chappaqua Library**  
**Board of Trustees Special Meeting**  
**Thursday, November 2, 2023, 7:00pm**  
 Chappaqua Library Program Room  
 Format: In-person and videoconference (recorded)  
**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
John Harrison, Secretary	Shantell Pena, Staff Assistant	
George Benack, Member-at-Large		
	<b>Presenting:</b>	
<b>Videoconference</b> (due to extraordinary circumstance):	Thao Nguyen, Reference Librarian, Project Leader	<b>Videoconference:</b>
Pam Moskowitz, Vice President		
<b>Absent</b> (due to extraordinary circumstance):		
Brian Cook, Finance Officer		

**I. CALL PUBLIC MEETING TO ORDER**

A. Jennifer Fahey called the meeting to order at 7:03pm and noted the emergency exits.

**II. ROLL CALL AND INTRODUCTIONS**

A. With 3 Trustees attending in person, quorum was achieved. C. Reznick was welcomed as Interim Library Director.

**III. PLEDGE OF ALLEGIANCE**

A. The pledge was recited.

**IV. APPROVAL OF THE ORDER OF THE AGENDA**

A. No Executive Session was requested, no material changes were requested to the Agenda.

**V. PUBLIC COMMENTS**

A. There were no public comments.

**VI. NEW WEBSITE IMPLEMENTATION PROJECT AND 11/1/2023 ROLLOUT**

- Congratulations offered for keeping this major project on schedule!
- Thao Nguyen, Project Leader
- Core Team included: Amy Berger, Julia Polasko, Shantell Pena
- Met weekly

- Gave content to LibraryMarket in September; they created, we made edits
- Helpful to have done advance work on branding, color palette as well as 2021 community survey
- Staff Communications Committee recommended selection of Library Market for website after considering alternative proposals, peer websites (eg, Scarsdale, Yonkers use LibraryMarket)
- New:
  - Can now search website
  - No navigation hidden
  - Services: Reserve a Room, Notary
    - 16-20 room reservations/day
  - Announcements: eg, closings, delays
  - Editorial section planned with employee content, adds personality
  - 3 book “rivers” to scroll through
  - Can register for events
  - Library of Things under Borrowing/Collections
- WLS updated its catalogue – have only interface
  - Each library has own instance
- Comments re website go to Reference
- J. Harrison: Will relay website comments to Board email
- Board documents:
  - Will add drop down for 2022 Board documents under Archives
  - Videos: Events/Board Meeting Recordings
  - Board Packets (including Agendas): Under future meetings
- J. Harrison: Cyber security concerns? Very experienced vendor (LibraryMarket) and WLS
- C. Reznick: Departments managing their own postings? Children’s Services generally upload their own (eg, river), Thao uploads Adult Services river
- J. Harrison: Monitor traffic: Yes tools to monitor clicks, navigation
  - Outside the community? Not tracked.
  - Department traffic?
  - Previously used Tockify as plug-in to old website
  - With LibraryMarket calendar is part of website
- Cessation of printed newsletter
- J. Harrison: Recommendation to name study rooms – Chappaqua schools, storied figures
  - Study Room 2: Michelle Reznick Studio
- Museum passes
- Policies – separate pages
- Job Postings
- Looks great on phones etc.

## **VII. INTERIM LIBRARY DIRECTOR WELCOME AND REMARKS**

- Carolyn Reznick was welcomed.
- C. Reznick provided an update on her first 2 days in the role:
  - Chappaqua Library has a wonderful staff
  - The Library has a high quality of books for adult readers
  - The Library has good circulation of the collection
  - All Staff Department meeting held today
  - Library staff like having a director on the staff
- Noted concerns included:
  - Selection and deselection of library materials



- Concern about what to do with the old books and how to manage their disposal
  - Review of applicable policies underway to consider the process and method used to dispose of old books.
- Theater A/V project: Ribbon-cutting voted down – back room type improvements, theater will look the same
- One hour opening delay on Thursdays:
  - Today: All Staff Meeting
  - Whole schedule developed to maximize time efficiency
  - Owe community reporting? No, Board approved (and community survey approved; and typical of peer libraries). Just routine retrospective updates for Board.
  - 1<sup>st</sup> week of month: All Staff Meeting
  - 2<sup>nd</sup> and 4<sup>th</sup>: Professional development: eg, next week: Review of building/facilities (may be of interest to newer Trustees)
  - 3<sup>rd</sup>: Dept meetings
  - Calendar entries: general

**VIII. COMMITTEE UPDATES**

**A. Standing Committees:**

**i. Finance Committee – G. Benack**

- Capital Fund alternatives:
  - Valley Bank interest rate: 4.75%, better than Chase 4.5%

**MOTION PASSED:** It was moved that the Board approve the interim Library Director or Finance Officer to engage PKF O’Connor Davies, LLP as our external auditor (since 2018) for the year ended June 30, 2023 for the amount of \$13,000, a \$500 or 4% increase from 2022 due to “our increased costs of labor and related benefits, which have been rising more rapidly in recent years” plus the below hourly costs for any services outside the contract (contract being reviewed by Library counsel, BSK).

Level	2023
Sr. Partner/Partner	\$310-300
Sr. Manager/Manager	\$240-210
Supervisor	\$185
Senior Accountant	\$165
Associate	\$145

Motion by: G. Benack

Second by: J. Fahey

Discussion:

- J. Fahey noted that while PKF OD has performed well, it has been 5 years and it may be appropriate to embark upon an RFP in 2024/2025 to ensure best pricing/value
- J. Fahey reminded that we need to review the contract with Library legal counsel.

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

**ii. Building and Grounds Committee – J. Fahey, Chair**

- KG+D proposals and Next Steps
  - 11/7/2023: Committee to finalize recommendations back to KG+D on proposals, options and prioritization.

- J. Fahey reached out to Dan Birmingham, Bond counsel at Hawkins Delafield and Wood LLP – awaiting a response
- 11/14/2023 4pm Chappaqua Central School District Board of Education Facilities Committee meeting
- Theater A/V Project update – S. Pena
  - Equipment on order
  - Targeting February installation - this delay is due to *our requirement* to have all the materials onsite prior to the work beginning
  - Grant approved to help defray some of the cost of the library renovation.
- Status update meeting with Stratagem Security on 10/24/2023
  - One access control addition awaiting required asbestos testing (Theater door) – believe it to be wood wool bound with cement product (as agreed by P. Thornton prior Library Director)
    - Initial testing proposal for whole theater deemed unnecessary – want to test door only as sole vendor requirement
  - Access control locks are good for efficiency, security and safety (vs physical key locks), J. Fahey urged the Board to budget for 4-5 door additions annually

**iii. Personnel Committee – J. Harrison, Chair**

- 10/31/2023: Payroll review by P. Moskowitz (thank you!)
  - C. Reznick will undertake future reviews.
- C. Reznick, Interim Library Director began and was welcomed 11/1/2023
- Proposed Updated (2023) Employee Handbook – Board reviewing questions/edits with counsel before presenting to designated staff (M.Perlin/S. Pena/C. Reznick) for input
  - 11/7/2023 meeting with BSK
- 2024 Calendar requires approval
  - Observed vs official holidays – closed 2 days for Veteran’s Day
- Community concerns/perception
- Stipend review planned
- Finalized compensation payment to Bob Conrad, prior Library Director

**B. Ad-hoc Committees:**

**i. Communications Committee – G. Benack, Chair**

- 10/30/2023: Met with Thao Nguyen to talk about the website start up – announcement re; new website
- Trustees provided a small welcoming reception for Carolyn Reznick's first day
- *The Examiner* was given a press release to announce the arrival of C. Reznick

**ii. (Library Director) Search Committee – P. Moskowitz, Chair**

- Candidate interviews underway
- Search vehicles due to “broken” list: NYLA, Indeed; ALA too expensive: \$600

**IX. NEXT STEPS / RESPONSIBILITIES**

- A. Regular Meeting Board Packet target posting due date: **November 6, 2023** – S. Pena and C. Reznick
- B. Secretary to note all action items for the Board.

**X. NEXT MEETINGS:**

- A. **Regular:** Monday, November 13, 2023 7:00pm, in person in The Chappaqua Library Theater and by video

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**XI. ADJOURNMENT:**

**MOTION PASSED:** It was moved that the Board adjourn the public meeting at 8:44pm.

Motion by: J. Harrison

Second by: J. Fahey

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org)



**DRAFT MINUTES**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday, November 13, 2023, 6:30pm**

Chappaqua Library Theater

Hybrid format: In-person and by videoconference (recorded)

**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
Pam Moskowitz, Vice President (delayed, arrived at 7:18pm)	Shantell Pena, Staff Assistant	
Brian Cook, Finance Officer		
John Harrison, Secretary	<b>Presenting:</b>	
George Benack, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		

**I. CALL PUBLIC MEETING TO ORDER**

A. J. Fahey called the meeting to order at 6:37pm. Emergency exits were reviewed and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

A. Quorum was achieved with 4 Trustees attending in person, P. Moskowitz is scheduled to arrive after a delay.

**III. APPROVAL OF THE ORDER OF THE AGENDA**

A. No amendments were requested.

**IV. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics):

**MOTION PASSED:** It was moved that the Board enter Executive Session at 6:38pm to discuss: personnel compensation and stipends, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous

Against: None

Abstained: None

**MOTION PASSED:** It was moved that the Board terminate the Executive Session at 7:00pm and re-enter the public meeting.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous

Against: None

Abstained: None

No motions, votes or actions were taken.

## V. PUBLIC COMMENTS

A. There were no public comments.

## VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the October 23, 2023 Regular Meeting

**MOTION PASSED:** It was moved that the Board approve the **Minutes of the October 23, 2023 Regular Meeting** as drafted.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous

Against: None

Abstained: None

B. Acceptance of the Minutes of the November 2, 2023 Special Meeting (Topic of focus: New website launch)

**MOTION TABLED:** It was moved that the Board approve the **Minutes of the November 2, 2023 Special Meeting** as drafted.

Motion by: J. Harrison

Second by:

Discussion:

In favor: Tabled for the future meeting

Against:

Abstained:

*The Staff Assistant is instructed to change any approved draft Minutes to "final" on our website.*

## VII. FINANCE

A. September 2023 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook, Finance Officer.

i. August 2023 Financial Statements

ii. Approval of the bills as presented

- 11 > 6mos outstanding – vendors, lost in mail etc. Must close them out and re-issue.

- Example: Flood insurance

**MOTION PASSED:** It was moved that the Board approve the **September 2023 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: B. Cook

Second by: G. Benack

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison - unanimous

Against: None

Abstained: None

**MOTION/RESOLUTION PASSED: It was moved that,** whereas the Chappaqua Central School District Public Library (“Library”) Board of Trustees have a fiduciary responsibility for all library funds; whereas the Library has chosen Valley Bank to provide banking services; be it resolved that the Library Board of Trustees has approved The Valley Bank checking and money market accounts **amend the authorized signatories effective November 13, 2023 to add: Ms. Carolyn Reznick, Mr. George Benack, and Mr. John Harrison.**

Motion by: B. Cook

Second by: J. Fahey

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

#### **VIII. PRESIDENT’S REPORT**

A. Requested meeting with legal counsel regarding some patron concerns.

#### **IX. INTERIM LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – C. Reznick**

A. Facilities meeting

- Alarm issue – may be battery
- Water lever mistakenly turned off in staff bathroom

B. Have dug into Policies, will be providing detailed recommendations (many below)

#### **X. DEPARTMENT HEAD PRESENTATION – Sally Scudo, Head of Technical Services**

- Not IT
- Department of 2, Lori Collins
- Routine:
  - Process new books – approx. 250/month
    - mostly Baker & Taylor – arrive pre-processed with covers
    - Amazon orders require covers
  - Repair books – pages, bindings – approx. 25/month
  - Repair adult AV – approx. 10/month
  - Back-up for A/V processing to Reference Dept.
- Special projects, working closely with Reference
  - Learning Center collection re-catalogued and re-labeled and reorganized
  - WLS changed designation for foreign language items to World – approx. 900 books, 850 dvds
  - Modest collection of opera dvd kept separate – decided to shelve with full collection
  - (portion of) Local History collection – added to circulating collection
  - Working with A. Berger on strenuous weeding of audiobooks: re-catalogued/re-cased. Cleaned 1,800 audiobooks – still underway
  - Discarded items: Until told otherwise – discarded items to Sustainable Shelves – approx. 700 books; typically 200/month
  - Library of Things: ukeleles, Chromebook, Hotspot, cd players etc. – must label, etc.
- Sally also:

- maintains a regular schedule with Circulation Dept.
- email once/month welcoming them to Library
- Report of damaged items
- Run book group 1x/month
- Supervise adult pages
- Proofread (personal talent)
- Assistance with programming
- Don't make decisions on deselection; Dept Heads do
  - C. Reznick: shelves supposed to be only 85% full

**XI. COMMITTEE REPORTS**

**A. Standing Committees:**

**i. Finance Committee – B. Cook, Chair**

- Updated NawrockiSmith agreement signed. Began expanded services. Review after 2-3 months to determine if should continue.
- Written response to PKF OD regarding their recommendations in the PKF OD 2022 Audit provided.
- Claims Audit Process to be detailed by the Finance Committee – Finance Officer is to sign-off monthly – reviewing with C. Reznick, in policies
  - For reference: Handbook for Library Trustees of New York State (2018): "...boards are instructed to establish a 'claims auditing' procedure where one or more trustees are assigned to review the monthly bills and make a recommendation to the full board for payment."
- Clarifying issues with Valley Bank: Call last Friday
  - investments,
  - online checking or ETF – not much additional cost, good fraud prevention
  - Recommendations for: i) investment of capital fund at higher APR ii) banking alternatives for 50% of Capital Fund
    - Valley Bank: ICS: Insured Cash Sweep alternative no additional costs and 4.25% rate available (vs. 10 yr Treasury at 4.6%, 30yr Treasury at 4.7%, AAA corporate bonds 5.5%)
    - All FDIC insured institutions.
- Prior LD had said 6 FDIC protections (\$1.5M) – Library and 5 Trustees?? Sounded dubious. Will check.
- Endowments – research needed by Library Director/staff into library files

Endowment Name	Year created	Benefactor	Purpose	Restrictions	Endowment Size	Commingled?	Notes
Reader's Digest		Reader's Digest		Use limited to interest	\$40,044	Yes	
Carol Furth Fund		Carol Furth		None	\$50,000		
Garden Fund				To be used solely for staff			

**ii. Building and Grounds Committee – J. Fahey, Chair**

- KG+D proposals (approx. \$6M in aggregate) and Next Steps
  - Committee finalized recommendations to KG+D on proposals, options and prioritization.
  - 11/14/2023 4pm CCSD BOE facilities committee meeting - postponed due to recruitment of new Facilities Director
- Theater A/V Project update – S. Pena
  - Equipment on order
  - Targeting February installation – likely offline for 2 weeks
- Forthcoming RFPs requested from Bill Link, Facilities Consultant
  - “Project Wonder” – Children’s Area design and furniture (drafted)
  - Roof Electrical Panel (drafted) – estimate reduced to \$25,000
  - Weekend Cleaners (current Arco)
  - Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
  - Contractor to edge south branch of Tercia Brook encircling south parking lot with large stones to mitigate erosion

- S. Pena: Suburban Pest Control proposal received.
- Electrician to return to change out parking lot burned out lights (5) for security and safety and to move one light pole out of the streambed
- **New developments planned:** Investigating addition of an automated/push button door for one of the Gallery Walk restrooms and the addition of a water bottle filler in our lobby entrance.

**CORRECTED MOTION PASSED:** It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4843 for \$8,484.46** for the addition of the access control and updated camera for the double doors to the custodial area, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

**MOTION PASSED:** It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4844 for \$8,600.00** for the inspection and annual testing of burglary and fire system, cleaning of all cameras, checking server settings, and maintaining the access control system, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

**MOTION PASSED:** It was moved that the Board authorize our interim Library Director to pay the **Stratagem Security proposal #4842 for \$4,520.68** for the replacement of the receiver for our burglary and fire system, as presented.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion:

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None



**iii. Personnel Committee – J. Harrison, Chair**

- Updated (2023) Employee Handbook reviewed
  - Reviewed some issues with counsel, subsequent draft to be reviewed with committee members
  - 2024 Holiday Schedule – need to approve but part of what Legal is weighing in on
    - Example: 2-day closures problematic; don't want to reoccur; haven't seen revised language yet
    - Were an outlier among peer libraries
- Webmaster appointment and stipend; to be discussed
- Facilities Manager: consideration of consultant arrangement vs. a full-time or part-time employee
  - Asked C. Reznick to survey peer Library Directors
- Finalization of payment to RConrad

**iv. Policy / Bylaws Committee – P. Moskowitz, Chair**

- Policies: C. Reznick recommends:
  - Reaffirming 3 ALA policies
  - Duplicate policies on library records – 1985 and 2013; proposed deleting first and reaffirming latter
  - Display case policy updates based on inventory and needed flexibility
  - J. Fahey: Agreed Friends can manage a display case under donor tree
  - Facilities Policies – under review
  - Financial Policies – under review
  - Material Selection/De-selection – under review, including discussion with counsel
  - J. Fahey: (Historical) Procedure is to review all with legal counsel (ALA restatements may be an exception)
- Discussion of preference for aggregating policies or not
- P. Moskowitz:
  - New Credit Card Policy – exists within Financial Policies, decision to pull out or keep aggregated
  - New Claims Audit Policy (requires guidance from Finance Committee) – exists within Financial Policies, decision to pull out or keep aggregated
  - Update of Purchasing/Bidding Policy – counsel approved using one not two policies; discussion of thresholds
- Charter amendment to 3 year terms – awaiting decision on petition

**B. Ad-hoc Committees:**

**i. Communications Committee – G. Benack, Chair**

- New website 11/1 launch update
  - Community feedback very positive

**ii. (Library Director) Search Committee – P. Moskowitz, Chair**

- Candidate interview – declined to pursue position
- Evaluating interest form various search vehicles
- Next meeting: to review next steps

**XII. NEXT STEPS / RESPONSIBILITIES**

- A. Secretary to note all action items for the Board.
- B. Library Director to note all action items for she and staff.
- C. Board Packet target posting due date:

- i. December 7, 2023 Special Meeting: **Thursday, November 30, 2023**
- ii. December 11, 2023 Regular Meeting: **Monday, December 4, 2023**

**XIII. NEXT MEETINGS:**

A. **Regular:** Monday, December 11, 2023 7:00pm, in person in The Chappaqua Library Theater and by video

B. **Special:** Thursday, December 7, 2023, in person in the Programs Room

Topic of focus: 2024 Budget, 2024 Officer appointments

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**XIV. ADJOURNMENT**

**MOTION PASSED:** It was moved that the Board adjourn the public meeting at 8:19pm.

Motion by: J. Fahey

Second by: P. Moskowitz

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: None

Abstained: None

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org)



**DRAFT MINUTES**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday, December 18, 2023, 6:30pm**

Chappaqua Library Theater

Hybrid format: In-person and by videoconference (recorded)

**Presiding Officer:** Jennifer Fahey, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Jennifer Fahey, President	Carolyn Reznick, Interim Library Director	
Pam Moskowitz, Vice President	Shantell Pena, Staff Assistant	
John Harrison, Secretary	<b>Presenting:</b>	
	Larry D’Amico, Gallery Curator	
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		
George Benack, Member-at-Large		
Brian Cook, Finance Officer		

**I. CALL PUBLIC MEETING TO ORDER**

- A. The meeting was called to order at 6:41pm
- B. Emergency exits were noted and the Pledge of Allegiance was recited.

**II. ROLL CALL AND INTRODUCTIONS**

- A. Quorum was achieved with 3 Trustees present.

**III. APPROVAL OF THE ORDER OF THE AGENDA**

- A. The agenda was approved as drafted.

**IV. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL** (if required, must identify subject matter within permissible topics):

**MOTION PASSED:** It was moved that the Board enter Executive Session at 6:43pm to discuss the Library Director candidate, with an intended return at 7:00pm.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

**MOTION PASSED:** It was moved that the Board terminate the Executive Session at 7:00pm and re-enter the public meeting.

Motion by: J. Harrison

Second by: J. Fahey

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

No motions, votes or actions were taken.

## V. PUBLIC COMMENTS

A. There were no public comments.

## VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the November 2, 2023 Special Meeting and November 7, 2023 Regular Meeting – Tabled, Minutes completion delayed, to be posted for January meeting approval.

B. Formal Offer to new Library Director candidate – P. Moskowitz, VP, Chair Search Committee

**MOTION PASSED:** It was moved that the Board approve the Chair of the Search Committee to **extend a formal offer to the selected candidate for the position of Library Director** with their name to be publicly announced in January if not sooner pending the candidate’s advisement to their Board of Trustees, for the salary of \$135,000 beginning February 12, 2024.

Motion by: P. Moskowitz

Second by: J. Fahey

Discussion:

- P. Moskowitz:
  - Successful Library Director for peer libraries for many years
  - References all positive
  - Reputation of working well with staff, Board and community
  - Thanks were extended to the collaborative and hard-working Search Committee:
    - George Benack, Trustee
    - Carolyn Reznick, interim Library Director
    - Denise Mincin, Department Head, Adult Services
    - Shantell Pena, Staff Assistant
    - Kristin Acocella, VP, Friends of the Chappaqua Library
- J. Fahey: While anonymity is requested and is being respected, the Board has reviewed the candidate’s full credentials and are in agreement with this selection.
- J. Fahey: Due to the importance of this hire, the Trustees had confirmed the agreement of Brian Cook, George Benack in advance of tonight’s meeting

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

C. Closing or Delayed Opening Procedures

**MOTION TABLED:** It was moved that the Board, in view of the potential financial cost of any closing (Staff paid in full, on average \$7,900 per day, more for longer days) and lack of services available to our community **formalize closing procedures** via i) a new policy and ii) language in the Employee Handbook as follows:

Recommendation to be made by Library Director to the Board of Trustees President (or Vice President in their absence) citing rationale (inaccessible or impassable driveway/parking lots, power outage, extreme weather, etc.) including 3<sup>rd</sup> party guidance (CCSD, New Castle Highway, NYS, etc.) and/or video. The President will decide between:

- full day closing (in extreme cases),
- 2 hr delayed opening or
- 4hr delayed opening.

or other appropriate course of action together with communication to patrons.

Any action taken to be promptly reflected on the website (with rationale) and via signage at the driveway circle, front and Theater doors.

All staff scheduled to work for 2 hours or more past any delayed opening shall be required to come in to work or listed as utilizing PTO for the full day's scheduled hours.

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

- C. Reznick: Staff arrived early to evaluate. Requested to first talk to Department Heads to agree on windows of communication, process.
- J. Fahey: Closing cant be the only option, delayed openings are an option.
- J. Harrison: Questioned President involvement. Supported Library Director decision-making.
- J. Fahey: Conflict of interest. As per historical procedure, Library Director makes recommendation to President for final decision.
- C. Reznick (and all agreed): No one wants a closure.
- Agreed to table Motion for future meeting.

In favor:

Against:

Abstained:

*The Staff Assistant is requested to change any approved draft Minutes to "final" on our website.*

D. Need to initiate weekly meetings with Library Director on priorities – current President and next President

- Transition is 1/22/2024
- Agreed to initiate 2<sup>nd</sup> week of January

E. New slate of officers to be voted upon in January meeting. Proposed:

- President: Jennifer Fahey => Pam Moskowitz
- Vice President: Pam Moskowitz => Brian Cook
- Finance Officer: Brian Cook => George Benack
- Secretary: John Harrison => Jennifer Fahey

F. Adjustment of Committees, as needed, to be agreed/appointed in January meeting.

Drafted/Proposed: (reviewed verbally with B.Cook and G. Benack)

- Standing:
  - Finance Committee: Brian Cook, Chair; George Benack, member => no change
    - G. Benack requested not to chair until he'd been through a full budget cycle
  - Building & Grounds Committee: Jennifer Fahey, Chair, Pam Moskowitz, member => no change
  - Personnel Committee: John Harrison, Chair, Pam Moskowitz, member => Brian Cook, Chair; Jennifer Fahey, member

- Policy/Bylaws Committee: Pam Moskowitz, Chair, John Harrison, member => John Harrison, Chair; George Benack, member
- Ad-hoc:
  - Communications Committee: George Benack, Chair; Brian Cook, member => John Harrison, Chair; Brian Cook, member
  - Search Committee: Pam Moskowitz, Chair; George Benack, member => no change (can discharge in 2024 upon hire finalization)

	Current Chair	Current Member	Proposed Chair	Proposed Member
Benack	1	2	0	3
Cook	1	1	2	1
Fahey	1	0	1	1
Harrison	1	1	2	0
Moskowitz	2	2	1	1

- G. Trustees are stressed by time commitment required, how can we lessen?
- New Library Director (and discharge of Search Committee) will help – change made in September and excellent interim Library Director has lessened time commitment.
  - Negative: Time commitment decreases potential involvement of working professionals, parents of young kids.
  - Positive: Three year team should increase accessibility.
  - Should we not continue monthly Special Meetings (requested and approved 3/2023)
    - P. Moskowitz and J. Harrison support – discuss with full Board
  - Should we consider expansion to 7 Trustees?
    - P. Moskowitz recommended staying at 5 until we experience the new Library Director
    - J. Harrison: Hope for new Library Director’s ability to recommend decisions to Board for oversight approval as is expected and usual.
- H. Begin planning for 2024 Trustee recruitment
- Will John Harrison be able to fulfill term (to 6/30/2026) or need to resign early?

## VII. FINANCE

- A. October 2023 Treasurer’s Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by Brian Cook, Finance Officer.
- i. October 2023 Financial Statements
  - ii. Approval of the bills as presented
- J. Harrison: Anticipated potential NYS Budget shortfall - any impact expected?
    - C. Reznick: Minimal NYS funding, potential impact on construction grants, potential impact on WLS
    - J. Fahey: 99.9% of funding from community
  - Amazon bill paid to miscellaneous requires itemization (includes books and supplies)
  - Awaiting American Bankers’ refund
  - 12 checks >6 mos. outstanding approx. \$11K, S. Pena has contacted two

**MOTION PASSED: It was moved that the Board approve the October 2023 Treasurer’s Report** prepared by NawrockiSmith including the bills as presented.

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

## VIII. DEPARTMENT HEAD PRESENTATION

- A. Larry D'Amico, Gallery Curator and Graphic Artist
- Support Joan Kuhn in programming
  - Gallery closed for nearly 4 years between construction and pandemic
  - Shows scheduled for next 6 months
  - End of January: A couple: Beth DeWitt (portrait artist) and Tony Jefferson (jazz musician and visual artist), relates to Black History Month
  - Series of art books
  - 2/2024 Metropolitan: Harlem Renaissance show
  - Next show after that: "Zines" from around country and internationally
  - Shows typically run 5-6 weeks, a lot of work to put on, coordinate with programs
  - Larry creates displays, been doing for 25 years
  - Goal: educational, unique
  - Peekskill and Montrose libraries also have curators
  - Children's books' Illustrators
    - Goal: Exhibit overlapping with Chappaqua Children's Book Festival
  - Artist talks: 25-40 people, next month additional 40-60 views online in the next month; then up to 14k via YouTube
  - Music: Jazz, rock, soul/gospel; adding country in 2024
  - Collaborate with SUNY Purchase
  - Summer 2023: rain brought many performances indoors

## IX. COMMITTEE REPORTS

### A. Standing Committees:

- i. **Building and Grounds Committee** – J. Fahey, Chair
- Engineer to address 9/29 – 9/30/2023 storm damage and future stream management
    - Contractor to edge south branch of Tercia Brook encircling south parking lot with large stones to mitigate erosion
    - Joins Sawmill River which is federal waterway
  - Now seeking to move one light pole out of the streambed
  - **New developments planned:** Investigating:
    - generator, as many libraries have to avoid power outages and to serve the community.
  - **Theater A/V Project:** S. Pena on target
- ii. **Personnel Committee** – J. Harrison, Chair
- 2024 Holiday Calendar
- MOTION PASSED:** It was moved that the Board approve the **2024 Holiday Calendar** / dates as presented by M. Perlin and included in prior meeting Board Packets (11/7/2023).
- Motion by: P. Moskowitz  
Second by: J. Harrison  
Discussion: Wont close for 2 days for observed and official holidays going forward  
In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against: none  
Abstained: none
- Updated (2024) Employee Handbook status
    - Few areas of controversy
    - Goal to present for vote at February meeting

- Marjorie Perlin, Head of Circulation and Payroll Administrator will be on leave during the month of January.
  - Retirement: Entries will be made in December/early January by S. Pena and by M. Perlin in February.
  - Payroll/vacation/sick leave: Will be addressed by Marge remotely through remote access to Paylocity.
- Westchester minimum wage increase: four Pages at \$15.91 who will have to be increased to \$16 effective 1/1/2024

**MOTION PASSED: It was moved that the Board approve a salary increase for 4 Pages** who are currently paid at a rate below \$16/hour to \$16/hour effective 1/1/2024 in accordance with Westchester County law.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

- J.Fahey: Wont close for 2 days for observed and official holidays;
- M.Perlin: no such occurrences in 2024

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

**MOTION PASSED: It was moved that the Board approve the appointment of Shane Aiello to the vacant position of full-time Circulation Clerk** at the rate of \$25/hour, budgeted at 35 hours per week, beginning January 2, 2024.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion:

In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous

Against: none

Abstained: none

- Next Steps:
  - Facilities Manager
  - Administrative Assistant

**iii. Policy / Bylaws Committee – P. Moskowitz, Chair**

- ALA Policies will be updated to reflect current dates – reviewed on a current basis, no changes required
- New Credit Card Policy – completed, will include in next Board Packet
- Update of Purchasing/Bidding Policy – completed, will include in next Board Packet
- New Claims Audit Policy (requires guidance from Finance Committee) – completed, will include in next Board Packet

**B. Ad-hoc Committees:**

**i. Communications Committee**

- New website – staff, community feedback remains positive
- BSK: If the library has the technological capability, I would recommend posting the minutes from all meetings held after November 8, 2021 (the effective date for the statute amendment) on the website.

**ii. (Library Director) Search Committee – P. Moskowitz, Chair**

- Carolyn Reznick has agreed to stay on to transition in the new Library Director with a few days to a week overlap.
- Committee to be discharged once candidate is in position.



- Goal to join February BoT meeting

**X. NEXT STEPS / RESPONSIBILITIES**

- A. Secretary to note all action items for the Board.
- B. Library Director to note all action items for she and staff.
- C. Board Packet target posting due date:
  - i. January 22, 2024 Regular Meeting: **Monday, January 15, 2024**

**XI. NEXT MEETINGS:**

- A. **Regular:** Monday, January 22, 2024 7:00pm, in person in The Chappaqua Library Theater and by video

Any person who seeks accommodation based upon disability should contact Shantell Pena at spena@wlsmail.org, at least five days prior to the meeting.

**XII. ADJOURNMENT**

**MOTION PASSED:** It was moved that the Board adjourn the public meeting at 8:05pm.

Motion by: J. Harrison  
Second by: J. Fahey  
In favor: J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against: none  
Abstained: none

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

Website: <https://www.chappaqualibrary.org/index.php>

Email: [chaboard@wlsmail.org](mailto:chaboard@wlsmail.org)

**Chappaqua Central School District Public Library**

**Monthly Treasurer's Report**

**November 2023**

**Prepared by:**

**Nawrocki Smith LLP**

**Certified Public Accountants & Business Consultants**





## **Treasurer's Report for November 2023**

Meeting Date: January 22, 2024

We have prepared the November 2023 Treasurer's Report based upon the Library recording of information into the Libraries QuickBooks accounting program. We bring your attention to the following:

Year to Date Budget to Actual operating activity, November 2023:

- Revenue Collected – 50.00% of School District Tax Levy planned revenue has been collected and approximately \$16,933 in excess planned revenue collected from other sources.
- Expenses – 35.15% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of November 30, 2023.

- Total Assets: \$2,169,155
- See Page 4 for Assets, Liabilities and Fund Balance summary

We have include in the report below the checks prepared by the Library on December 1<sup>st</sup> through December 31<sup>st</sup>. We have not examined the supporting documentation.

We have prepared and corrected the Library's bank statements and the related bank reconciliations for November 2023. The bank account for checking has been reconciled to the Library's books. We noted two check numbers were recorded incorrectly in QuickBooks. Upon the finding, NS corrected the discrepancies. There are 13 checks that are over 6 months outstanding totaling \$11,769. The Library should contact the vendors and reissue payment if needed.

## **Monthly Testing**

We have conducted monthly testing of three key areas pertaining to the Library on January 4<sup>th</sup> 2024. The three areas examined were payroll, accounts payable and one credit card statement.

### **Payroll**

We selected five employees from the payroll register on 12/29/23. We traced the hourly rate and hours worked to timecards and Board approved salaries. Also verified employee signature and supervisor signature on manual time cards.

### **Accounts Payable**

We selected five cash disbursements from 12/17/23. We examined the checks for supporting documentation, purchase orders, and approval signatures.

### **Credit Card**

We selected the credit card statement that was paid on 11/17/23. We examined the statement for supporting documentation, purchase orders, and approval signatures.

There are a few outstanding items that NS will follow up on during the next visit or when appropriate staff is available.

Sincerely,  
Nawrocki Smith LLP  
Treasurer

Chappaqua Central School District Public Library  
Treasurer's Report Summary  
November 2023

**Fund Revenues: Fiscal Year to Date**

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4010	School District Tax Levy	\$ 3,544,337.00	\$ 3,544,337.00	\$ 1,772,168.50	\$ (1,772,168.50)	50.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ -		
.4110	Fines	\$ 12,000.00	\$ 12,000.00	\$ 5,410.37	\$ (6,589.63)	45.09%
.4120	Gallery Commissions	\$ 1,000.00	\$ 1,000.00	\$ -	\$ (1,000.00)	0.00%
.4130	Lost & Paid	\$ 3,500.00	\$ 3,500.00	\$ -	\$ (3,500.00)	0.00%
.4020	Local Library Aid + Misc.	\$ 4,000.00	\$ 4,000.00	\$ -	\$ (4,000.00)	0.00%
.4310	Investment Income	\$ 8,000.00	\$ 8,000.00	\$ 41,101.83	\$ 33,101.83	513.77%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 4,347.89	\$ 4,347.89	100.00%
	Fund Balance/Reserves	\$ 101,251.00	\$ 101,251.00			
	Various Other Income	\$ -	\$ -	\$ 16,933.15	\$ 16,933.15	100.00%
	<b>Total Revenues</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 1,839,961.74</b>	<b>\$ (1,834,376.26)</b>	<b>50.08%</b>

**Fund Expenditures: Fiscal Year to Date**

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.6000	Salaries & Wages	\$ 1,895,452.00	\$ 1,895,452.00	\$ 637,869.44	\$ (1,257,582.56)	33.65%
<b>Benefits</b>						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 590.94	\$ (393.06)	60.05%
.6120	Health Insurance	\$ 539,041.00	\$ 539,041.00	\$ 189,459.50	\$ (349,581.50)	35.15%
.6130	Medicare Reimbursement	\$ 55,134.00	\$ 55,134.00	\$ 12,935.70	\$ (42,198.30)	23.46%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 248,064.00	\$ 248,064.00	\$ 2,603.52	\$ (245,460.48)	1.05%
.6110	Social Security/FICA	\$ 126,747.00	\$ 126,747.00	\$ 44,604.29	\$ (82,142.71)	35.19%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ -	\$ (15,000.00)	0.00%
<b>Library Materials</b>						
				\$ -		
.7100	Books	\$ 78,500.00	\$ 78,500.00	\$ 20,567.89	\$ (57,932.11)	26.20%
.7250	Electronic Materials	\$ 70,000.00	\$ 70,000.00	\$ 19,556.69	\$ (50,443.31)	27.94%
.7310	Periodicals 2)	\$ 13,710.00	\$ 13,710.00	\$ 9,554.62	\$ (4,155.38)	69.69%
.7400	Recordings	\$ 21,713.00	\$ 21,713.00	\$ 4,254.20	\$ (17,458.80)	19.59%
<b>Operating Expenses</b>						
				\$ -		
.8010	Building Maint. & Repair 4)	\$ 49,300.00	\$ 49,300.00	\$ 93,972.20	\$ 44,672.20	190.61%
.8020	Building Service Contracts	\$ 84,180.00	\$ 84,180.00	\$ 50,500.56	\$ (33,679.44)	59.99%
.8070	Custodial Supplies 7)	\$ 9,000.00	\$ 9,000.00	\$ 5,430.07	\$ (3,569.93)	60.33%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 23,857.44	\$ (38,142.56)	38.48%
.9320	Equipment Maintenance	\$ 15,000.00	\$ 15,000.00	\$ 1,952.83	\$ (13,047.17)	13.02%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ -	\$ (22,300.00)	0.00%
.9310	Insurance 1)	\$ 29,000.00	\$ 29,000.00	\$ 24,275.48	\$ (4,724.52)	83.71%
.9110	IT & Support 3)	\$ 105,793.00	\$ 105,793.00	\$ 44,244.11	\$ (61,548.89)	41.82%
.9490	Misellaneous Expense 6)			\$ 9,677.78		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 4,632.14	\$ (14,867.86)	23.75%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 614.87	\$ (6,815.13)	8.28%
.9430	Printing	\$ 10,850.00	\$ 10,850.00	\$ 2,887.50	\$ (7,962.50)	26.61%
.9210	Professional Fees 8)	\$ 144,946.00	\$ 144,946.00	\$ 69,855.07	\$ (75,090.93)	48.19%
.9600	Programs	\$ 24,500.00	\$ 24,500.00	\$ 4,104.46	\$ (20,395.54)	16.75%
.8060	Sewer Taxes	\$ 7,000.00	\$ 7,000.00	\$ -	\$ (7,000.00)	0.00%
.9445	Staff & Board Development	\$ 8,750.00	\$ 8,750.00	\$ 332.99	\$ (8,417.01)	3.81%
.9330	Telephone & Internet 5)	\$ 6,144.00	\$ 6,144.00	\$ 5,734.26	\$ (409.74)	93.33%
.9440	Travel	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8080	Water	\$ 1,800.00	\$ 1,800.00	\$ 448.00	\$ (1,352.00)	24.89%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement	\$ -	\$ -	\$ 7,027.46	\$ 7,027.46	100.00%
	<b>Total Expenditures</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 1,291,544.01</b>	<b>\$ (2,382,793.99)</b>	<b>35.15%</b>

**Fund Net Income: Fiscal Year to Date**

**\$ 548,417.73**

**Budget Codes NS Recommends Monitoring**

- 3) IT & Support (.8110)                      5) Telephone & Internet (.9330)  
4) Building Maint. & Repair (.8010) 7) Custodial Supplies (.8070)

**Budget to Actual Notes:**

**5 Months = 41.67% of the year**

- 1) Insurance (.9310)** - Yearly bill paid to American Bankers Insurance in September
- 2) Periodicals (.7310)** - \$7,966 paid to WT Cox for annual subscriptions in Sept.
- 3) IT & Support (.8110)** - Services for July through December were paid in July
- 4) Building Maint. & Repair (.8010)**- \$63K was paid to DNR Laboratories in September
- 5) Telephone (.9330)**- Some databases are expensed under this code
- 6) Miscellaneous Expense (.9490)**-\$9,677.78 classified under misc.
- 7) Custodial Supplies (.8070)**- \$3,400 was paid to WB Mason in November
- 8) Professional Fees (.9210)** - \$12,450 was paid to Library Market in Sept. and Nov.  
The bill was paid for Website design

**Fund Balance Sheet**

<b>Balance Sheet Summary</b>	<b>30-Nov-22</b>	<b>30-Nov-23</b>
Westchester Bank - Checking	\$ 902,951.82	\$ 755,083.93
Westchester Bank - Money Market	\$ 1,003,290.63	\$ 1,035,324.58
Westchester Bank - MMA Capital	\$ 301,055.67	\$ 313,465.53
Other Current	\$ 62,007.21	\$ 65,280.99
<b>Total Assets</b>	<b>\$ 2,269,305.33</b>	<b>\$ 2,169,155.03</b>
Accounts Payable	\$ 97,415.14	\$ (4,181.00)
Other Current	\$ 342,127.29	\$ 357,438.87
<b>Total Liabilities</b>	<b>\$ 439,542.43</b>	<b>\$ 353,257.87</b>
<b>Fund Balance</b>		
Unrestricted Net Assets	\$ 168,052.65	\$ 168,052.65
Board Designated Net Assets	\$ 20,576.80	\$ 20,576.80
Temporarily Rest. Net Assets	\$ 3,012.06	\$ 3,012.06
Retained Earnings	\$ 257,787.13	\$ 300,010.71
Capital Fund Net Assets	\$ 735,783.21	\$ 735,783.21
Permanently Rest. Net Assets	\$ 40,044.00	\$ 40,044.00
Net Income	\$ 604,507.05	\$ 548,417.73
<b>Total Equity</b>	<b>\$ 1,829,762.90</b>	<b>\$ 1,815,897.16</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 2,269,305.33</b>	<b>\$ 2,169,155.03</b>

**Chappaqua Central School District Public Library (new)**  
**Balance Sheet Prev Year Comparison**  
**As of November 30, 2023**

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1001 · Valley- Checking_6387	755,083.93	902,951.82	-147,867.89	-16.4%
1002 · Valley - M.M - 1594	1,035,324.58	1,003,290.63	32,033.95	3.2%
1003 · Valley - MMA Cap 3018	313,465.53	301,055.67	12,409.86	4.1%
<b>Total Checking/Savings</b>	<b>2,103,874.04</b>	<b>2,207,298.12</b>	<b>-103,424.08</b>	<b>-4.7%</b>
<b>Accounts Receivable</b>				
11000 · Accounts Receivable	-1,487.97	2,323.53	-3,811.50	-164.0%
<b>Total Accounts Receivable</b>	<b>-1,487.97</b>	<b>2,323.53</b>	<b>-3,811.50</b>	<b>-164.0%</b>
<b>Other Current Assets</b>				
12000 · Undeposited Funds	7,085.28	0.00	7,085.28	100.0%
1210 · Exchanges	881.33	881.33	0.00	0.0%
1220 · Receivable	14,903.78	14,903.78	0.00	0.0%
1230 · Prepaid Insurance	22,400.00	22,400.00	0.00	0.0%
1240 · Prepaid Other	21,200.07	21,200.07	0.00	0.0%
1290 · Petty Cash	298.50	298.50	0.00	0.0%
<b>Total Other Current Assets</b>	<b>66,768.96</b>	<b>59,683.68</b>	<b>7,085.28</b>	<b>11.9%</b>
<b>Total Current Assets</b>	<b>2,169,155.03</b>	<b>2,269,305.33</b>	<b>-100,150.30</b>	<b>-4.4%</b>
<b>TOTAL ASSETS</b>	<b>2,169,155.03</b>	<b>2,269,305.33</b>	<b>-100,150.30</b>	<b>-4.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · Accounts Payable	-4,587.00	97,009.14	-101,596.14	-104.7%
<b>Total Accounts Payable</b>	<b>-4,587.00</b>	<b>97,009.14</b>	<b>-101,596.14</b>	<b>-104.7%</b>
<b>Credit Cards</b>				
2050 · Bank of America - credit card	406.00	406.00	0.00	0.0%
<b>Total Credit Cards</b>	<b>406.00</b>	<b>406.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Current Liabilities</b>				
2110 · Accrued Expenses	4,688.58	4,688.58	0.00	0.0%
2120 · Accrued Retirement	309,365.00	309,365.00	0.00	0.0%
2130 · Accrued Payroll	27,918.01	27,918.01	0.00	0.0%
2180 · Uncleared Payroll Checks	155.89	155.89	0.00	0.0%
2210 · Federal Withholding Tax	2,007.81	0.00	2,007.81	100.0%
2250 · 457(b) Withholding	13,303.58	-0.19	13,303.77	7,001,984.2%
<b>Total Other Current Liabilities</b>	<b>357,438.87</b>	<b>342,127.29</b>	<b>15,311.58</b>	<b>4.5%</b>
<b>Total Current Liabilities</b>	<b>353,257.87</b>	<b>439,542.43</b>	<b>-86,284.56</b>	<b>-19.6%</b>
<b>Total Liabilities</b>	<b>353,257.87</b>	<b>439,542.43</b>	<b>-86,284.56</b>	<b>-19.6%</b>
<b>Equity</b>				
<b>3000 · Unrestricted Net Assets</b>				
3010 · Unassigned	168,052.65	168,052.65	0.00	0.0%
<b>Total 3000 · Unrestricted Net Assets</b>	<b>168,052.65</b>	<b>168,052.65</b>	<b>0.00</b>	<b>0.0%</b>
<b>3100 · Board Designated Net Assets</b>				
3110 · Carol Burk Bequest	20,576.80	20,576.80	0.00	0.0%
<b>Total 3100 · Board Designated Net Assets</b>	<b>20,576.80</b>	<b>20,576.80</b>	<b>0.00</b>	<b>0.0%</b>
<b>3200 · Temporarily Rest. Net Assets</b>				
3210 · Auerbacher	1,270.06	1,270.06	0.00	0.0%
3220 · Belle Harris	173.00	173.00	0.00	0.0%
3230 · Jean George	1,100.00	1,100.00	0.00	0.0%
3240 · Donald Lunetta	50.00	50.00	0.00	0.0%
3250 · Schlanger Income	50.00	50.00	0.00	0.0%
3270 · Taconic Garden Club	369.00	369.00	0.00	0.0%
<b>Total 3200 · Temporarily Rest. Net Assets</b>	<b>3,012.06</b>	<b>3,012.06</b>	<b>0.00</b>	<b>0.0%</b>
<b>32000 · Retained Earnings</b>				
3300 · Capital Fund Net Assets	300,010.71	257,787.13	42,223.58	16.4%
3310 · Capital Fund - General	735,783.21	735,783.21	0.00	0.0%
<b>Total 3300 · Capital Fund Net Assets</b>	<b>735,783.21</b>	<b>735,783.21</b>	<b>0.00</b>	<b>0.0%</b>

**Chappaqua Central School District Public Library (new)**  
**Balance Sheet Prev Year Comparison**  
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change	% Change
<b>3600 · Permanently Rest. Net Assets</b>				
3610 · Reader's Digest Fund	30,044.00	30,044.00	0.00	0.0%
3620 · Schlanger Fund	10,000.00	10,000.00	0.00	0.0%
<b>Total 3600 · Permanently Rest. Net Assets</b>	40,044.00	40,044.00	0.00	0.0%
<b>Net Income</b>	548,417.73	604,507.05	-56,089.32	-9.3%
<b>Total Equity</b>	1,815,897.16	1,829,762.90	-13,865.74	-0.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,169,155.03</b>	<b>2,269,305.33</b>	<b>-100,150.30</b>	<b>-4.4%</b>



**Chappaqua Central School District Public Library (new)**

**Check Detail**

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	Debit ...	12/13/2023	Square	1001 · Valley- Checking_6387		-6.31
				4110 · Fines	-6.31	6.31
TOTAL					-6.31	6.31
Check	PRT12/1	12/01/2023	Paylocity Taxes	1001 · Valley- Checking_6387		-16,182.02
				2210 · Federal Withholding Tax	-4,500.74	4,500.74
				6110 · FICA / Medicare	-9,232.13	9,232.13
				2220 · NY State Withholding Tax	-2,288.81	2,288.81
				2230 · NY City Withholding Tax	-160.34	160.34
TOTAL					-16,182.02	16,182.02
Check	PRT12...	12/15/2023	Paylocity Taxes	1001 · Valley- Checking_6387		-16,648.28
				2210 · Federal Withholding Tax	-4,600.89	4,600.89
				6110 · FICA / Medicare	-9,602.55	9,602.55
				2220 · NY State Withholding Tax	-2,286.93	2,286.93
				2230 · NY City Withholding Tax	-157.91	157.91
TOTAL					-16,648.28	16,648.28
Check	PRT12...	12/01/2023	Paylocity Payroll	1001 · Valley- Checking_6387		-44,021.08
				6010 · Salaries - Librarians	-37,025.20	37,025.20
				6020 · Salaries - Clerks	-25,268.11	25,268.11
				6030 · Salaries - Custodians	-2,434.44	2,434.44
				6040 · Salaries - Pages	-832.38	832.38
				2210 · Federal Withholding Tax	4,500.74	-4,500.74
				6110 · FICA / Medicare	4,616.03	-4,616.03
				2220 · NY State Withholding Tax	2,288.81	-2,288.81
				2230 · NY City Withholding Tax	160.34	-160.34
				6150 · Disability Expense	48.64	-48.64
				2250 · 457(b) Withholding	3,209.54	-3,209.54
				6120 · Health Insurance	5,032.08	-5,032.08
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	591.49	-591.49
				1001 · Valley- Checking_6387	904.51	-904.51
				6120 · Health Insurance	65.82	-65.82
TOTAL					-44,021.08	44,021.08
Check	PRT12...	12/15/2023	Paylocity Payroll	1001 · Valley- Checking_6387		-44,974.52
				6010 · Salaries - Librarians	-36,966.44	36,966.44
				6020 · Salaries - Clerks	-27,078.87	27,078.87
				6030 · Salaries - Custodians	-2,532.84	2,532.84
				6040 · Salaries - Pages	-1,402.58	1,402.58
				2210 · Federal Withholding Tax	4,600.89	-4,600.89
				6110 · FICA / Medicare	4,801.27	-4,801.27
				2220 · NY State Withholding Tax	2,286.93	-2,286.93
				2230 · NY City Withholding Tax	157.91	-157.91
				6150 · Disability Expense	51.88	-51.88
				2250 · 457(b) Withholding	4,159.94	-4,159.94
				6120 · Health Insurance	5,032.08	-5,032.08
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	636.54	-636.54
				1001 · Valley- Checking_6387	1,091.90	-1,091.90
				6120 · Health Insurance	65.82	-65.82
TOTAL					-44,974.52	44,974.52
Check	PRT12...	12/29/2023	Paylocity Payroll	1001 · Valley- Checking_6387		-42,712.91
				6010 · Salaries - Librarians	-36,170.44	36,170.44
				6020 · Salaries - Clerks	-24,961.37	24,961.37
				6030 · Salaries - Custodians	-2,572.20	2,572.20
				6040 · Salaries - Pages	-1,219.69	1,219.69
				2210 · Federal Withholding Tax	4,480.86	-4,480.86
				6110 · FICA / Medicare	4,567.46	-4,567.46
				2220 · NY State Withholding Tax	2,202.91	-2,202.91
				2230 · NY City Withholding Tax	153.35	-153.35

**Chappaqua Central School District Public Library (new)**

**Check Detail**

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				6150 · Disability Expense	50.48	-50.48
				2250 · 457(b) Withholding	3,477.60	-3,477.60
				6120 · Health Insurance	5,032.08	-5,032.08
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	604.56	-604.56
				1001 · Valley- Checking_6387	1,454.62	-1,454.62
				6120 · Health Insurance	65.82	-65.82
TOTAL					-42,712.91	42,712.91
<b>Check</b>	<b>PRT12...</b>	<b>12/29/2023</b>	<b>Paylocity Taxes</b>	<b>1001 · Valley- Checking_6387</b>		<b>-15,971.99</b>
				2210 · Federal Withholding Tax	-4,480.86	4,480.86
				6110 · FICA / Medicare	-9,134.87	9,134.87
				2220 · NY State Withholding Tax	-2,202.91	2,202.91
				2230 · NY City Withholding Tax	-153.35	153.35
TOTAL					-15,971.99	15,971.99
<b>Bill Pmt -Check</b>	<b>10423</b>	<b>12/13/2023</b>	<b>Amazon</b>	<b>1001 · Valley- Checking_6387</b>		<b>-4,431.40</b>
Bill	Decem...	12/13/2023		9490 · Miscellaneous Expense	-4,431.40	4,431.40
TOTAL					-4,431.40	4,431.40
<b>Bill Pmt -Check</b>	<b>10425</b>	<b>12/18/2023</b>	<b>Blackstone Publishi...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-928.98</b>
Bill	2131621	12/17/2023		7420 · Recordings - Adult Audiobooks	-158.99	158.99
Bill	2126594	12/17/2023		7420 · Recordings - Adult Audiobooks	-3.98	3.98
Bill	2128797	12/17/2023		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2126434	12/17/2023		7420 · Recordings - Adult Audiobooks	-536.93	536.93
Bill	2127124	12/17/2023		7420 · Recordings - Adult Audiobooks	-78.50	78.50
Bill	2125563	12/17/2023		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2121128	12/17/2023		7420 · Recordings - Adult Audiobooks	-7.95	7.95
Bill	2127116	12/17/2023		7420 · Recordings - Adult Audiobooks	-64.13	64.13
TOTAL					-928.98	928.98
<b>Bill Pmt -Check</b>	<b>10426</b>	<b>12/18/2023</b>	<b>Bond Schoeneck &amp; ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-4,117.50</b>
Bill	19972...	12/17/2023		9210 · Professional Fees	-1,952.00	1,952.00
Bill	19992...	12/17/2023		9210 · Professional Fees	-2,165.50	2,165.50
TOTAL					-4,117.50	4,117.50
<b>Bill Pmt -Check</b>	<b>10427</b>	<b>12/18/2023</b>	<b>Brodart Co.</b>	<b>1001 · Valley- Checking_6387</b>		<b>-447.94</b>
Bill	632858	12/17/2023		9411 · Library Supplies	-447.94	447.94
TOTAL					-447.94	447.94
<b>Bill Pmt -Check</b>	<b>10428</b>	<b>12/18/2023</b>	<b>Chappaqua CSD</b>	<b>1001 · Valley- Checking_6387</b>		<b>-170,483.39</b>
Bill	20052	12/17/2023		6170 · Retirement Expense	-170,483.39	170,483.39
TOTAL					-170,483.39	170,483.39
<b>Bill Pmt -Check</b>	<b>10429</b>	<b>12/18/2023</b>	<b>Chappaqua Paint an...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-50.35</b>
Bill	4624	12/17/2023		8070 · Custodial Supplies	-43.15	43.15
Bill	5640	12/17/2023		8070 · Custodial Supplies	-7.20	7.20
TOTAL					-50.35	50.35
<b>Bill Pmt -Check</b>	<b>10430</b>	<b>12/18/2023</b>	<b>Chicago Distributio...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-24.11</b>
Bill	12013...	12/17/2023		9411 · Library Supplies	-24.11	24.11
TOTAL					-24.11	24.11
<b>Bill Pmt -Check</b>	<b>10457</b>	<b>12/18/2023</b>	<b>ConEdison</b>	<b>1001 · Valley- Checking_6387</b>		<b>-695.19</b>

**Chappaqua Central School District Public Library (new)**

**Check Detail**

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	12072...	12/17/2023		8040 · Electricity	-695.19	695.19
TOTAL					-695.19	695.19
<b>Bill Pmt -Check</b>	<b>10458</b>	<b>12/18/2023</b>	<b>Danziger &amp; Markhof...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,462.00</b>
Bill	157693	12/17/2023		9210 · Professional Fees	-1,462.00	1,462.00
TOTAL					-1,462.00	1,462.00
<b>Bill Pmt -Check</b>	<b>10459</b>	<b>12/18/2023</b>	<b>ECubed</b>	<b>1001 · Valley- Checking_6387</b>		<b>-245.00</b>
Bill	8963	12/17/2023		9330 · Telephone and Internet	-245.00	245.00
TOTAL					-245.00	245.00
<b>Bill Pmt -Check</b>	<b>10460</b>	<b>12/18/2023</b>	<b>Elyse Schreiber</b>	<b>1001 · Valley- Checking_6387</b>		<b>-900.00</b>
Bill	11-6-23	12/17/2023		9810 · Friends Reimbursement - exp	-450.00	450.00
Bill	11-6-2...	12/17/2023		9610 · Adult Programming	-450.00	450.00
TOTAL					-900.00	900.00
<b>Bill Pmt -Check</b>	<b>10461</b>	<b>12/18/2023</b>	<b>George Benack</b>	<b>1001 · Valley- Checking_6387</b>		<b>-147.45</b>
Bill	12172...	12/17/2023		9445 · Professional Development	-147.45	147.45
TOTAL					-147.45	147.45
<b>Bill Pmt -Check</b>	<b>10462</b>	<b>12/18/2023</b>	<b>Guardian</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,642.28</b>
Bill	12142...	12/17/2023		6120 · Health Insurance	-1,642.28	1,642.28
TOTAL					-1,642.28	1,642.28
<b>Bill Pmt -Check</b>	<b>10463</b>	<b>12/18/2023</b>	<b>J.Vasquez Landsca...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,600.00</b>
Bill	Novem...	12/17/2023		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
<b>Bill Pmt -Check</b>	<b>10464</b>	<b>12/18/2023</b>	<b>Joan Kuhn</b>	<b>1001 · Valley- Checking_6387</b>		<b>-10.99</b>
Bill	12052...	12/17/2023		9610 · Adult Programming	-10.99	10.99
TOTAL					-10.99	10.99
<b>Bill Pmt -Check</b>	<b>10465</b>	<b>12/18/2023</b>	<b>JP McHale</b>	<b>1001 · Valley- Checking_6387</b>		<b>-125.52</b>
Bill	12012...	12/17/2023		8020 · Building Service Contracts	-125.52	125.52
TOTAL					-125.52	125.52
<b>Bill Pmt -Check</b>	<b>10466</b>	<b>12/18/2023</b>	<b>Keating Electric</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,173.36</b>
Bill	90181	12/17/2023		8010 · Building Maintenance & Repairs	-1,173.36	1,173.36
TOTAL					-1,173.36	1,173.36
<b>Bill Pmt -Check</b>	<b>10467</b>	<b>12/18/2023</b>	<b>Mercy Garland</b>	<b>1001 · Valley- Checking_6387</b>		<b>-32.27</b>
Bill	11172...	12/17/2023		9630 · Childrens Programming	-32.27	32.27
TOTAL					-32.27	32.27
<b>Bill Pmt -Check</b>	<b>10468</b>	<b>12/18/2023</b>	<b>Midwest Tape</b>	<b>1001 · Valley- Checking_6387</b>		<b>-914.68</b>
Bill	50474...	12/17/2023		7430 · Recordings - Adult DVD	-46.21	46.21
Bill	50396...	12/17/2023		7430 · Recordings - Adult DVD	-32.76	32.76
Bill	50376...	12/17/2023		7430 · Recordings - Adult DVD	-71.94	71.94
Bill	50379...	12/17/2023		7430 · Recordings - Adult DVD	-60.46	60.46

# Chappaqua Central School District Public Library (new)

## Check Detail

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	50383...	12/17/2023		7430 · Recordings - Adult DVD	-130.38	130.38
Bill	50383...	12/17/2023		7430 · Recordings - Adult DVD	-19.73	19.73
Bill	50387...	12/17/2023		7430 · Recordings - Adult DVD	-26.48	26.48
Bill	50390...	12/17/2023		7430 · Recordings - Adult DVD	-56.71	56.71
Bill	50390...	12/17/2023		7430 · Recordings - Adult DVD	-30.23	30.23
Bill	50393...	12/17/2023		7430 · Recordings - Adult DVD	-52.96	52.96
Bill	50396...	12/17/2023		7430 · Recordings - Adult DVD	-27.23	27.23
Bill	50435...	12/17/2023		7460 · Recordings - Juvenile DVD	-26.48	26.48
Bill	50438...	12/17/2023		7460 · Recordings - Juvenile DVD	-26.48	26.48
Bill	50464...	12/17/2023		7430 · Recordings - Adult DVD	-102.05	102.05
Bill	50451...	12/17/2023		7430 · Recordings - Adult DVD	-44.95	44.95
Bill	50461...	12/17/2023		7430 · Recordings - Adult DVD	-133.15	133.15
Bill	50469...	12/17/2023		7430 · Recordings - Adult DVD	-26.48	26.48
TOTAL					-914.68	914.68
<b>Bill Pmt -Check</b>	<b>10469</b>	<b>12/18/2023</b>	<b>Nalco Water</b>	<b>1001 · Valley- Checking_6387</b>		<b>-572.39</b>
Bill	8259350	12/17/2023		8020 · Building Service Contracts	-230.53	230.53
Bill	8255954	12/17/2023		8020 · Building Service Contracts	-111.33	111.33
Bill	8228079	12/17/2023		8020 · Building Service Contracts	-230.53	230.53
TOTAL					-572.39	572.39
<b>Bill Pmt -Check</b>	<b>10470</b>	<b>12/18/2023</b>	<b>NawrockiSmith</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,080.00</b>
Bill	61923	12/17/2023		8020 · Building Service Contracts	-1,080.00	1,080.00
TOTAL					-1,080.00	1,080.00
<b>Bill Pmt -Check</b>	<b>10471</b>	<b>12/18/2023</b>	<b>New Castle-Stanwo...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-524.00</b>
Bill	12282...	12/17/2023		8080 · Water	-524.00	524.00
TOTAL					-524.00	524.00
<b>Bill Pmt -Check</b>	<b>10472</b>	<b>12/18/2023</b>	<b>New York Power Au...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-4,023.75</b>
Bill	61001...	12/17/2023		8040 · Electricity	-4,023.75	4,023.75
TOTAL					-4,023.75	4,023.75
<b>Bill Pmt -Check</b>	<b>10473</b>	<b>12/18/2023</b>	<b>NYS Employees He...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-46,939.76</b>
Bill	601	12/17/2023		6120 · Health Insurance	-46,939.76	46,939.76
TOTAL					-46,939.76	46,939.76
<b>Bill Pmt -Check</b>	<b>10474</b>	<b>12/18/2023</b>	<b>OverDrive</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,677.10</b>
Bill	01322...	12/17/2023		7250 · Electronic Materials	-517.75	517.75
Bill	01322...	12/17/2023		7250 · Electronic Materials	-176.62	176.62
Bill	01322...	12/17/2023		7250 · Electronic Materials	-77.49	77.49
Bill	01322...	12/17/2023		7250 · Electronic Materials	-280.02	280.02
Bill	01322...	12/17/2023		7250 · Electronic Materials	-2,625.22	2,625.22
TOTAL					-3,677.10	3,677.10
<b>Bill Pmt -Check</b>	<b>10475</b>	<b>12/18/2023</b>	<b>Pitney Bowes - Purc...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-269.81</b>
Bill	122023	12/17/2023		9420 · Postage and Shipping	-269.81	269.81
TOTAL					-269.81	269.81
<b>Bill Pmt -Check</b>	<b>10476</b>	<b>12/18/2023</b>	<b>Playaway Products ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-374.94</b>
Bill	439117	12/17/2023		7420 · Recordings - Adult Audiobooks	-183.72	183.72
Bill	443426	12/17/2023		7420 · Recordings - Adult Audiobooks	-191.22	191.22
TOTAL					-374.94	374.94
<b>Bill Pmt -Check</b>	<b>10477</b>	<b>12/18/2023</b>	<b>Plymouth Rocket, Inc.</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,200.00</b>

**Chappaqua Central School District Public Library (new)**  
**Check Detail**  
December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	1502	12/17/2023		9600 · Program Expenses	-600.00	600.00
Bill	2060	12/17/2023		9600 · Program Expenses	-600.00	600.00
TOTAL					-1,200.00	1,200.00
<b>Bill Pmt -Check</b>	<b>10478</b>	<b>12/18/2023</b>	<b>Postmaster - White ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-310.00</b>
Bill	11202...	12/17/2023		9420 · Postage and Shipping	-310.00	310.00
TOTAL					-310.00	310.00
<b>Bill Pmt -Check</b>	<b>10479</b>	<b>12/18/2023</b>	<b>ProQuest LLC</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,449.96</b>
Bill	70817...	12/17/2023		7210 · Databases	-1,449.96	1,449.96
TOTAL					-1,449.96	1,449.96
<b>Bill Pmt -Check</b>	<b>10480</b>	<b>12/18/2023</b>	<b>Sani-Pro Disposal</b>	<b>1001 · Valley- Checking_6387</b>		<b>-690.96</b>
Bill	913336	12/17/2023		8020 · Building Service Contracts	-690.96	690.96
TOTAL					-690.96	690.96
<b>Bill Pmt -Check</b>	<b>10481</b>	<b>12/18/2023</b>	<b>SavATree</b>	<b>1001 · Valley- Checking_6387</b>		<b>-225.00</b>
Bill	11884...	12/17/2023		8030 · Grounds Maintenance	-225.00	225.00
TOTAL					-225.00	225.00
<b>Bill Pmt -Check</b>	<b>10482</b>	<b>12/18/2023</b>	<b>Sticker Book Publis...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-155.00</b>
Bill	07242...	08/01/2023		9610 · Adult Programming	-155.00	155.00
TOTAL					-155.00	155.00
<b>Bill Pmt -Check</b>	<b>10483</b>	<b>12/18/2023</b>	<b>Teresa Bueti</b>	<b>1001 · Valley- Checking_6387</b>		<b>-80.00</b>
Bill	11272...	12/17/2023		9320 · Equipment Maintenance	-80.00	80.00
TOTAL					-80.00	80.00
<b>Bill Pmt -Check</b>	<b>10484</b>	<b>12/18/2023</b>	<b>Verizon 00001</b>	<b>1001 · Valley- Checking_6387</b>		<b>-103.14</b>
Bill	99500...	12/17/2023		9330 · Telephone and Internet	-103.14	103.14
TOTAL					-103.14	103.14
<b>Bill Pmt -Check</b>	<b>10485</b>	<b>12/18/2023</b>	<b>Verizon 0001-70</b>	<b>1001 · Valley- Checking_6387</b>		<b>-220.92</b>
Bill	11242...	12/17/2023		9330 · Telephone and Internet	-220.92	220.92
TOTAL					-220.92	220.92
<b>Bill Pmt -Check</b>	<b>10486</b>	<b>12/18/2023</b>	<b>Verizon 0001-75</b>	<b>1001 · Valley- Checking_6387</b>		<b>-263.91</b>
Bill	11222...	12/17/2023		9330 · Telephone and Internet	-263.91	263.91
TOTAL					-263.91	263.91
<b>Bill Pmt -Check</b>	<b>10487</b>	<b>12/18/2023</b>	<b>WB Mason</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,767.73</b>
Bill	24330...	12/17/2023		9411 · Library Supplies	-43.98	43.98
Bill	24058...	12/17/2023		9410 · Office Supplies	-123.61	123.61
Bill	24088...	12/17/2023		9410 · Office Supplies	-856.35	856.35
Bill	24139...	12/17/2023		9410 · Office Supplies	-342.06	342.06
Bill	24215...	12/17/2023		9410 · Office Supplies	-1,734.94	1,734.94
Bill	24257...	12/17/2023		8070 · Custodial Supplies	-665.80	665.80
Bill	24220...	12/17/2023		9411 · Library Supplies	-0.99	0.99
TOTAL					-3,767.73	3,767.73

# Chappaqua Central School District Public Library (new)

## Check Detail

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>10488</b>	<b>12/18/2023</b>	<b>William Costanzo</b>	<b>1001 · Valley- Checking_6387</b>		<b>-100.00</b>
Bill	12042...	12/17/2023		9610 · Adult Programming	-100.00	100.00
TOTAL					-100.00	100.00
<b>Bill Pmt -Check</b>	<b>10489</b>	<b>12/18/2023</b>	<b>WT Cox</b>	<b>1001 · Valley- Checking_6387</b>		<b>-132.92</b>
Bill	3127318	12/17/2023		7310 · Periodicals	-132.92	132.92
TOTAL					-132.92	132.92
<b>Bill Pmt -Check</b>	<b>10490</b>	<b>12/18/2023</b>	<b>AFLAC</b>	<b>1001 · Valley- Checking_6387</b>		<b>-242.10</b>
Bill	326457	12/17/2023		6120 · Health Insurance	-242.10	242.10
TOTAL					-242.10	242.10
<b>Bill Pmt -Check</b>	<b>10491</b>	<b>12/18/2023</b>	<b>Atlantic A Program</b>	<b>1001 · Valley- Checking_6387</b>		<b>-315.98</b>
Bill	81532...	12/17/2023		9320 · Equipment Maintenance	-315.98	315.98
TOTAL					-315.98	315.98
<b>Bill Pmt -Check</b>	<b>10492</b>	<b>12/18/2023</b>	<b>Atlantic Westchester</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,771.43</b>
Bill	75202	12/17/2023		8020 · Building Service Contracts	-1,771.43	1,771.43
TOTAL					-1,771.43	1,771.43
<b>Bill Pmt -Check</b>	<b>10493</b>	<b>12/18/2023</b>	<b>Automated Control ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-240.19</b>
Bill	00476...	12/17/2023		8020 · Building Service Contracts	-240.19	240.19
TOTAL					-240.19	240.19
<b>Bill Pmt -Check</b>	<b>10494</b>	<b>12/18/2023</b>	<b>Baker &amp; Taylor</b>	<b>1001 · Valley- Checking_6387</b>		<b>-5,301.34</b>
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-378.22	378.22
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-350.21	350.21
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-208.49	208.49
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-30.59	30.59
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-93.97	93.97
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-58.54	58.54
Bill	50185...	12/17/2023		7120 · Books - Adult Non-Fiction	-430.33	430.33
Bill	50185...	12/17/2023		7110 · Books - Adult Fiction	-65.66	65.66
Bill	50185...	12/17/2023		7120 · Books - Adult Non-Fiction	-134.19	134.19
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-310.29	310.29
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-60.77	60.77
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-6.94	6.94
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-5.10	5.10
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-16.48	16.48
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-17.28	17.28
Bill	50184...	12/17/2023		7150 · Books - Juvenile	-160.37	160.37
Bill	50185...	12/17/2023		7150 · Books - Juvenile	-258.49	258.49
Bill	50185...	12/17/2023		7150 · Books - Juvenile	-6.89	6.89
Bill	50185...	12/17/2023		7150 · Books - Juvenile	-17.24	17.24
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-120.06	120.06
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-15.51	15.51
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-67.53	67.53
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-166.59	166.59
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-32.09	32.09
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-10.86	10.86
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-64.83	64.83
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-20.00	20.00
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-444.31	444.31
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-16.48	16.48
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-11.62	11.62
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-39.56	39.56
Bill	50186...	12/17/2023		7150 · Books - Juvenile	-149.94	149.94
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-42.67	42.67
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-18.55	18.55
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-177.76	177.76

# Chappaqua Central School District Public Library (new)

## Check Detail

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-87.02	87.02
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-17.52	17.52
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-184.82	184.82
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-17.94	17.94
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-21.75	21.75
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-74.81	74.81
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-167.53	167.53
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-101.32	101.32
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-99.75	99.75
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-34.28	34.28
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-195.41	195.41
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-130.29	130.29
Bill	50186...	12/17/2023		7120 · Books - Adult Non-Fiction	-29.38	29.38
Bill	50186...	12/17/2023		7110 · Books - Adult Fiction	-65.21	65.21
Bill	50186...	12/18/2023		7120 · Books - Adult Non-Fiction	-59.93	59.93
				7140 · Books - Adult Learn	-5.97	5.97
TOTAL					-5,301.34	5,301.34
<b>Bill Pmt -Check</b>	<b>10495</b>	<b>12/18/2023</b>	<b>Benjamin Fine</b>	<b>1001 · Valley- Checking_6387</b>		<b>-33.91</b>
Bill	11202...	12/17/2023		9620 · Teen Programming	-33.91	33.91
TOTAL					-33.91	33.91
<b>Bill Pmt -Check</b>	<b>10496</b>	<b>12/31/2023</b>	<b>Ann M Fisher</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10497</b>	<b>12/31/2023</b>	<b>Doris B Lowenfels</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10498</b>	<b>12/31/2023</b>	<b>Elaine Webber</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10499</b>	<b>12/31/2023</b>	<b>Francis E Martini</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10500</b>	<b>12/31/2023</b>	<b>Geraldine Carpino</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10501</b>	<b>12/31/2023</b>	<b>Gwen B Guthrie</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10502</b>	<b>12/31/2023</b>	<b>Janice A Cleland</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10503</b>	<b>12/31/2023</b>	<b>Joan Skahan</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70

**Chappaqua Central School District Public Library (new)**

**Check Detail**

December 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10504</b>	<b>12/31/2023</b>	<b>John Alcott</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10505</b>	<b>12/31/2023</b>	<b>Judith Kroehler</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10506</b>	<b>12/31/2023</b>	<b>Judy Lauder</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10507</b>	<b>12/31/2023</b>	<b>Lois H Siwicki</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10508</b>	<b>12/31/2023</b>	<b>Loretta-Jo Lunetta</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10509</b>	<b>12/31/2023</b>	<b>Marguerite K Galliard</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10510</b>	<b>12/31/2023</b>	<b>Marie Trzcinski</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10511</b>	<b>12/31/2023</b>	<b>Martha Alcott</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q_...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10512</b>	<b>12/31/2023</b>	<b>Mary L Platt</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10513</b>	<b>12/31/2023</b>	<b>Mary T McGrath</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10514</b>	<b>12/31/2023</b>	<b>Pamela Thornton</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10515</b>	<b>12/31/2023</b>	<b>Peter S Galliard</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>



**Chappaqua Central School District Public Library (new)**

**Check Detail**

December 2023

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10516</b>	<b>12/31/2023</b>	<b>Robert Kroehler</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10517</b>	<b>12/31/2023</b>	<b>Robert Platt</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10518</b>	<b>12/31/2023</b>	<b>Roger Pollak</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10519</b>	<b>12/31/2023</b>	<b>Susan Mosher</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10520</b>	<b>12/31/2023</b>	<b>Terry L Martini</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10521</b>	<b>12/31/2023</b>	<b>Thomas J Fisher</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70
<b>Bill Pmt -Check</b>	<b>10522</b>	<b>12/31/2023</b>	<b>William V Guthrie</b>	<b>1001 · Valley- Checking_6387</b>		<b>-494.70</b>
Bill	4th Q ...	12/31/2023		6130 · Medicare Reimbursement	-494.70	494.70
TOTAL					-494.70	494.70

**Chappaqua Central School District Public Library (new)  
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
9311 - Insurance Income	16,818.15	0.00	16,818.15	100.0%
4000 - Support and Revenue				
4010 - School District Tax	1,772,168.50	3,544,337.00	-1,772,168.50	50.0%
4020 - Local Library Aid	0.00	4,000.00	-4,000.00	0.0%
4030 - Donations	0.00	250.00	-250.00	0.0%
4110 - Fines	5,410.37	12,000.00	-6,589.63	45.1%
4120 - Commissions	0.00	1,000.00	-1,000.00	0.0%
4130 - Lost and Paid	0.00	3,500.00	-3,500.00	0.0%
4140 - Theater Rental	115.00	0.00	115.00	100.0%
4310 - Interest Income	41,101.83	8,000.00	33,101.83	513.8%
4810 - Other Income	0.00	101,251.00	-101,251.00	0.0%
<b>Total 4000 - Support and Revenue</b>	<b>1,818,795.70</b>	<b>3,674,338.00</b>	<b>-1,855,542.30</b>	<b>49.5%</b>
<b>Total Income</b>	<b>1,835,613.85</b>	<b>3,674,338.00</b>	<b>-1,838,724.15</b>	<b>50.0%</b>
<b>Gross Profit</b>	<b>1,835,613.85</b>	<b>3,674,338.00</b>	<b>-1,838,724.15</b>	<b>50.0%</b>
<b>Expense</b>				
6000 - Personnel Costs				
6010 - Salaries - Librarians	393,100.21	1,079,981.00	-686,880.79	36.4%
6020 - Salaries - Clerks	207,497.56	655,837.00	-448,339.44	31.6%
6030 - Salaries - Custodians	25,231.02	95,609.00	-70,377.98	26.4%
6040 - Salaries - Pages	10,480.71	64,025.00	-53,544.29	16.4%
6110 - FICA / Medicare	44,604.29	126,747.00	-82,142.71	35.2%
6120 - Health Insurance	189,546.55	539,041.00	-349,494.45	35.2%
6130 - Medicare Reimbursement	12,935.70	55,134.00	-42,198.30	23.5%
6140 - Workers Compensation Insurance	0.00	15,000.00	-15,000.00	0.0%
6150 - Disability Expense	590.94	984.00	-393.06	60.1%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	2,603.52	248,064.00	-245,460.48	1.0%
6190 - Payroll Expenses	1,559.94			
6000 - Personnel Costs - Other	-87.05			
<b>Total 6000 - Personnel Costs</b>	<b>888,063.39</b>	<b>2,881,922.00</b>	<b>-1,993,858.61</b>	<b>30.8%</b>
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	8,094.73	0.00	8,094.73	100.0%
7120 - Books - Adult Non-Fiction	6,346.38	0.00	6,346.38	100.0%
7130 - Books - Adult - JIC	354.40	0.00	354.40	100.0%
7140 - Books - Adult Learn	149.21	0.00	149.21	100.0%
7150 - Books - Juvenile	4,797.91	0.00	4,797.91	100.0%
7170 - Books - Standing Order	0.00	0.00	0.00	0.0%
7180 - Books - Young Adult	807.45	0.00	807.45	100.0%
7100 - Books - Other	17.81	78,500.00	-78,482.19	0.0%
<b>Total 7100 - Books</b>	<b>20,567.89</b>	<b>78,500.00</b>	<b>-57,932.11</b>	<b>26.2%</b>
7210 - Databases	0.00	0.00	0.00	0.0%
7250 - Electronic Materials	19,556.69	70,000.00	-50,443.31	27.9%
7310 - Periodicals	9,554.62	13,710.00	-4,155.38	69.7%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	3,215.20	0.00	3,215.20	100.0%
7430 - Recordings - Adult DVD	946.10	0.00	946.10	100.0%
7460 - Recordings - Juvenile DVD	62.67	0.00	62.67	100.0%
7490 - Recordings - YA DVD	30.23	0.00	30.23	100.0%
7400 - Recordings - Other	0.00	21,713.00	-21,713.00	0.0%
<b>Total 7400 - Recordings</b>	<b>4,254.20</b>	<b>21,713.00</b>	<b>-17,458.80</b>	<b>19.6%</b>
<b>Total 7000 - Materials</b>	<b>53,933.40</b>	<b>183,923.00</b>	<b>-129,989.60</b>	<b>29.3%</b>
8000 - Facilities and Occupancy				
8010 - Building Maintenance & Repairs	81,234.20	49,300.00	31,934.20	164.8%
8020 - Building Service Contracts	50,500.56	84,180.00	-33,679.44	60.0%
8030 - Grounds Maintenance	12,738.00	0.00	12,738.00	100.0%
8040 - Electricity	23,857.44	62,000.00	-38,142.56	38.5%
8050 - Fuel	0.00	22,300.00	-22,300.00	0.0%
8060 - Sewer Tax	0.00	7,000.00	-7,000.00	0.0%
8070 - Custodial Supplies	5,430.07	9,000.00	-3,569.93	60.3%
8080 - Water	448.00	1,800.00	-1,352.00	24.9%
<b>Total 8000 - Facilities and Occupancy</b>	<b>174,208.27</b>	<b>235,580.00</b>	<b>-61,371.73</b>	<b>73.9%</b>
9000 - Administrative Expenses				
9110 - Westlynx / Technology	44,244.11	105,793.00	-61,548.89	41.8%
9210 - Professional Fees	69,855.07	144,946.00	-75,090.93	48.2%
9310 - Insurance	24,275.48	29,000.00	-4,724.52	83.7%
9320 - Equipment Maintenance	1,952.83	15,000.00	-13,047.17	13.0%
9330 - Telephone and Internet	5,734.26	6,144.00	-409.74	93.3%
9410 - Office Supplies				
9411 - Library Supplies	4,144.92	9,500.00	-5,355.08	43.6%
9410 - Office Supplies - Other	487.22	10,000.00	-9,512.78	4.9%
<b>Total 9410 - Office Supplies</b>	<b>4,632.14</b>	<b>19,500.00</b>	<b>-14,867.86</b>	<b>23.8%</b>
9420 - Postage and Shipping	614.87	7,430.00	-6,815.13	8.3%
9430 - Printing and Reproduction	2,887.50	10,850.00	-7,962.50	26.6%
9440 - Travel and Miscellaneous				
9445 - Professional Development	0.00	8,750.00	-8,750.00	0.0%
9440 - Travel and Miscellaneous - Other	0.00	500.00	-500.00	0.0%
<b>Total 9440 - Travel and Miscellaneous</b>	<b>0.00</b>	<b>9,250.00</b>	<b>-9,250.00</b>	<b>0.0%</b>
9450 - Director's Contingency	0.00	500.00	-500.00	0.0%
9460 - Development	332.99			
9480 - Suspense	98.15	0.00	98.15	100.0%
9490 - Miscellaneous Expense	9,579.63	0.00	9,579.63	100.0%
9600 - Program Expenses				
9610 - Adult Programming	2,059.96	0.00	2,059.96	100.0%
9620 - Teen Programming	143.80	0.00	143.80	100.0%
9630 - Childrens Programming	1,800.70	0.00	1,800.70	100.0%
9600 - Program Expenses - Other	100.00	24,500.00	-24,400.00	0.4%
<b>Total 9600 - Program Expenses</b>	<b>4,104.46</b>	<b>24,500.00</b>	<b>-20,395.54</b>	<b>16.8%</b>
<b>Total 9000 - Administrative Expenses</b>	<b>168,311.49</b>	<b>372,913.00</b>	<b>-204,601.51</b>	<b>45.1%</b>

**Chappaqua Central School District Public Library (new)  
Profit & Loss Budget vs. Actual**

July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Total Expense</b>	1,284,516.55	3,674,338.00	-2,389,821.45	35.0%
<b>Net Ordinary Income</b>	551,097.30	0.00	551,097.30	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9910 · Friends Reimbursement - inc	4,347.89	0.00	4,347.89	100.0%
<b>Total Other Income</b>	4,347.89	0.00	4,347.89	100.0%
<b>Other Expense</b>				
9810 · Friends Reimbursement - exp	7,027.46	0.00	7,027.46	100.0%
9850 · Capital Expenditures	0.00	0.00	0.00	0.0%
9999 · Ask My Accountant	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	7,027.46	0.00	7,027.46	100.0%
<b>Net Other Income</b>	-2,679.57	0.00	-2,679.57	100.0%
<b>Net Income</b>	<b>548,417.73</b>	<b>0.00</b>	<b>548,417.73</b>	<b>100.0%</b>

### Chappaqua Central School District Public Library (new)

## Reconciliation Detail

1002 · Valley - M.M - 1594, Period Ending 11/30/2023

---

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,035,324.58
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2023			X	4,042.02	4,042.02
Total Deposits and Credits					4,042.02	4,042.02
Total Cleared Transactions					4,042.02	4,042.02
Cleared Balance					4,042.02	1,039,366.60
Register Balance as of 11/30/2023					4,042.02	1,039,366.60
<b>Ending Balance</b>					<b>4,042.02</b>	<b>1,039,366.60</b>

**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**

**1003 · Valley - MMA Cap 3018, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						310,668.05
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	09/30/2023			X	1,212.89	1,212.89
Total Deposits and Credits					1,212.89	1,212.89
Total Cleared Transactions					1,212.89	1,212.89
Cleared Balance					1,212.89	311,880.94
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2023				285.78	285.78
Total Deposits and Credits					285.78	285.78
Total Uncleared Transactions					285.78	285.78
Register Balance as of 11/30/2023					1,498.67	312,166.72
<b>Ending Balance</b>					<b>1,498.67</b>	<b>312,166.72</b>

# Chappaqua Central School District Public Library (new)

## Reconciliation Detail

1001 - Valley- Checking\_6387, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,293,696.95
<b>Cleared Transactions</b>						
<b>Checks and Payments - 95 items</b>						
Bill Pmt -Check	09/08/2023	10262	Automated Control L...	X	-4,609.00	-4,609.00
Bill Pmt -Check	09/08/2023	10287	OverDrive	X	-4,202.48	-8,811.48
Bill Pmt -Check	09/08/2023	10263	Baker & Taylor	X	-4,180.12	-12,991.60
Bill Pmt -Check	09/08/2023	10266	Blackstone Publishing	X	-1,021.69	-14,013.29
Bill Pmt -Check	09/08/2023	10297	WB Mason	X	-147.38	-14,160.67
Bill Pmt -Check	10/23/2023	10385	NYS Employees He...	X	-186,548.89	-200,709.56
Bill Pmt -Check	10/23/2023	10375	KG+D	X	-16,000.00	-216,709.56
Bill Pmt -Check	10/23/2023	10371	Joe Lombardo Plum...	X	-11,630.00	-228,339.56
Bill Pmt -Check	10/23/2023	10384	NYS Deferred Comp...	X	-6,521.01	-234,860.57
Bill Pmt -Check	10/23/2023	10382	New York Power Aut...	X	-5,342.48	-240,203.05
Bill Pmt -Check	10/23/2023	10386	OverDrive	X	-5,084.13	-245,287.18
Bill Pmt -Check	10/23/2023	10351	Baker & Taylor	X	-5,041.32	-250,328.50
Bill Pmt -Check	10/23/2023	10368	J.Vasquez Landsca...	X	-3,600.00	-253,928.50
Bill Pmt -Check	10/23/2023	10356	Bond Schoeneck & ...	X	-3,355.00	-257,283.50
Bill Pmt -Check	10/23/2023	10349	Atlantic Tomorrow's ...	X	-2,887.50	-260,171.00
Bill Pmt -Check	10/23/2023	10405	William C Link	X	-2,250.00	-262,421.00
Bill Pmt -Check	10/23/2023	10380	NawrockiSmith	X	-1,800.00	-264,221.00
Bill Pmt -Check	10/23/2023	10374	Keating Electric	X	-1,739.00	-265,960.00
Bill Pmt -Check	10/23/2023	10363	Danziger & Markhoff...	X	-1,462.00	-267,422.00
Bill Pmt -Check	10/23/2023	10379	Nalco Water	X	-1,161.06	-268,583.06
Bill Pmt -Check	10/23/2023	10393	SavATree	X	-1,149.00	-269,732.06
Bill Pmt -Check	10/23/2023	10347	ARCO Cleaning	X	-1,030.00	-270,762.06
Bill Pmt -Check	10/23/2023	10370	Joan Schulman	X	-900.00	-271,662.06
Bill Pmt -Check	10/23/2023	10364	Dry Building Solutions	X	-850.00	-272,512.06
Bill Pmt -Check	10/23/2023	10355	Blackstone Publishing	X	-818.02	-273,330.08
Bill Pmt -Check	10/23/2023	10353	Barbara Bernstein	X	-720.00	-274,050.08
Bill Pmt -Check	10/23/2023	10376	Larry D'Amico	X	-706.23	-274,756.31
Bill Pmt -Check	10/23/2023	10341	AA All American Loc...	X	-698.64	-275,454.95
Bill Pmt -Check	10/23/2023	10377	Mary Rohde	X	-696.16	-276,151.11
Bill Pmt -Check	10/23/2023	10392	Sani-Pro Disposal	X	-690.96	-276,842.07
Bill Pmt -Check	10/23/2023	10387	Paylocity	X	-551.70	-277,393.77
Bill Pmt -Check	10/23/2023	10360	Christine Bobkoff	X	-540.00	-277,933.77
Bill Pmt -Check	10/23/2023	10395	The Dream Interpret...	X	-500.00	-278,433.77
Bill Pmt -Check	10/23/2023	10342	AFLAC	X	-484.20	-278,917.97
Bill Pmt -Check	10/23/2023	10404	WB Mason	X	-399.60	-279,317.57
Bill Pmt -Check	10/23/2023	10398	ULINE	X	-363.55	-279,681.12
Bill Pmt -Check	10/23/2023	10354	Berger Hardware	X	-349.92	-280,031.04
Bill Pmt -Check	10/23/2023	10401	Verizon 0001-37	X	-345.08	-280,376.12
Bill Pmt -Check	10/23/2023	10348	Atlantic A Program	X	-318.43	-280,694.55
Bill Pmt -Check	10/23/2023	10344	American Library As...	X	-314.00	-281,008.55
Bill Pmt -Check	10/23/2023	10399	USA Today	X	-272.91	-281,281.46
Bill Pmt -Check	10/23/2023	10365	ECubed	X	-245.00	-281,526.46
Bill Pmt -Check	10/23/2023	10378	Midwest Tape	X	-211.54	-281,738.00
Bill Pmt -Check	10/23/2023	10361	Cristina Shih	X	-200.00	-281,938.00
Bill Pmt -Check	10/23/2023	10390	Playaway Products ...	X	-191.22	-282,129.22
Bill Pmt -Check	10/23/2023	10357	Boscobel House & ...	X	-150.00	-282,279.22
Bill Pmt -Check	10/23/2023	10397	Town of New Castle ...	X	-150.00	-282,429.22
Bill Pmt -Check	10/23/2023	10362	Daily News	X	-139.48	-282,568.70
Bill Pmt -Check	10/23/2023	10388	Pitney Bowes	X	-137.61	-282,706.31
Bill Pmt -Check	10/23/2023	10403	Verizon 0001-75	X	-129.99	-282,836.30
Bill Pmt -Check	10/23/2023	10372	JP McHale	X	-125.52	-282,961.82
Bill Pmt -Check	10/23/2023	10402	Verizon 0001-70	X	-103.47	-283,065.29
Bill Pmt -Check	10/23/2023	10406	William Costanzo	X	-100.00	-283,165.29
Bill Pmt -Check	10/23/2023	10359	Cassidy Weddle	X	-87.05	-283,252.34
Bill Pmt -Check	10/23/2023	10389	Pitney Bowes - Purc...	X	-70.64	-283,322.98
Bill Pmt -Check	10/23/2023	10367	Harry Mackles	X	-70.50	-283,393.48
Bill Pmt -Check	10/23/2023	10400	Verizon 00001	X	-50.96	-283,444.44
Bill Pmt -Check	10/23/2023	10366	Hammond Museum ...	X	-50.00	-283,494.44
Bill Pmt -Check	10/23/2023	10396	The Libray Store	X	-46.87	-283,541.31
Bill Pmt -Check	10/23/2023	10345	Amy Berger	X	-36.00	-283,577.31
Bill Pmt -Check	10/23/2023	10373	Julie Ann Polasko	X	-25.24	-283,602.55
Bill Pmt -Check	10/23/2023	10369	Joan Kuhn	X	-23.97	-283,626.52
Bill Pmt -Check	10/23/2023	10391	Ruth Keeler Memori...	X	-6.99	-283,633.51
Bill Pmt -Check	10/23/2023	10394	Sirspeedy	X	-6.00	-283,639.51
Bill Pmt -Check	11/02/2023	10407	Guardian	X	-3,098.54	-286,738.05

# Chappaqua Central School District Public Library (new)

## Reconciliation Detail

1001 - Valley- Checking\_6387, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	11/02/2023	10408	The Libray Store	X	-1,011.83	-287,749.88
Bill Pmt -Check	11/02/2023	10409	Janway Company U...	X	-715.00	-288,464.88
Check	11/03/2023	PRT1...	Paylocity Payroll	X	-43,983.48	-332,448.36
Check	11/03/2023	PRT1...	Paylocity Taxes	X	-16,904.23	-349,352.59
Check	11/03/2023	PRT1...	Paylocity Payroll	X	-1,101.31	-350,453.90
Bill Pmt -Check	11/13/2023	10444	NYS Employees He...	X	-46,215.43	-396,669.33
Bill Pmt -Check	11/13/2023	10420	J.Vasquez Landsca...	X	-5,775.00	-402,444.33
Bill Pmt -Check	11/13/2023	10415	Bond Schoeneck & ...	X	-5,000.00	-407,444.33
Bill Pmt -Check	11/13/2023	10443	OverDrive	X	-4,563.83	-412,008.16
Bill Pmt -Check	11/13/2023	10433	WB Mason	X	-3,480.68	-415,488.84
Bill Pmt -Check	11/13/2023	10410	ARCO Cleaning	X	-2,070.00	-417,558.84
Bill Pmt -Check	11/13/2023	10446	NawrockiSmith	X	-1,800.00	-419,358.84
Bill Pmt -Check	11/13/2023	10411	Atlantic Westchester	X	-946.21	-420,305.05
Bill Pmt -Check	11/13/2023	10414	Blackstone Publishing	X	-433.49	-420,738.54
Bill Pmt -Check	11/13/2023	10421	Jamie Gordon	X	-240.00	-420,978.54
Bill Pmt -Check	11/13/2023	10434	Verizon 0001-75	X	-131.94	-421,110.48
Bill Pmt -Check	11/13/2023	10450	JP McHale	X	-125.52	-421,236.00
Bill Pmt -Check	11/13/2023	10435	Verizon 0001-70	X	-111.53	-421,347.53
Bill Pmt -Check	11/13/2023	10447	Nalco Water	X	-111.33	-421,458.86
Bill Pmt -Check	11/13/2023	10437	Verizon 00001	X	-102.53	-421,561.39
Bill Pmt -Check	11/13/2023	10436	Verizon 0001-37	X	-7.69	-421,569.08
Check	11/17/2023	PRT1...	Paylocity Payroll	X	-39,344.76	-460,913.84
Check	11/17/2023	PRT1...	Paylocity Taxes	X	-15,873.45	-476,787.29
Check	11/17/2023	PRT1...	Paylocity Payroll	X	-4,897.44	-481,684.73
Bill Pmt -Check	11/17/2023	10456	New York Power Aut...	X	-4,144.84	-485,829.57
Bill Pmt -Check	11/17/2023	10453	Bank of America	X	-3,668.99	-489,498.56
Check	11/30/2023	PRT1...	NYS Retirement	X	-1,211.15	-490,709.71
Check	12/01/2023	PRT1...	Paylocity Payroll	X	-44,021.08	-534,730.79
Check	12/01/2023	PRT1...	Paylocity Taxes	X	-16,182.02	-550,912.81
Check	12/01/2023	PRT1...	Paylocity Payroll	X	-904.51	-551,817.32
Total Checks and Payments					-551,817.32	-551,817.32
<b>Deposits and Credits - 20 items</b>						
Bill Pmt -Check	08/14/2023	10248	Sticker Book Publish...	X	0.00	0.00
Deposit	11/02/2023			X	57.46	57.46
Deposit	11/03/2023			X	14.41	71.87
Deposit	11/06/2023			X	74.11	145.98
Deposit	11/06/2023			X	109.71	255.69
Deposit	11/07/2023			X	81.11	336.80
Deposit	11/08/2023			X	20.44	357.24
Deposit	11/09/2023			X	53.18	410.42
Deposit	11/10/2023			X	27.85	438.27
Deposit	11/14/2023			X	32.82	471.09
Deposit	11/16/2023			X	6.91	478.00
Deposit	11/17/2023			X	24.25	502.25
Deposit	11/20/2023			X	19.38	521.63
Deposit	11/20/2023			X	58.24	579.87
Deposit	11/21/2023			X	15.44	595.31
Deposit	11/22/2023			X	21.33	616.64
Deposit	11/24/2023			X	4.77	621.41
Deposit	11/27/2023			X	5.55	626.96
Deposit	11/27/2023			X	69.04	696.00
Deposit	11/30/2023			X	3,692.33	4,388.33
Total Deposits and Credits					4,388.33	4,388.33
Total Cleared Transactions					-547,428.99	-547,428.99
Cleared Balance					-547,428.99	746,267.96
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 43 items</b>						
Bill Pmt -Check	12/21/2021	8903	Judy Lauder		-445.50	-445.50
Bill Pmt -Check	04/19/2022	9145	Town of New Castle		-1,200.00	-1,645.50
Bill Pmt -Check	04/19/2022	9125	Diane DeBellis		-40.00	-1,685.50
Bill Pmt -Check	06/06/2022	9303	Morningstar Inc.		-1,457.00	-3,142.50
Bill Pmt -Check	06/06/2022	9285	Joan Kuhn		-72.96	-3,215.46
Bill Pmt -Check	08/09/2022	9430	ID Cards Unlimited		-833.30	-4,048.76

# Chappaqua Central School District Public Library (new)

## Reconciliation Detail

1001 - Valley- Checking\_6387, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/30/2022	9556	Marie Trzcinski		-510.30	-4,559.06
Bill Pmt -Check	10/18/2022	9608	Teresa Bueti		-124.25	-4,683.31
Bill Pmt -Check	11/15/2022	9648	iPROMOTEu		-805.89	-5,489.20
Bill Pmt -Check	12/20/2022	9719	OverDrive		-4,402.91	-9,892.11
Bill Pmt -Check	02/13/2023	9845	Demco		-349.30	-10,241.41
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...		-1,395.00	-11,636.41
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-11,769.46
Bill Pmt -Check	05/08/2023	10049	Grey House Publishi...		-1,395.00	-13,164.46
Bill Pmt -Check	06/07/2023	10077	Baker & Taylor		-2,302.11	-15,466.57
Bill Pmt -Check	07/17/2023	10205	Robbin Friedman		-60.77	-15,527.34
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-15,552.34
Bill Pmt -Check	08/14/2023	10245	Teresa Bueti		-40.00	-15,592.34
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-15,747.09
Bill Pmt -Check	10/23/2023	10381	New Castle Commu...		-1,592.00	-17,339.09
Bill Pmt -Check	10/23/2023	10383	Nithya Anand		-6.25	-17,345.34
Bill Pmt -Check	11/13/2023	10432	William C Link		-6,975.00	-24,320.34
Bill Pmt -Check	11/13/2023	10412	Baker & Taylor		-4,129.34	-28,449.68
Bill Pmt -Check	11/13/2023	10445	NYS Deferred Comp...		-2,423.67	-30,873.35
Bill Pmt -Check	11/13/2023	10439	StudioAbe, LLC		-1,125.00	-31,998.35
Bill Pmt -Check	11/13/2023	10419	Integrated Behavior...		-294.00	-32,292.35
Bill Pmt -Check	11/13/2023	10418	ECubed		-245.00	-32,537.35
Bill Pmt -Check	11/13/2023	10431	Wings & Tails Wildlif...		-225.00	-32,762.35
Bill Pmt -Check	11/13/2023	10440	Playaway Products ...		-207.47	-32,969.82
Bill Pmt -Check	11/13/2023	10417	Demco		-130.93	-33,100.75
Bill Pmt -Check	11/13/2023	10449	Midwest Tape		-128.65	-33,229.40
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-33,297.38
Bill Pmt -Check	11/13/2023	10413	Berger Hardware		-60.27	-33,357.65
Bill Pmt -Check	11/13/2023	10441	Pitney Bowes - Purc...		-36.17	-33,393.82
Bill Pmt -Check	11/13/2023	10442	Pitney Bowes		-35.00	-33,428.82
Bill Pmt -Check	11/13/2023	10448	Mount Vernon Publi...		-12.99	-33,441.81
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-33,449.80
Bill Pmt -Check	11/13/2023	10416	Catherine Paulsen		-7.79	-33,457.59
Bill Pmt -Check	11/17/2023	10455	Library Market		-15,950.00	-49,407.59
Bill Pmt -Check	11/17/2023	10454	Guardian		-1,549.27	-50,956.86
Bill Pmt -Check	11/17/2023	10451	AFLAC		-484.20	-51,441.06
Bill Pmt -Check	11/17/2023	10452	Atlantic A Program		-315.98	-51,757.04
Bill Pmt -Check	11/28/2023	10424	ShelterPoint Life		-534.60	-52,291.64
Total Checks and Payments					-52,291.64	-52,291.64
Total Uncleared Transactions					-52,291.64	-52,291.64
Register Balance as of 11/30/2023					-599,720.63	693,976.32
<b>New Transactions</b>						
<b>Checks and Payments - 81 items</b>						
Bill Pmt -Check	12/13/2023	10423	Amazon		-4,431.40	-4,431.40
Check	12/15/2023	PRT1...	Paylocity Payroll		-44,974.52	-49,405.92
Check	12/15/2023	PRT1...	Paylocity Taxes		-16,648.28	-66,054.20
Check	12/15/2023	PRT1...	Paylocity Payroll		-1,091.90	-67,146.10
Bill Pmt -Check	12/18/2023	10428	Chappaqua CSD		-170,483.39	-237,629.49
Bill Pmt -Check	12/18/2023	10473	NYS Employees He...		-46,939.76	-284,569.25
Bill Pmt -Check	12/18/2023	10494	Baker & Taylor		-5,301.34	-289,870.59
Bill Pmt -Check	12/18/2023	10426	Bond Schoeneck & ...		-4,117.50	-293,988.09
Bill Pmt -Check	12/18/2023	10472	New York Power Aut...		-4,023.75	-298,011.84
Bill Pmt -Check	12/18/2023	10487	WB Mason		-3,767.73	-301,779.57
Bill Pmt -Check	12/18/2023	10474	OverDrive		-3,677.10	-305,456.67
Bill Pmt -Check	12/18/2023	10463	J.Vasquez Landsca...		-3,600.00	-309,056.67
Bill Pmt -Check	12/18/2023	10492	Atlantic Westchester		-1,771.43	-310,828.10
Bill Pmt -Check	12/18/2023	10462	Guardian		-1,642.28	-312,470.38
Bill Pmt -Check	12/18/2023	10458	Danziger & Markhoff...		-1,462.00	-313,932.38
Bill Pmt -Check	12/18/2023	10479	ProQuest LLC		-1,449.96	-315,382.34
Bill Pmt -Check	12/18/2023	10477	Plymouth Rocket, Inc.		-1,200.00	-316,582.34
Bill Pmt -Check	12/18/2023	10466	Keating Electric		-1,173.36	-317,755.70
Bill Pmt -Check	12/18/2023	10470	NawrockiSmith		-1,080.00	-318,835.70
Bill Pmt -Check	12/18/2023	10425	Blackstone Publishing		-928.98	-319,764.68
Bill Pmt -Check	12/18/2023	10468	Midwest Tape		-914.68	-320,679.36
Bill Pmt -Check	12/18/2023	10460	Elyse Schreiber		-900.00	-321,579.36
Bill Pmt -Check	12/18/2023	10457	ConEdison		-695.19	-322,274.55



**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**

**1001 - Valley - Checking\_6387, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/18/2023	10480	Sani-Pro Disposal		-690.96	-322,965.51
Bill Pmt -Check	12/18/2023	10469	Nalco Water		-572.39	-323,537.90
Bill Pmt -Check	12/18/2023	10471	New Castle-Stanwo...		-524.00	-324,061.90
Bill Pmt -Check	12/18/2023	10427	Brodart Co.		-447.94	-324,509.84
Bill Pmt -Check	12/18/2023	10476	Playaway Products ...		-374.94	-324,884.78
Bill Pmt -Check	12/18/2023	10491	Atlantic A Program		-315.98	-325,200.76
Bill Pmt -Check	12/18/2023	10478	Postmaster - White ...		-310.00	-325,510.76
Bill Pmt -Check	12/18/2023	10475	Pitney Bowes - Purc...		-269.81	-325,780.57
Bill Pmt -Check	12/18/2023	10486	Verizon 0001-75		-263.91	-326,044.48
Bill Pmt -Check	12/18/2023	10459	ECubed		-245.00	-326,289.48
Bill Pmt -Check	12/18/2023	10490	AFLAC		-242.10	-326,531.58
Bill Pmt -Check	12/18/2023	10493	Automated Control L...		-240.19	-326,771.77
Bill Pmt -Check	12/18/2023	10481	SavATree		-225.00	-326,996.77
Bill Pmt -Check	12/18/2023	10485	Verizon 0001-70		-220.92	-327,217.69
Bill Pmt -Check	12/18/2023	10482	Sticker Book Publish...		-155.00	-327,372.69
Bill Pmt -Check	12/18/2023	10461	George Benack		-147.45	-327,520.14
Bill Pmt -Check	12/18/2023	10489	WT Cox		-132.92	-327,653.06
Bill Pmt -Check	12/18/2023	10465	JP McHale		-125.52	-327,778.58
Bill Pmt -Check	12/18/2023	10484	Verizon 00001		-103.14	-327,881.72
Bill Pmt -Check	12/18/2023	10488	William Costanzo		-100.00	-327,981.72
Bill Pmt -Check	12/18/2023	10483	Teresa Bueti		-80.00	-328,061.72
Bill Pmt -Check	12/18/2023	10429	Chappaqua Paint an...		-50.35	-328,112.07
Bill Pmt -Check	12/18/2023	10495	Benjamin Fine		-33.91	-328,145.98
Bill Pmt -Check	12/18/2023	10467	Mercy Garland		-32.27	-328,178.25
Bill Pmt -Check	12/18/2023	10430	Chicago Distribution ...		-24.11	-328,202.36
Bill Pmt -Check	12/18/2023	10464	Joan Kuhn		-10.99	-328,213.35
Check	12/29/2023	PRT1...	Paylocity Payroll		-42,712.91	-370,926.26
Check	12/29/2023	PRT1...	Paylocity Taxes		-15,971.99	-386,898.25
Check	12/29/2023	PRT1...	Paylocity Payroll		-1,454.62	-388,352.87
Bill Pmt -Check	12/31/2023	10520	Terry L Martini		-494.70	-388,847.57
Bill Pmt -Check	12/31/2023	10519	Susan Mosher		-494.70	-389,342.27
Bill Pmt -Check	12/31/2023	10518	Roger Pollak		-494.70	-389,836.97
Bill Pmt -Check	12/31/2023	10517	Robert Platt		-494.70	-390,331.67
Bill Pmt -Check	12/31/2023	10516	Robert Kroehler		-494.70	-390,826.37
Bill Pmt -Check	12/31/2023	10515	Peter S Galliard		-494.70	-391,321.07
Bill Pmt -Check	12/31/2023	10514	Pamela Thornton		-494.70	-391,815.77
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-392,310.47
Bill Pmt -Check	12/31/2023	10506	Judy Lauder		-494.70	-392,805.17
Bill Pmt -Check	12/31/2023	10507	Lois H Siwicki		-494.70	-393,299.87
Bill Pmt -Check	12/31/2023	10508	Loretta-Jo Lunetta		-494.70	-393,794.57
Bill Pmt -Check	12/31/2023	10509	Marguerite K Galliard		-494.70	-394,289.27
Bill Pmt -Check	12/31/2023	10510	Marie Trzcinski		-494.70	-394,783.97
Bill Pmt -Check	12/31/2023	10511	Martha Alcott		-494.70	-395,278.67
Bill Pmt -Check	12/31/2023	10505	Judith Kroehler		-494.70	-395,773.37
Bill Pmt -Check	12/31/2023	10504	John Alcott		-494.70	-396,268.07
Bill Pmt -Check	12/31/2023	10503	Joan Skahan		-494.70	-396,762.77
Bill Pmt -Check	12/31/2023	10502	Janice A Cleland		-494.70	-397,257.47
Bill Pmt -Check	12/31/2023	10501	Gwen B Guthrie		-494.70	-397,752.17
Bill Pmt -Check	12/31/2023	10500	Geraldine Carpino		-494.70	-398,246.87
Bill Pmt -Check	12/31/2023	10499	Francis E Martini		-494.70	-398,741.57
Bill Pmt -Check	12/31/2023	10498	Elaine Webber		-494.70	-399,236.27
Bill Pmt -Check	12/31/2023	10497	Doris B Lowenfels		-494.70	-399,730.97
Bill Pmt -Check	12/31/2023	10496	Ann M Fisher		-494.70	-400,225.67
Bill Pmt -Check	12/31/2023	10512	Mary L Platt		-494.70	-400,720.37
Bill Pmt -Check	12/31/2023	10521	Thomas J Fisher		-494.70	-401,215.07
Bill Pmt -Check	12/31/2023	10522	William V Guthrie		-494.70	-401,709.77
Bill Pmt -Check	01/14/2024	10523	NYS Deferred Comp...		-15,120.68	-416,830.45
Bill Pmt -Check	01/17/2024	10524	Bank of America		-1,711.28	-418,541.73
Total Checks and Payments					-418,541.73	-418,541.73
<b>Deposits and Credits - 3 items</b>						
Deposit	12/01/2023				5,425.62	5,425.62
Deposit	12/04/2023				7,085.28	12,510.90
Deposit	12/04/2023				13,391.42	25,902.32
Total Deposits and Credits					25,902.32	25,902.32

**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**

**1001 · Valley- Checking\_6387, Period Ending 11/30/2023**

---

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					-392,639.41	-392,639.41
<b>Ending Balance</b>					<b>-992,360.04</b>	<b>301,336.91</b>

**Chappaqua Central School District Public Library (new)**  
**Custom Transaction Detail Report**  
**January 1 - 22, 2024**

Type	Date	Num	Name	Memo	Debit
Bill Pmt -Check	01/17/2024	10524	Bank of America		\$ 1,711.28
Bill Pmt -Check	01/22/2024	10525	AFLAC	NG396	\$ 242.10
Bill Pmt -Check	01/22/2024	10526	ARCO Cleaning		\$ 8,050.00
Bill Pmt -Check	01/22/2024	10527	Atlantic A Program	21952	\$ 315.98
Bill Pmt -Check	01/22/2024	10528	Atlantic Westchester		\$ 2,400.52
Bill Pmt -Check	01/22/2024	10529	Baker & Taylor	303381 L423567 3 000000	\$ 4,310.45
Bill Pmt -Check	01/22/2024	10530	Barbara Bernstein	(3) Book discussions at 180 ea	\$ 540.00
Bill Pmt -Check	01/22/2024	10531	Blackstone Publishing	101262	\$ 1,100.84
Bill Pmt -Check	01/22/2024	10532	Bond Schoeneck & King		\$ 2,409.50
Bill Pmt -Check	01/22/2024	10533	Brodart Co.	310238	\$ 1,404.12
Bill Pmt -Check	01/22/2024	10534	Chappaqua Paint and Hardware	Driver bit set	\$ 17.99
Bill Pmt -Check	01/22/2024	10535	Christine Bobkoff	Open book discussion 10/10 11/14 12/12 at 180 per discussion	\$ 540.00
Bill Pmt -Check	01/22/2024	10536	ConEdison	59-0912-1280-1000-8	\$ 3,486.04
Bill Pmt -Check	01/22/2024	10537	Demco	310608000	\$ 1,084.38
Bill Pmt -Check	01/22/2024	10538	Dobbs Ferry Public Library	M. Rodriguez_10/27/23	\$ 30.00
Bill Pmt -Check	01/22/2024	10539	ECubed	Ecube Management fee for Phones _ January 2024	\$ 245.00
Bill Pmt -Check	01/22/2024	10540	Greenburgh Public Library	Rosenthal 11/1/23	\$ 13.00
Bill Pmt -Check	01/22/2024	10541	Guardian	Group ID 00 559022	\$ 72.10
Bill Pmt -Check	01/22/2024	10542	J.Vasquez Landscaping Inc		\$ 7,200.00
Bill Pmt -Check	01/22/2024	10543	Joan Kuhn	Refreshments for winter concert 12/20/23	\$ 43.94
Bill Pmt -Check	01/22/2024	10544	Joan Schulman	Writing workshops 11/6, 11/20	\$ 360.00
Bill Pmt -Check	01/22/2024	10545	JP McHale	106217	\$ 125.52
Bill Pmt -Check	01/22/2024	10546	Julie Ann Polasko	Cookie decorating childrens room 12/19/23	\$ 91.92
Bill Pmt -Check	01/22/2024	10547	Katonah Village Library	H. Hang_11/6/23	\$ 27.99
Bill Pmt -Check	01/22/2024	10548	Keating Electric	Lighting in front soffit area of library 11/3/23	\$ 198.00
Bill Pmt -Check	01/22/2024	10549	Larry D'Amico	Coffee for winter concert 12/20/23	\$ 58.50
Bill Pmt -Check	01/22/2024	10550	Midwest Tape	2000001395	\$ 289.03
Bill Pmt -Check	01/22/2024	10551	Minuteman Press	Annual report printing and shipping	\$ 2,114.00
Bill Pmt -Check	01/22/2024	10552	Mount Kisco Public Library	K. Delatizky 10/23/23	\$ 3.99
Bill Pmt -Check	01/22/2024	10553	Nalco Water	150373412	\$ 450.00
Bill Pmt -Check	01/22/2024	10554	NawrockiSmith		\$ 3,600.00
Bill Pmt -Check	01/22/2024	10555	New Castle Community Media Center	NY BIG APPLE AUTHOR TALK DEC 5 2023	\$ 300.00
Bill Pmt -Check	01/22/2024	10556	North Castle Public Library	A. Lowenstein_12/6/23	\$ 18.00
Bill Pmt -Check	01/22/2024	10557	NYS Employees Health Insurance	health insurance coverage 1/24-2/24	\$ 48,966.66
Bill Pmt -Check	01/22/2024	10558	NYS Retirement	NYS Retirement Period Ending 3/31/23 Customer # 677	\$170,483.39
Bill Pmt -Check	01/22/2024	10559	Office Dynamics, Inc.	1/2/24-1/1/25	\$ 500.00
Bill Pmt -Check	01/22/2024	10560	Ossining Public Library	C. Andrietta_11/20/23	\$ 15.95
Bill Pmt -Check	01/22/2024	10561	OverDrive	13225-1006	\$ 5,157.39
Bill Pmt -Check	01/22/2024	10562	Paylocity	N9843	\$ 206.16
Bill Pmt -Check	01/22/2024	10563	Petalune Inc	Adult program herbal apothecary	\$ 125.00
Bill Pmt -Check	01/22/2024	10564	Pitney Bowes	0015884336	\$ 275.22
Bill Pmt -Check	01/22/2024	10565	Pitney Bowes - Purchase Power	8000-9090-1087-8747	\$ 362.58
Bill Pmt -Check	01/22/2024	10566	PKF O'Connor Davies, LLP	1546033.001	\$ 9,750.00
Bill Pmt -Check	01/22/2024	10567	Plastic Fulfillment Inc	Library cards	\$ 697.88
Bill Pmt -Check	01/22/2024	10568	Playaway Products LLC	Ebooks	\$ 127.48
Bill Pmt -Check	01/22/2024	10569	Robert wolff	Batteries Jan 2024	\$ 5.99
Bill Pmt -Check	01/22/2024	10570	Somers Library	R. Grunski 7/11/23	\$ 16.00
Bill Pmt -Check	01/22/2024	10571	Stratagem Security		\$ 53,761.23
Bill Pmt -Check	01/22/2024	10572	The Field Library	J. Mooney-Chin 11/25/23	\$ 16.95
Bill Pmt -Check	01/22/2024	10573	The Hartford	14433646	\$ 2,402.00
Bill Pmt -Check	01/22/2024	10574	The Museum of Modern Art	Library level Corporate membership Apr 1 2024 to Mar 31 2025	\$ 1,500.00
Bill Pmt -Check	01/22/2024	10575	Town of New Castle Police Department	1837	\$ 50.00
Bill Pmt -Check	01/22/2024	10576	Verizon 00001	882468792-00001	\$ 52.18
Bill Pmt -Check	01/22/2024	10577	Verizon 0001-37	451-909-317-0001-37	\$ 164.89
Bill Pmt -Check	01/22/2024	10578	Verizon 0001-70	251-785-048-0001-70	\$ 218.79
Bill Pmt -Check	01/22/2024	10579	WB Mason	C1312511	\$ 41.58
Bill Pmt -Check	01/22/2024	10580	Westchester Library System		\$ 53,075.00
Bill Pmt -Check	01/22/2024	10581	William C Link		\$ 1,650.00
Bill Pmt -Check	01/22/2024	10582	ZORO	Custodial supplies	\$ 224.97
Bill Pmt -Check	01/22/2024		ConEdison	59-0912-1280-1000-8	\$ 4,568.64
Bill Pmt -Check	01/22/2024		Safeguard Marketing Solutions	PDT5F4	\$ 395.08
					<b>\$397,665.20</b>



195 South Greeley Avenue, Chappaqua, NY 10514  
www.chappaqualibrary.org, 914-238-4779

## Director's Report

January 11, 2024

I continue to meet with departments, department heads, trustees, staff, and Bill Link and field questions from the public. I closed the library early at 6:45 on Tuesday, January 9<sup>th</sup> because of the predicted rain and high winds.

Shantell Pena will be leaving on Friday, January 12, 2024. We are all sorry to see her go and will miss her competence, energy, and technology skills. She is schooling me in all the myriad things that she does. It is a steep learning curve that I will not master completely. She has generously offered to come in after her new job to help keeping in mind that Jennifer Daddio will also need help.

Marge Perlin is in Australia for January. She helped by email to submit the payroll. Robbin Friedman and I will tackle the next one and wait eagerly for Marge's return.

We sent a canvass letter to the list of candidates who passed the civil service test for staff assistant. As of Thursday, January 11<sup>th</sup>, we received eight responses. Candidates have until Tuesday, January 16<sup>th</sup> to respond. Unfortunately, the job description does not list proficiency with QuickBooks, an essential skill for this job. After Tuesday, I will start to tackle this list to replace Shantell.

In the meantime, we contacted two temp agencies and contracted with one of them, Randstad Office Professionals, to supply a bookkeeper. Amy Kaprelian began on Tuesday, January 10<sup>th</sup>. Shantell is training her. She is lovely and lives in Mt. Kisco.

One of the circulation staff had an emergency medical issue in the library on Friday, January 5<sup>th</sup> and was taken to the hospital. He is home but it is unclear when he will be back at work. I spoke with our insurance agent about disability payments.

I continue to work on the budget and would like to get much of it done before Jennifer Daddio arrives. Shantell has and I will be meeting with her.

I find the Thursday morning meetings and trainings to be useful as do other staff I believe. Amy Berger showed us how to do remote printing, faxing etc. Planned topics include Google workspace, Narcan, email security, and disaster preparedness.

Carolyn Reznick  
Interim Library Director



195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

**Circulation – December 2023 report**

**Marge Perlin, Head of Circulation, Payroll Administrator**

December was a busy month, with people gathering items to share with their families over the holidays. All the appropriate schedules and calendars were changed in time for the emergency library closure on December 18: hold and curbside pickups were cancelled, pickup times were rescheduled, and due dates were reset. Backdating was instituted to prevent any accidental fines.

Payroll: Employee schedules and holiday closures were set for the coming year, healthcare deductions were updated, Sick and Vacation time will roll over in January.

Final numbers for fines and statistics were not available as of December 31, 2023 and will be included in my January report

Month	Fines	L&P
July 2023	\$573.10	\$121.84
Aug 2023	\$917.13	\$400.85
Sept 2023	\$763.66	\$371.47
Nov 2023	\$789.86	\$308.79
Dec 2023		
Jan 2024		
Feb 2024		
March 2024		
April 2024		
May 2024		
June 2024		
<b>TOTAL</b>		

**November Meetings/Events:**

- Dec 6: Department Heads
- Dec 7: All Staff mtg
- Dec 14: Cultural Diversity II
- Dec 18: Board Meeting
- Dec 21: Circ. Dept meeting
- Dec 22: Personnel Committee
- Dec 28: Staff Development
- Nov 30: Cultural Diversity workshop

**WLS STATS - ITEMS AND PATRONS**

- In-building Circulation:
- Loans sent to other libraries:
- Loans received from other libraries:
- New library cards:
- Items added to collection:
- Items removed from collection:



195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

**Children's Room -- December 2023 report**  
**Robbin Friedman**

**Programs and attendance**

Date	Program	Attendees
12/2/23	Saturday Storytime (0-5)	37
12/4/23	Movers and Shakers (0-2)	48
12/4/23	Theater storytime (0-5)	34
12/4/23	Dungeons and Dragons (Gr. 4-6)	6
12/5/23	Storybook Dance (2-5)	32
12/5/23	Free Play for 1s and 2s (1-2)	38
12/6/23	Theater storytime (0-5)	48
12/6/23	Bouncing Babies storytime (0-2)	21
12/7/23	Theater storytime (0-5)	48
12/7/23	Nursery Rhyme Time (2-3)	13
12/7/23	Lego Art (Gr. K-3)	9
12/8/23	Song Circle online (0-5)	12
12/8/23	Bouncing Babies (0-2)	10
12/11/23	Movers and Shakers (0-2)	36
12/11/23	Theater Storytime (0-5)	32
12/11/23	Dungeons and Dragons (Gr. 4-6)	6
12/12/23	Storybook Dance (2-5)	43
12/12/23	Free Play for 1s and 2s (1-2)	19
12/13/23	Theater storytime (0-5)	35
12/13/23	Bouncing Babies storytime (0-2)	30
12/13/23	Jr. Garden Club (Gr. K-6)	13
12/13/23	Middle Schooler/Adult book club (Gr. 5-7)	4



195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

12/14/23	Theater storytime (0-5)	51
12/14/23	Nursery Rhyme Time (2-3)	20
12/14/23	A Little Science, A Little Art (2-5)	27
12/15/23	Song Circle online (0-5)	9
12/15/23	Bouncing Babies (0-2)	16
12/19/23	Storybook Dance (2-5)	62
12/19/23	Free Play for 1s and 2s (1-2)	22
12/20/23	Theater storytime (0-5)	36
12/20/23	Bouncing Babies storytime (0-2)	24
12/20/23	Decorate a Cookie (K-3)	15
12/21/23	Theater storytime (0-5)	46
12/21/23	Nursery Rhyme Time (2-3)	12
12/21/23	Comics Crew (Gr. 4-6)	2
12/22/23	Song Circle online (0-5)	13
12/22/23	Bouncing Babies (0-2)	14
12/22/23	Grab and Go winter craft (All ages)	23
12/27/23	Theater Storytime (0-5)	35
12/27/23	Bouncing Babies (0-2)	19
12/28/23	Theater Storytime (0-2)	61
12/28/23	Nursery Rhyme Time (2-3)	14
12/28/23	Snow Day (All ages)	147
12/29/23	Song Circle online (0-5)	13
12/29/23	Bouncing Babies (0-2)	15
		1270

**Professional Development**

ALL: Neighbors Link Cultural Awareness Training  
 REF: Crisis Communication (ALA)

**Successes**



195 South Greeley Avenue, Chappaqua, NY 10514  
www.chappaqualibrary.org, 914-238-4779

In November and December, we piloted two successful new programs. Themed Free Play for 1s and 2s, held later in the afternoon than our storytimes and typical early childhood programming, has been bringing toddlers back to the library on Tuesdays through the early evening. Dungeons & Dragons for 4-6th graders had consistent middle school attendees returning week after week. We're so grateful to our Dungeon Master, Tony, who was recommended by a librarian at Greenburgh.

During the school vacation, we held our first ever Snow Day program, with low-key winter activities like snowflakes art, hot cocoa, wintry picture books and a pretend snowball fight. Pajamas encouraged for all 147 attendees!







195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

**Adult Services Department -- December, 2023 Report**  
**Denise Mincin**

A patron, a current resident of Pleasantville, and a former reference librarian, let the reference staff know that she always comes to the Chappaqua Library because we do “such a fabulous job and are so helpful!”

A couple of our social media posts received a lot of attention this month. Posts about the Quaker Notes concert were viewed by over 800 accounts. Amy Berger’s tweet about memoirs had over 1,400 views on Christmas Day! Two authors - Will Jawando and Isaac Fitzgerald - interacted with the post and drove up the number of people who saw the post.

The Adult Services Department started December with a display for Inclusive Schools Week, and one for Sandra Day O’Connor and Henry Kissinger, who had recently passed. December is “Learn a Foreign Language Month,” and Alan Briones put up a display that featured materials from our collection about more than a dozen languages: Vietnamese, Turkish, Hindi, Hebrew, Greek, Russian, and of course French and Spanish. We had 2 holiday cookbook displays, one for Christmas cooking and baking, and one for Jewish holiday recipes. Recently purchased and currently checked out to a patron is a new cookbook *Shabbat*.

Outreach	Meetings	Professional Development
NC Environmental Coordinator	All Staff	S&S Spring 24 librarian preview
Home Delivery and Pickup	Department Heads	PRH Winter Book & Author Festival



195 South Greeley Avenue, Chappaqua, NY 10514  
 www.chappaqualibrary.org, 914-238-4779

Outreach continued	Meetings continued	PD continued
Book Club with ARC (2x)	Library Director Search Committee (3)	Workplace Bullying Literacy: The challenges and some responses
	Reference Staff	Eclipse Soundscapes Facilitator Training
	NC Environmental Coordinator	ChatGPT: Engaging With Technology in the Generative AI Era
		Neighbors Link Diversity Training
		Stronger Together: Collective Impact and Climate Action Programming
		Sustainable Libraries Climate Action



195 South Greeley Avenue, Chappaqua, NY 10514  
www.chappaqualibrary.org, 914-238-4779

**Technical Services -- December 2023 report**  
**Sally Scudo**

In addition to routine processing:

- Sustainable Shelves: 317 books evaluated, 92 eligible for credit. Lower numbers due to suspension of activity while waiting for board approval of revised discard policy.
- Audiobook reprocessing **COMPLETED!**
- Great Courses/Teaching Company weeding/reprocessing started.



Board of Trustees Meeting Motion Template

Meeting Date: 1/22/24

Type of Meeting: X Regular [ ] Special

Motion Submission Date: 1/17/24

Motion Purpose: Library Policy Revisions/Reaffirmed

Motion by: Pam Moskowitz

I move that:

- Make a motion to reaffirm the following Library Policies: FOIL, Sexual Harassment and Pandemic to be dated 1/22/24
• Make a motion to eliminate the Confidentiality of Library Records (1/31/85) and reaffirm The Privacy and Confidentiality of Records Policy (3/19/13) as the first policy is covered in the second policy.

Below to be completed by Board Secretary: (amend above Motion wording if revised, restated or amended)

Motion by:

Second:

Key discussion points:

- x
• x

Approved:

- [ ] Yes
[ ] No
[ ] Tabled

Vote:

Table with 5 columns: Name, Yes, No, Abstained, Absent. Rows include B. Cook, J. Fahey, E. Haymson, P. Moskowitz, J. Harrison.

Helpful tips for writing a board meeting motion:

1. Be specific, unique and concise (Who/What/Where/When/Why/\$ amount including any associated costs (e.g., annual service in addition to one-time installation))
2. Address potential objections
3. Rely on your board President and board members for assistance

G. Benack

Yes

No

Abstained

Absent

**Helpful tips for writing a board meeting motion:**

1. Be specific, unique and concise (Who/What/Where/When/Why/\$ amount including any associated costs (e.g., annual service in addition to one-time installation))
2. Address potential objections
3. Rely on your **board President** and board members for assistance



Board of Trustees Meeting Motion Template

Meeting Date: 1/22/24

Type of Meeting: X Regular [ ] Special

Motion Submission Date: 1/17/24

Motion Purpose: Exhibition Policy for Display Cases

Motion by: Pam Moskowitz

I move that:

- Make a motion to approve the updated version of the Exhibition Policy for Display Cases (5/8/12)

Below to be completed by Board Secretary: (amend above Motion wording if revised, restated or amended)

Motion by:

Second:

Key discussion points:

- X
- X

Approved:

- [ ] Yes
- [ ] No
- [ ] Tabled

Vote:

B. Cook:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent
J. Fahey:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent
E. Haymson:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent
P. Moskowitz:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent
J. Harrison	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent
G. Benack	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstained	<input type="checkbox"/> Absent

Helpful tips for writing a board meeting motion:

1. Be specific, unique and concise (Who/What/Where/When/Why/\$ amount including any associated costs (e.g., annual service in addition to one-time installation))
2. Address potential objections
3. Rely on your board President and board members for assistance

# Exhibition Policy for Display Cases

The library has three display cases, two (2) large multi-shelve units, and one (1) flat case unit.

The materials displayed in the library display cases shall reflect its role as an educational and cultural institution. The displays will be free and open to the public. All displays must be reviewed and approved by the library curator.

**Responsibility:** The use of the display cases of the Chappaqua Library is scheduled at the discretion of the curator. All display material must be delivered to the library by the exhibitor or representative in display-ready condition at the convenience of the curator. All displays will be shown for four to six weeks.

The location and overall appearance of the display cases is the sole responsibility of the curator.

Use of the display cases for Chappaqua Library programs and library exhibits takes precedence over use by outside groups and individuals.

**Eligibility:** Any person, group or organization is subject to the applicable Chappaqua Library Board of Trustees policies which may prohibit or limit the use of the facilities by commercial organizations and to applicable New York State Education Law (section 414) that may, among other things, prohibit or limit the use of facilities by: a) partisan political groups for political purposes and b) religious groups for religious purposes.

**Liability and Financial Responsibility:** The Library does not accept any responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the Library are done so at the owner's risk. The owner of the displayed materials shall indemnify and hold the Library harmless from any loss, damage, liability, costs and/or expense, including but not limited to attorney fees, that may arise during or to be caused in any way by the owner's use of the Library display cases and compensate the Library for any damages to the Library's Display Cases, or other property of the Library caused by or resulting from the use of the Display Cases.

**Applications:** Applications must be submitted in writing to the curator on the application form provided by the library.



# Exhibition Policy for Display Cases (Revised)

The materials displayed in the library display cases shall reflect its role as an educational and cultural institution. The displays will be free and open to the public. All displays must be reviewed and approved by the library curator.

**Responsibility:** The use of the display cases of the Chappaqua Library is scheduled at the discretion of the curator. All display material must be delivered to the library by the exhibitor or representative in display-ready condition at the convenience of the curator.

***All displays will be shown for four to six weeks.***

The location and overall appearance of the display cases is the sole responsibility of the curator.

Use of the display cases for Chappaqua Library programs and library exhibits takes precedence over use by outside groups and individuals.

**Eligibility:** Any person, group or organization is subject to the applicable Chappaqua Library Board of Trustees policies which may prohibit or limit the use of the facilities by commercial organizations and to applicable New York State Education Law (section 414) that may, among other things, prohibit or limit the use of facilities by: a) partisan political groups for political purposes and b) religious groups for religious purposes.

**Liability and Financial Responsibility:** The Library does not accept any responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the Library are done so at the owner's risk. The owner of the displayed materials shall indemnify and hold the Library harmless from any loss, damage, liability, costs and/or expense, including but not limited to attorney fees, that may arise during or to be caused in any way by the owner's use of the Library display cases and compensate the Library for any damages to the Library's Display Cases, or other property of the Library caused by or resulting from the use of the Display Cases.

**Applications:** Applications must be submitted in writing to the curator on the application form provided by the library.

January 22, 2024