



**AGENDA**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday June 17, 2024, 7pm  
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:** Pam Moskowitz, President

**Expected Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	<b>Presenting:</b>	
Jennifer Fahey, Secretary		
John Harrison, 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**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF THE ORDER OF THE AGENDA**
- V. 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@chappaqualibrary.org](mailto:chaboard@chappaqualibrary.org). After the public comment period has been completed, Board members may have a discussion among themselves regarding comments presented.

## VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the May 20, 2024 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the May 20, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

B. The Annual Report ensures that the Library operates in accordance with all provisions of Education Law and the Regulations of the Commissioner.

**MOTION: I move that the Board** accepts the Annual Report for Chappaqua Library that was submitted to New York State in accordance with NYS Education Law and Regulations on May 13, 2024.

Motion by: P. Moskowitz

Second by:

Discussion:

In favor:

Against:

Abstained:

## VIII. FINANCE

A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

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

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

**MOTION: I move that the Board** approve to pay increases itemized in the 2024/2025 budget and approved by public vote on May 21, 2024. These pay raises will be effective July 1, 2024.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

**MOTION: I move that the Board** approve folding in the stipend, given as additional compensation to Department Heads, to create a new effective rate for each Department Head. From this point forward stipends will not be offered in addition to salary. These new rates will be effective July 1, 2024.

Motion by: G. Benack

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**

**XII. COMMITTEE REPORTS**

**A. Standing Committees:**

- i. **Finance Committee**— George Benack, Chair
- ii. **Building and Grounds Committee** – J. Fahey, Chair
- iii.

**MOTION:**

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

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

**MOTION:** I move that the Board provisionally appoint Robbin Friedman to Asst Director of Chappaqua :Library beginning July 1, 2024 at \$90,000 annually.

Motion by: P. Moskowitz  
Second by:  
Discussion:  
In favor:  
Against:  
Abstained:

- iv. **Policy / Bylaws Committee** – J. Harrison, Chair

**B. Ad-hoc Committees:**

- i. **Communications Committee** – B. Cook

**XIV. NEXT STEPS / RESPONSIBILITIES**

**XV. NEXT MEETINGS:**

**XVI. 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 Regular Meeting**  
**Monday May 13, 2024, 7pm**  
 Chappaqua Library Theater  
 Hybrid format: In-person and by videoconference  
**Presiding Officer:** Pam Moskowitz, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	<b>Presenting:</b>	
Jon Harrison, Member-at-Large		
Videoconference: (due to extraordinary circumstances):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance): <b>Jennifer Fahey</b>		

**I. CALL PUBLIC MEETING TO ORDER**

P. Moskowitz called the meeting to order at 7:02pm. Emergency exits were noted and the pledge of allegiance was recited. No changes were requested to the agenda.

**II. PUBLIC COMMENTS**

P. Moskowitz reviewed the approach to public comments. There were no public comments.

## VI. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the April , 2024 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the April 15, 2024 Regular Meeting** as drafted.

Motion by: G. Benack

Second by: B. Cook

Discussion: None

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

Against:

Abstained:

## VII. FINANCE

A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

B. George met with Kyle at NawrockiSmith to go over the treasurer's report and it was helpful. He reviewed the report for March of 2024 and noted that there were uncleared checks more than six months old. Jennifer indicated that Amy was reviewing them and that they were in process of taking steps to rectifying books as necessary.

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

Motion by: G. Benack

Second by: B. Cook

Discussion:

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

Against:

Abstained:

## IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

### X. PRESIDENT'S REPORT

- Pam shared that our new showcase in lobby is set up to highlight our wonderful local organizations and this month's is a mental health awareness organization called "Break the Hold."
- Denise and Amy B. are involved in a walk that is being held on June 9<sup>th</sup> for this group.
- Pam encouraged people to come to the Friends Book Sale as there was a huge selection of something for everyone.

### XI. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

- Jennifer and staff almost done with Annual Report and will be submitting shortly.
- The library budget presentation with the town went well and reception was favorable.
- Many thanks to the Friends for their enormous dedication and hard work for the Book Sale.
- Library sends their condolences to Carrie Krams on the loss of her husband.

**XII. COMMITTEE REPORTS**

**A. Standing Committees:**

- i. **Finance Committee** – George Benack, Chair
- ii. **Building and Grounds Committee** – P. Moskowitz
- iii. **Personnel Committee** – J. Harrison, Chair

**MOTION:** I move that the Board approve the salary of Amy Kaprelian, Staff Assistant to be adjusted from \$65,005 annually to \$65,000 to align with Civil Service requirements.

**Motion by:** J. Harrison

Second by:

B. Cook

Discussion:

In favor:

Against:

Abstained:

**III. Policy / Bylaws Committee – J. Harrison, Chair**

- **Ad-hoc Commitees:**
  - **Communications Committee – B. Cook**
    - Nothing to report.

**XIV. NEXT MEETING: June 17, 2024**

**XV. ADJOURNMENT**

**MOTION:** It is moved that the Board: adjourn the public meeting at 7:17pm.

Motion by:

Second by:

In favor:

Against:

Abstained:

**Board Packet:**

- *Minutes of the prior meetings*
- *Treasurer’s Report*
- *Department Head Reports*
- *All Proposed Mo2ons*
- *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*

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY. 10514

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

Email: [board@chappaqualibrary.org](mailto:board@chappaqualibrary.org)

Theater Doors close at 7:00pm

Please turn off all cell phones during the meeting.



**Chappaqua Central School District Public Library**

**Monthly Treasurer's Report**

**April 2024**

**Prepared by:**

**Nawrocki Smith LLP**

**Certified Public Accountants & Business Consultants**





**Treasurer's Report for April 2024**  
Meeting Date: June 17, 2024

We have prepared the April 2024 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, April 2024:

- Revenue Collected – 100.00% of School District Tax Levy planned revenue has been collected and approximately \$41,279 in excess planned revenue collected from other sources.
- Expenses – 77.00% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of April 30, 2024.

- Total Assets: \$2,495,715
- See Page 5 for Assets, Liabilities and Fund Balance summary

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

We have prepared the bank reconciliations for the Library's related bank statements for March 2024. The bank accounts for all funds have been reconciled to the Library's books. NS will work with the Director to close the cash sweep accounts. There are 5 checks that are over 6 months outstanding totaling \$6,111. The Library should continue to contact the vendors and reissue payment if needed. The Library paid the Town of New Castle for the 2024 tax year in May 2024. We performed the monthly testing in April 2024. The summary of our observations are below.

Sincerely,  
Nawrocki Smith LLP  
Treasurer

**Payroll – 5 transactions were tested for the 03/08/24 payroll**

Our testing procedures include performing the following:

- Verifying the rate of payroll on payroll report agrees to employee contracts and Board Resolution
- Verify hours on timesheet agree hours paid
- Verify timesheets contain all required signatures

Based on our testing procedures, there are no findings at this time.

**Cash Disbursements – 5 transactions were tested for March 2024**

Our testing procedures included the following:

- Verify invoice and Purchase Order details
- Verify invoice has all required approval signatures
- Traced check to bank statement
- Traced and agreed to GL detail

Based on our testing procedures, we have following findings:

- 5 of the transactions have no Purchase Order details
- 4 of the 5 transactions do not have approval signatures
- 1 transaction had a check issued prior to the invoice date

**Credit Cards – Complete statement for January 2024**

Our testing procedures included the following:

- Verify invoice and Purchase Order details
- Verify invoice has all required approval signatures
- Traced check to bank statement
- Traced and agreed to GL detail

Based on our testing procedures, we have following findings:

- 5 of the transactions have no Purchase Order details
- 5 of the transactions do not have approval signatures
- 5 of the transactions had insufficient supporting documentation

We thank you for your attention to this matter. Please contact our office if you have any questions.

Chappaqua Central School District Public Library  
Treasurer's Report Summary  
April 2024

**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	\$ 3,544,337.00	\$ -	100.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 1,200.00		
.4110	Fines	\$ 12,000.00	\$ 12,000.00	\$ 12,163.42	\$ 163.42	101.36%
.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	\$ 91,355.94	\$ 83,355.94	1141.95%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 8,110.42	\$ 8,110.42	100.00%
	Fund Balance/Reserves	\$ 101,251.00	\$ 101,251.00			
	Various Other Income	\$ -	\$ -	\$ 41,279.22	\$ 41,279.22	100.00%
	<b>Total Revenues</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,698,446.00</b>	<b>\$ 24,108.00</b>	<b>100.66%</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	\$ 1,362,638.37	\$ (532,813.63)	71.89%
<b>Benefits</b>						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 1,173.48	\$ 189.48	119.26%
.6120	Health Insurance	\$ 539,041.00	\$ 539,041.00	\$ 347,068.81	\$ (191,972.19)	64.39%
.6130	Medicare Reimbursement	\$ 55,134.00	\$ 55,134.00	\$ 43,222.20	\$ (11,911.80)	78.39%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 248,064.00	\$ 248,064.00	\$ 176,458.33	\$ (71,605.67)	71.13%
.6110	Social Security/FICA	\$ 126,747.00	\$ 126,747.00	\$ 96,864.93	\$ (29,882.07)	76.42%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ 2,402.00	\$ (12,598.00)	16.01%
<b>Library Materials</b>						
				\$ -		
.7100	Books	\$ 78,500.00	\$ 78,500.00	\$ 42,983.58	\$ (35,516.42)	54.76%
.7250	Electronic Materials	\$ 70,000.00	\$ 70,000.00	\$ 42,802.80	\$ (27,197.20)	61.15%
.7310	Periodicals 2)	\$ 13,710.00	\$ 13,710.00	\$ 14,277.04	\$ 567.04	104.14%
.7400	Recordings	\$ 21,713.00	\$ 21,713.00	\$ 11,313.77	\$ (10,399.23)	52.11%
<b>Operating Expenses</b>						
				\$ -		
.8010	Building Maint. & Repair 4)	\$ 49,300.00	\$ 49,300.00	\$ 162,800.54	\$ 113,500.54	330.22%
.8020	Building Service Contracts 3)	\$ 84,180.00	\$ 84,180.00	\$ 166,728.87	\$ 82,548.87	198.06%
.8070	Custodial Supplies	\$ 9,000.00	\$ 9,000.00	\$ 6,773.91	\$ (2,226.09)	75.27%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 45,515.13	\$ (16,484.87)	73.41%
.9320	Equipment Maintenance	\$ 15,000.00	\$ 15,000.00	\$ 5,170.52	\$ (9,829.48)	34.47%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ -	\$ (22,300.00)	0.00%
.9310	Insurance	\$ 29,000.00	\$ 29,000.00	\$ 24,275.48	\$ (4,724.52)	83.71%
.9110	IT & Support 7)	\$ 105,793.00	\$ 105,793.00	\$ 96,041.63	\$ (9,751.37)	90.78%
.9490	Misellaneous Expense 6)			\$ 17,924.77		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 12,540.37	\$ (6,959.63)	64.31%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 2,260.17	\$ (5,169.83)	30.42%
.9430	Printing	\$ 10,850.00	\$ 10,850.00	\$ 4,536.50	\$ (6,313.50)	41.81%
.9210	Professional Fees	\$ 144,946.00	\$ 144,946.00	\$ 107,208.94	\$ (37,737.06)	73.96%
.9600	Programs	\$ 24,500.00	\$ 24,500.00	\$ 9,233.87	\$ (15,266.13)	37.69%
.8060	Sewer Taxes	\$ 7,000.00	\$ 7,000.00	\$ -	\$ (7,000.00)	0.00%
.9445	Staff & Board Development	\$ 8,750.00	\$ 8,750.00	\$ 2,521.64	\$ (6,228.36)	28.82%
.9330	Telephone & Internet 5)	\$ 6,144.00	\$ 6,144.00	\$ 10,218.45	\$ 4,074.45	166.32%
.9440	Travel 1)	\$ 500.00	\$ 500.00	\$ 2,928.56	\$ 2,428.56	585.71%
.8080	Water	\$ 1,800.00	\$ 1,800.00	\$ 1,313.98	\$ (486.02)	73.00%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement	\$ -	\$ -	\$ 10,017.89	\$ 10,017.89	100.00%
	<b>Total Expenditures</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 2,829,216.53</b>	<b>\$ (845,121.47)</b>	<b>77.00%</b>

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

\$ 869,229.47

**Budget Codes NS Recommends Monitoring**

- 2) Periodicals (.7310)
- 3) Building Service Contracts (.8020)
- 4) Building Maint. & Repair (.8010)
- 5) Telephone & Internet (.9330)

**Budget to Actual Notes:**

10 Months = 83.33% of the year

- 1) **Travel (.9440)** - Two employees attended two different conferences in April
- 2) **Periodicals (.7310)** - \$3,016 was paid to The New York Times in March for digital sub.
- 3) **Building Service Contracts (.8020)**-NS recommends reviewing invoices in the expense
- 4) **Building Maint. & Repair (.8010)**- \$126K was paid to DNR Laboratories for renovation
- 5) **Telephone (.9330)**- Some databases are expensed under this code
- 6) **Miscellaneous Expense (.9490)**-Amazon bills are being recorded to miscellaneous.
- 7) **IT & Support (.9110)** - \$48,913 was paid to Westchester Library System in January

The bill was paid for IT services for the time period of January through June

**NS recommends a budget transfer for expense codes over 100% spent**

**Fund Balance Sheet**

Balance Sheet Summary	30-Apr-23	30-Apr-24
Valley - Checking	\$ 947,828.67	\$ (71,144.95)
Valley - Money Market	\$ 1,011,337.38	\$ -
Valley - MMA Capital	\$ 305,794.97	\$ -
ICS - Checking	\$ -	\$ 1,126,747.66
ICS - Money Market	\$ -	\$ 1,062,562.54
ICS - MMA Capital	\$ -	\$ 316,739.80
Other Current	\$ 59,889.60	\$ 60,810.22
<b>Total Assets</b>	<b>\$ 2,324,850.62</b>	<b>\$ 2,495,715.27</b>
Accounts Payable	\$ 19,680.18	\$ 610.94
Other Current	\$ 347,247.95	\$ 355,543.43
<b>Total Liabilities</b>	<b>\$ 366,928.13</b>	<b>\$ 356,154.37</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	\$ 259,244.13	\$ 302,862.71
Capital Fund Net Assets	\$ 735,783.21	\$ 735,783.21
Permanently Rest. Net Assets	\$ 40,044.00	\$ 40,044.00
Net Income	\$ 731,209.64	\$ 869,229.47
<b>Total Equity</b>	<b>\$ 1,957,922.49</b>	<b>\$ 2,139,560.90</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 2,324,850.62</b>	<b>\$ 2,495,715.27</b>

**Chappaqua Central School District Public Library (new)**  
**Balance Sheet Prev Year Comparison**  
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1001 · Valley- Checking_ 6387	-71,144.95	947,828.67	-1,018,973.62	-107.5%
1002 · Valley - M.M - 1594	0.00	1,011,337.38	-1,011,337.38	-100.0%
1003 · Valley - MMA Cap 3018	0.00	305,794.97	-305,794.97	-100.0%
1006 · ICS 1594	1,062,562.54	0.00	1,062,562.54	100.0%
1007 · ICS 3018	316,739.80	0.00	316,739.80	100.0%
1008 · ICS 6387	1,126,747.66	0.00	1,126,747.66	100.0%
<b>Total Checking/Savings</b>	<b>2,434,905.05</b>	<b>2,264,961.02</b>	<b>169,944.03</b>	<b>7.5%</b>
<b>Accounts Receivable</b>				
11000 · Accounts Receivable	1,028.41	205.92	822.49	399.4%
<b>Total Accounts Receivable</b>	<b>1,028.41</b>	<b>205.92</b>	<b>822.49</b>	<b>399.4%</b>
<b>Other Current Assets</b>				
12000 · Undeposited Funds	98.13	0.00	98.13	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>59,781.81</b>	<b>59,683.68</b>	<b>98.13</b>	<b>0.2%</b>
<b>Total Current Assets</b>	<b>2,495,715.27</b>	<b>2,324,850.62</b>	<b>170,864.65</b>	<b>7.4%</b>
<b>TOTAL ASSETS</b>	<b>2,495,715.27</b>	<b>2,324,850.62</b>	<b>170,864.65</b>	<b>7.4%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · Accounts Payable	238.81	19,274.18	-19,035.37	-98.8%
<b>Total Accounts Payable</b>	<b>238.81</b>	<b>19,274.18</b>	<b>-19,035.37</b>	<b>-98.8%</b>
<b>Credit Cards</b>				
2050 · Bank of America - credit card	372.13	406.00	-33.87	-8.3%
<b>Total Credit Cards</b>	<b>372.13</b>	<b>406.00</b>	<b>-33.87</b>	<b>-8.3%</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	2,007.81	0.00	0.0%
2250 · 457(b) Withholding	11,408.14	3,112.66	8,295.48	266.5%
<b>Total Other Current Liabilities</b>	<b>355,543.43</b>	<b>347,247.95</b>	<b>8,295.48</b>	<b>2.4%</b>
<b>Total Current Liabilities</b>	<b>356,154.37</b>	<b>366,928.13</b>	<b>-10,773.76</b>	<b>-2.9%</b>
<b>Total Liabilities</b>	<b>356,154.37</b>	<b>366,928.13</b>	<b>-10,773.76</b>	<b>-2.9%</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>	<b>302,862.71</b>	<b>259,244.13</b>	<b>43,618.58</b>	<b>16.8%</b>
<b>3300 · Capital Fund Net Assets</b>				

**Chappaqua Central School District Public Library (new)**  
**Balance Sheet Prev Year Comparison**  
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	\$ Change	% Change
3310 · Capital Fund - General	735,783.21	735,783.21	0.00	0.0%
<b>Total 3300 · Capital Fund Net Assets</b>	735,783.21	735,783.21	0.00	0.0%
3600 · Permanently Rest. Net Assets				
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>	869,229.47	731,209.64	138,019.83	18.9%
<b>Total Equity</b>	2,139,560.90	1,957,922.49	181,638.41	9.3%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,495,715.27</b>	<b>2,324,850.62</b>	<b>170,864.65</b>	<b>7.4%</b>

# Chappaqua Central School District Public Library (new)

## Profit & Loss Budget vs. Actual

### July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
9311 - Insurance Income	33,165.58	0.00	33,165.58	100.0%
4000 - Support and Revenue				
4010 - School District Tax	3,544,337.00	3,544,337.00	0.00	100.0%
4020 - Local Library Aid	0.00	4,000.00	-4,000.00	0.0%
4030 - Donations	1,200.00	250.00	950.00	480.0%
4110 - Fines	12,163.42	12,000.00	163.42	101.4%
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	465.00	0.00	465.00	100.0%
4310 - Interest Income	91,355.94	8,000.00	83,355.94	1,141.9%
4810 - Other Income	7,648.64	101,251.00	-93,602.36	7.6%
<b>Total 4000 - Support and Revenue</b>	<b>3,657,170.00</b>	<b>3,674,338.00</b>	<b>-17,168.00</b>	<b>99.5%</b>
<b>Total Income</b>	<b>3,690,335.58</b>	<b>3,674,338.00</b>	<b>15,997.58</b>	<b>100.4%</b>
<b>Gross Profit</b>	<b>3,690,335.58</b>	<b>3,674,338.00</b>	<b>15,997.58</b>	<b>100.4%</b>
<b>Expense</b>				
6000 - Personnel Costs				
6010 - Salaries - Librarians	1,079,981.00	1,079,981.00	-281,328.97	74.0%
6020 - Salaries - Clerks	655,837.00	655,837.00	-167,185.40	74.5%
6030 - Salaries - Custodians	52,560.90	95,609.00	-43,048.10	55.0%
6040 - Salaries - Pages	21,213.90	64,025.00	-42,811.10	33.1%
6110 - FICA / Medicare	96,864.93	126,747.00	-29,882.07	76.4%
6120 - Health Insurance	347,155.86	539,041.00	-191,885.14	64.4%
6130 - Medicare Reimbursement	43,222.20	55,134.00	-11,911.80	78.4%
6140 - Workers Compensation Insurance	2,402.00	15,000.00	-12,598.00	16.0%
6150 - Disability Expense	1,173.48	984.00	189.48	119.3%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	176,458.33	248,064.00	-71,605.67	71.1%
6190 - Payroll Expenses	1,559.94			
6000 - Personnel Costs - Other	-87.05			
<b>Total 6000 - Personnel Costs</b>	<b>2,029,828.12</b>	<b>2,881,922.00</b>	<b>-852,093.88</b>	<b>70.4%</b>
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	15,275.16	0.00	15,275.16	100.0%
7120 - Books - Adult Non-Fiction	11,499.39	0.00	11,499.39	100.0%
7130 - Books - Adult - JIC	392.67	0.00	392.67	100.0%
7140 - Books - Adult Learn	389.60	0.00	389.60	100.0%
7150 - Books - Juvenile	14,284.97	0.00	14,284.97	100.0%
7170 - Books - Standing Order	316.53	0.00	316.53	100.0%
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>42,983.58</b>	<b>78,500.00</b>	<b>-35,516.42</b>	<b>54.8%</b>
7210 - Databases	2,513.24	0.00	2,513.24	100.0%
7250 - Electronic Materials	40,289.56	70,000.00	-29,710.44	57.6%
7310 - Periodicals	14,277.04	13,710.00	567.04	104.1%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	8,545.96	0.00	8,545.96	100.0%



**Chappaqua Central School District Public Library (new)**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
7430 · Recordings - Adult DVD	2,621.95	0.00	2,621.95	100.0%
7460 · Recordings - Juvenile DVD	115.63	0.00	115.63	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>11,313.77</b>	<b>21,713.00</b>	<b>-10,399.23</b>	<b>52.1%</b>
<b>Total 7000 · Materials</b>	<b>111,377.19</b>	<b>183,923.00</b>	<b>-72,545.81</b>	<b>60.6%</b>
<b>8000 · Facilities and Occupancy</b>				
8010 · Building Maintenance & Repairs	149,837.54	49,300.00	100,537.54	303.9%
8020 · Building Service Contracts	166,728.87	84,180.00	82,548.87	198.1%
8030 · Grounds Maintenance	12,963.00	0.00	12,963.00	100.0%
8040 · Electricity	45,515.13	62,000.00	-16,484.87	73.4%
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	6,773.91	9,000.00	-2,226.09	75.3%
8080 · Water	1,313.98	1,800.00	-486.02	73.0%
<b>Total 8000 · Facilities and Occupancy</b>	<b>383,132.43</b>	<b>235,580.00</b>	<b>147,552.43</b>	<b>162.6%</b>
<b>9000 · Administrative Expenses</b>				
9110 · Westlynx / Technology	96,041.63	105,793.00	-9,751.37	90.8%
9210 · Professional Fees	107,208.94	144,946.00	-37,737.06	74.0%
9310 · Insurance	24,275.48	29,000.00	-4,724.52	83.7%
9320 · Equipment Maintenance	5,170.52	15,000.00	-9,829.48	34.5%
9330 · Telephone and Internet	10,218.45	6,144.00	4,074.45	166.3%
9410 · Office Supplies				
9411 · Library Supplies	7,630.70	9,500.00	-1,869.30	80.3%
9410 · Office Supplies - Other	4,909.67	10,000.00	-5,090.33	49.1%
<b>Total 9410 · Office Supplies</b>	<b>12,540.37</b>	<b>19,500.00</b>	<b>-6,959.63</b>	<b>64.3%</b>
9420 · Postage and Shipping	2,260.17	7,430.00	-5,169.83	30.4%
9430 · Printing and Reproduction	4,536.50	10,850.00	-6,313.50	41.8%
9440 · Travel and Miscellaneous				
9445 · Professional Development	1,448.65	8,750.00	-7,301.35	16.6%
9440 · Travel and Miscellaneous - Other	2,928.56	500.00	2,428.56	585.7%
<b>Total 9440 · Travel and Miscellaneous</b>	<b>4,377.21</b>	<b>9,250.00</b>	<b>-4,872.79</b>	<b>47.3%</b>
9450 · Director's Contingency	0.00	500.00	-500.00	0.0%
9460 · Development	1,072.99	0.00	1,072.99	100.0%
9480 · Suspense	288.01	0.00	288.01	100.0%
9490 · Miscellaneous Expense	17,636.76	0.00	17,636.76	100.0%
9600 · Program Expenses				
9610 · Adult Programming	3,637.31	0.00	3,637.31	100.0%
9620 · Teen Programming	569.16	0.00	569.16	100.0%
9630 · Childrens Programming	3,727.40	0.00	3,727.40	100.0%
9600 · Program Expenses - Other	1,300.00	24,500.00	-23,200.00	5.3%
<b>Total 9600 · Program Expenses</b>	<b>9,233.87</b>	<b>24,500.00</b>	<b>-15,266.13</b>	<b>37.7%</b>
<b>Total 9000 · Administrative Expenses</b>	<b>294,860.90</b>	<b>372,913.00</b>	<b>-78,052.10</b>	<b>79.1%</b>
<b>Total Expense</b>	<b>2,819,198.64</b>	<b>3,674,338.00</b>	<b>-855,139.36</b>	<b>76.7%</b>

**Chappaqua Central School District Public Library (new)**  
**Profit & Loss Budget vs. Actual**  
 July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	871,136.94	0.00	871,136.94	100.0%
Other Income/Expense				
Other Income				
9910 - Friends Reimbursement - inc	8,110.42	0.00	8,110.42	100.0%
Total Other Income	8,110.42	0.00	8,110.42	100.0%
Other Expense				
9810 - Friends Reimbursement - exp	10,017.89	0.00	10,017.89	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%
Total Other Expense	10,017.89	0.00	10,017.89	100.0%
Net Other Income	-1,907.47	0.00	-1,907.47	100.0%
<b>Net Income</b>	<b>869,229.47</b>	<b>0.00</b>	<b>869,229.47</b>	<b>100.0%</b>

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

1002 · Valley - M.M - 1594, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						409.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	04/01/2024			X	-409.53	-409.53
Total Checks and Payments					-409.53	-409.53
Total Cleared Transactions					-409.53	-409.53
Cleared Balance					-409.53	0.00
Register Balance as of 04/30/2024					-409.53	0.00
<b>Ending Balance</b>					<b>-409.53</b>	<b>0.00</b>

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

1003 · Valley - MMA Cap 3018, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						122.89
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	04/01/2024			X	-122.89	-122.89
Total Checks and Payments					-122.89	-122.89
Total Cleared Transactions					-122.89	-122.89
Cleared Balance					-122.89	0.00
Register Balance as of 04/30/2024					-122.89	0.00
<b>Ending Balance</b>					<b>-122.89</b>	<b>0.00</b>

# Chappaqua Central School District Public Library (new)

## Reconciliation Detail

1001 · Valley- Checking\_6387, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						610.61
<b>Cleared Transactions</b>						
<b>Checks and Payments - 50 items</b>						
Bill Pmt -Check	02/23/2024	10649	William Costanzo	X	-100.00	-100.00
Bill Pmt -Check	02/23/2024	10641	Richard Feingold	X	-40.00	-140.00
Bill Pmt -Check	03/18/2024	10677	OverDrive	X	-5,932.14	-6,072.14
Bill Pmt -Check	03/18/2024	10685	The New York Times	X	-3,952.00	-10,024.14
Bill Pmt -Check	03/18/2024	10668	J.Vasquez Landsca...	X	-3,600.00	-13,624.14
Bill Pmt -Check	03/18/2024	10682	Solomon R. Guggen...	X	-500.00	-14,124.14
Bill Pmt -Check	03/18/2024	10656	Amanda Lisk	X	-375.00	-14,499.14
Bill Pmt -Check	03/18/2024	10666	ECubed	X	-295.00	-14,794.14
Bill Pmt -Check	03/18/2024	10670	Midwest Tape	X	-204.34	-14,998.48
Bill Pmt -Check	03/18/2024	10663	Dan Long	X	-100.00	-15,098.48
Bill Pmt -Check	03/18/2024	10661	Blackstone Publishing	X	-39.25	-15,137.73
Bill Pmt -Check	03/18/2024	10660	Bedford Hills Free Li...	X	-14.00	-15,151.73
Bill Pmt -Check	03/18/2024	10665	Eastchester Public L...	X	-13.99	-15,165.72
Bill Pmt -Check	03/18/2024	10690	Yonkers Public Library	X	-12.99	-15,178.71
Bill Pmt -Check	03/18/2024	10674	North Castle Public ...	X	-7.00	-15,185.71
Bill Pmt -Check	03/29/2024	10700	NYS Deferred Comp...	X	-9,325.79	-24,511.50
Bill Pmt -Check	03/29/2024	10702	Randstad	X	-6,197.38	-30,708.88
Bill Pmt -Check	03/29/2024	10699	New York Power Aut...	X	-3,930.55	-34,639.43
Bill Pmt -Check	03/29/2024	10695	J.Vasquez Landsca...	X	-3,600.00	-38,239.43
Bill Pmt -Check	03/29/2024	10694	ConEdison	X	-3,346.04	-41,585.47
Bill Pmt -Check	03/29/2024	10698	NawrockiSmith	X	-1,592.50	-43,177.97
Bill Pmt -Check	03/29/2024	10703	Sani-Pro Disposal	X	-709.62	-43,887.59
Bill Pmt -Check	03/29/2024	10692	Atlantic Tomorrow's ...	X	-467.00	-44,354.59
Bill Pmt -Check	03/29/2024	10701	Paylocity	X	-365.54	-44,720.13
Bill Pmt -Check	03/29/2024	10696	Jamie Gordon	X	-240.00	-44,960.13
Bill Pmt -Check	03/29/2024	10697	Jennifer Daddio	X	-232.00	-45,192.13
Bill Pmt -Check	03/29/2024	10704	Teresa Bueti	X	-225.43	-45,417.56
Bill Pmt -Check	03/29/2024	10693	Berger Hardware	X	-74.65	-45,492.21
Bill Pmt -Check	03/29/2024	10691	Amy Kaprelian	X	-41.28	-45,533.49
Check	04/04/2024	PRT 4...	Paylocity Payroll	X	-40,404.87	-85,938.36
Check	04/04/2024	PRT 4/5	Paylocity Taxes	X	-24,251.98	-110,190.34
Check	04/04/2024	PRT 4...	Paylocity Payroll	X	-13,033.13	-123,223.47
Check	04/04/2024	PRT 4	NYS Retirement	X	-1,284.78	-124,508.25
Bill Pmt -Check	04/08/2024	10705	ARCO Cleaning	X	-2,300.00	-126,808.25
Bill Pmt -Check	04/08/2024	10731	Thomas J Fisher	X	-524.10	-127,332.35
Bill Pmt -Check	04/08/2024	10721	Marguerite K Galliard	X	-524.10	-127,856.45
Bill Pmt -Check	04/08/2024	10711	Geraldine Carpino	X	-524.10	-128,380.55
Transfer	04/08/2024			X	-40.67	-128,421.22
Transfer	04/11/2024			X	-35.33	-128,456.55
Transfer	04/12/2024			X	-7.89	-128,464.44
Transfer	04/17/2024			X	-21.12	-128,485.56
Check	04/18/2024	PRT 4...	Paylocity Payroll	X	-41,298.73	-169,784.29
Check	04/18/2024	PRT 4...	Paylocity Taxes	X	-15,809.02	-185,593.31
Check	04/18/2024	PRT 4...	Paylocity Payroll	X	-1,365.14	-186,958.45
Bill Pmt -Check	04/22/2024	10744	NawrockiSmith	X	-1,800.00	-188,758.45
Bill Pmt -Check	04/22/2024	10735	Blackstone Publishing	X	-564.59	-189,323.04
Bill Pmt -Check	04/22/2024	10740	Fiddleheads Cookin...	X	-300.00	-189,623.04
Transfer	04/22/2024			X	-33.17	-189,656.21
Transfer	04/26/2024			X	-441.66	-190,097.87
Transfer	04/29/2024			X	-3,907.94	-194,005.81
<b>Total Checks and Payments</b>					<b>-194,005.81</b>	<b>-194,005.81</b>
<b>Deposits and Credits - 43 items</b>						
Bill Pmt -Check	12/21/2021	8903	Judy Lauder	X	0.00	0.00
Bill Pmt -Check	04/19/2022	9125	Diane DeBellis	X	0.00	0.00
Bill Pmt -Check	04/19/2022	9145	Town of New Castle	X	0.00	0.00
Bill Pmt -Check	06/06/2022	9303	Morningstar Inc.	X	0.00	0.00
Bill Pmt -Check	06/06/2022	9285	Joan Kuhn	X	0.00	0.00
Bill Pmt -Check	08/09/2022	9430	ID Cards Unlimited	X	0.00	0.00
Bill Pmt -Check	09/30/2022	9556	Marie Trzcinski	X	0.00	0.00
Bill Pmt -Check	10/18/2022	9608	Teresa Bueti	X	0.00	0.00
Bill Pmt -Check	11/15/2022	9648	iPROMOTEu	X	0.00	0.00
Bill Pmt -Check	02/13/2023	9845	Demco	X	0.00	0.00
Bill Pmt -Check	05/08/2023	10049	Grey House Publishi...	X	0.00	0.00

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

1001 · Valley- Checking\_6387, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	06/07/2023	10077	Baker & Taylor	X	0.00	0.00
Bill Pmt -Check	08/14/2023	10245	Teresa Bueti	X	0.00	0.00
Deposit	04/01/2024			X	14.51	14.51
Deposit	04/01/2024			X	52.13	66.64
Transfer	04/01/2024			X	9,451.57	9,518.21
Deposit	04/02/2024			X	52.00	9,570.21
Transfer	04/02/2024			X	1,540.50	11,110.71
Deposit	04/03/2024			X	20.16	11,130.87
Transfer	04/03/2024			X	10,877.88	22,008.75
Deposit	04/04/2024			X	89.89	22,098.64
Transfer	04/04/2024			X	90,629.61	112,728.25
Deposit	04/05/2024			X	6.91	112,735.16
Transfer	04/05/2024			X	826.43	113,561.59
Bill Pmt -Check	04/08/2024	10720	Loretta-Jo Lunetta	X	0.00	113,561.59
Deposit	04/08/2024			X	47.67	113,609.26
Transfer	04/09/2024			X	395.00	114,004.26
Transfer	04/10/2024			X	9,867.07	123,871.33
Deposit	04/11/2024			X	35.33	123,906.66
Deposit	04/12/2024			X	7.89	123,914.55
Deposit	04/15/2024			X	13.49	123,928.04
Transfer	04/15/2024			X	40.50	123,968.54
Deposit	04/17/2024			X	21.12	123,989.66
Transfer	04/18/2024			X	58,472.89	182,462.55
Deposit	04/22/2024			X	46.16	182,508.71
Deposit	04/24/2024			X	4,261.05	186,769.76
Deposit	04/26/2024			X	21.57	186,791.33
Deposit	04/29/2024			X	66.94	186,858.27
Deposit	04/30/2024			X	24.00	186,882.27
Transfer	04/30/2024			X	6,512.89	193,395.16
Deposit	05/07/2024			X	0.04	193,395.20
Bill Pmt -Check	05/23/2024	10769	AFLAC	X	0.00	193,395.20
Bill Pmt -Check	05/23/2024	10783	Mount Pleasant Publ...	X	0.00	193,395.20
Total Deposits and Credits					193,395.20	193,395.20
Total Cleared Transactions					-610.61	-610.61
Cleared Balance					-610.61	0.00
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 66 items</b>						
Bill Pmt -Check	12/20/2022	9719	OverDrive		-4,402.91	-4,402.91
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...		-1,395.00	-5,797.91
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-5,930.96
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-5,955.96
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-6,110.71
Bill Pmt -Check	10/23/2023	10383	Nithya Anand		-6.25	-6,116.96
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-6,184.94
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-6,192.93
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-6,687.63
Bill Pmt -Check	01/22/2024	10555	New Castle Commu...		-300.00	-6,987.63
Bill Pmt -Check	01/25/2024	10797	NYS Deferred Comp...		-8,910.26	-15,897.89
Bill Pmt -Check	01/25/2024	10795	CNA Insurance		-6,995.00	-22,892.89
Bill Pmt -Check	01/25/2024	10799	William C Link		-2,212.50	-25,105.39
Bill Pmt -Check	01/25/2024	10793	Barbara Bernstein		-720.00	-25,825.39
Bill Pmt -Check	01/25/2024	10796	Elyse Schreiber		-450.00	-26,275.39
Bill Pmt -Check	01/25/2024	10792	Chappaqua Paint an...		-120.42	-26,395.81
Bill Pmt -Check	01/25/2024	10798	Westchester County...		-40.00	-26,435.81
Bill Pmt -Check	01/25/2024	10794	Benjamin Fine		-32.36	-26,468.17
Bill Pmt -Check	02/23/2024	10639	Pound Ridge Library		-40.00	-26,508.17
Bill Pmt -Check	03/18/2024	10675	NYS Deferred Comp...		-189.88	-26,698.05
Bill Pmt -Check	03/18/2024	10671	Nalco Water		-23.05	-26,721.10
Bill Pmt -Check	04/08/2024	10706	Baker & Taylor		-1,673.54	-28,394.64
Bill Pmt -Check	04/08/2024	10728	Robert Platt		-524.10	-28,918.74
Bill Pmt -Check	04/08/2024	10727	Robert Kroehler		-524.10	-29,442.84
Bill Pmt -Check	04/08/2024	10724	Mary L Platt		-524.10	-29,966.94
Bill Pmt -Check	04/08/2024	10723	Martha Alcott		-524.10	-30,491.04
Bill Pmt -Check	04/08/2024	10722	Marie Trzcinski		-524.10	-31,015.14
Bill Pmt -Check	04/08/2024	10719	Lois H Siwicki		-524.10	-31,539.24

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

1001 - Valley- Checking\_6387, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	04/08/2024	10716	Judith Kroehler		-524.10	-32,063.34
Bill Pmt -Check	04/08/2024	10715	John Alcott		-524.10	-32,587.44
Bill Pmt -Check	04/08/2024	10730	Terry L Martini		-524.10	-33,111.54
Bill Pmt -Check	04/08/2024	10713	Janice A Cleland		-524.10	-33,635.64
Bill Pmt -Check	04/08/2024	10712	Gwen B Guthrie		-524.10	-34,159.74
Bill Pmt -Check	04/08/2024	10710	Francis E Martini		-524.10	-34,683.84
Bill Pmt -Check	04/08/2024	10709	Elaine Webber		-524.10	-35,207.94
Bill Pmt -Check	04/08/2024	10708	Doris B Lowenfels		-524.10	-35,732.04
Bill Pmt -Check	04/08/2024	10714	Joan Skahan		-524.10	-36,256.14
Bill Pmt -Check	04/08/2024	10732	William V Guthrie		-524.10	-36,780.24
Bill Pmt -Check	04/08/2024	10729	Roger Pollak		-524.10	-37,304.34
Bill Pmt -Check	04/08/2024	10707	Bank of America		-33.87	-37,338.21
Bill Pmt -Check	04/22/2024	10745	NYS Deferred Comp...		-9,376.43	-46,714.64
Bill Pmt -Check	04/22/2024	10733	Baker & Taylor		-6,122.32	-52,836.96
Bill Pmt -Check	04/22/2024	10749	Roger Pollak		-4,351.20	-57,188.16
Bill Pmt -Check	04/22/2024	10746	OverDrive		-2,352.98	-59,541.14
Bill Pmt -Check	04/22/2024	10741	Guardian		-1,816.81	-61,357.95
Bill Pmt -Check	04/22/2024	10750	William C Link		-1,800.00	-63,157.95
Bill Pmt -Check	04/22/2024	10752	Robbin Friedman		-1,111.20	-64,269.15
Bill Pmt -Check	04/22/2024	10748	Robbin Friedman		-1,021.74	-65,290.89
Bill Pmt -Check	04/22/2024	10747	Paylocity		-536.32	-65,827.21
Bill Pmt -Check	04/22/2024	10754	Judy Lauder		-524.10	-66,351.31
Bill Pmt -Check	04/22/2024	10753	Ann M Fisher		-524.10	-66,875.41
Bill Pmt -Check	04/22/2024	10736	Bond Schoeneck & ...		-457.50	-67,332.91
Bill Pmt -Check	04/22/2024	10739	Denise Mincin		-410.00	-67,742.91
Bill Pmt -Check	04/22/2024	10737	Brodart Co.		-224.69	-67,967.60
Bill Pmt -Check	04/22/2024	10743	Midwest Tape		-127.90	-68,095.50
Bill Pmt -Check	04/22/2024	10738	Demco		-116.52	-68,212.02
Bill Pmt -Check	04/22/2024	10751	Julie Ann Polasko		-55.98	-68,268.00
Bill Pmt -Check	04/22/2024	10742	Joan Kuhn		-42.63	-68,310.63
Bill Pmt -Check	04/23/2024	10757	Verizon 0001-37		-345.12	-68,655.75
Bill Pmt -Check	04/23/2024	10756	Verizon 00001		-51.81	-68,707.56
Bill Pmt -Check	04/23/2024	10755	Ben Goldfarb		-33.33	-68,740.89
Bill Pmt -Check	04/25/2024	10759	Denise Mincin		-1,740.62	-70,481.51
Bill Pmt -Check	04/29/2024	10760	Pamela Thornton		-524.10	-71,005.61
Bill Pmt -Check	04/30/2024	10762	Denise Mincin		-561.20	-71,566.81
Bill Pmt -Check	04/30/2024	10763	ShelterPoint Life		-518.10	-72,084.91
Bill Pmt -Check	04/30/2024	10761	Jennifer Daddio		-60.00	-72,144.91
Total Checks and Payments					-72,144.91	-72,144.91
<b>Deposits and Credits - 1 item</b>						
Deposit	02/06/2024				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Uncleared Transactions					-71,144.91	-71,144.91
Register Balance as of 04/30/2024					-71,755.52	-71,144.91
<b>New Transactions</b>						
<b>Checks and Payments - 86 items</b>						
Check	05/02/2024	PRT 5...	Paylocity Payroll		-41,427.66	-41,427.66
Check	05/02/2024	PRT 5/3	Paylocity Taxes		-16,362.38	-57,790.04
Bill Pmt -Check	05/02/2024	10764	Town of New Castle		-7,816.11	-65,606.15
Check	05/02/2024	PRT 5...	Paylocity Payroll		-3,528.97	-69,135.12
Check	05/02/2024	PRT 5	NYS Retirement		-1,332.60	-70,467.72
Bill Pmt -Check	05/06/2024	10765	Loretta-Jo Lunetta		-524.10	-70,991.82
Bill Pmt -Check	05/07/2024	10766	Stuart Levin		-225.00	-71,216.82
Transfer	05/09/2024				-19.41	-71,236.23
Transfer	05/10/2024				-14,041.17	-85,277.40
Bill Pmt -Check	05/15/2024	10768	Bubble Bus		-705.82	-85,983.22
Bill Pmt -Check	05/15/2024	10767	Angel Velasquez		-350.00	-86,333.22
Check	05/16/2024	PRT 5...	Paylocity Payroll		-40,721.38	-127,054.60
Check	05/16/2024	PRT 5...	Paylocity Taxes		-16,008.17	-143,062.77
Check	05/16/2024	PRT 5...	Paylocity Payroll		-3,280.68	-146,343.45
Bill Pmt -Check	05/23/2024	10787	NYS Deferred Comp...		-10,751.96	-157,095.41
Bill Pmt -Check	05/23/2024	10785	New York Power Aut...		-6,238.17	-163,333.58
Bill Pmt -Check	05/23/2024	10778	Guardian		-4,065.12	-167,398.70

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

1001 - Valley- Checking\_6387, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/23/2024	10771	Atlantic Westchester		-3,540.51	-170,939.21
Bill Pmt -Check	05/23/2024	10774	ConEdison		-2,638.46	-173,577.67
Bill Pmt -Check	05/23/2024	10789	Precision Painting Pl...		-800.00	-174,377.67
Bill Pmt -Check	05/23/2024	10773	Christine Bobkoff		-720.00	-175,097.67
Bill Pmt -Check	05/23/2024	10770	Atlantic A Program		-631.96	-175,729.63
Bill Pmt -Check	05/23/2024	10790	Town of New Castle		-312.64	-176,042.27
Bill Pmt -Check	05/23/2024	10779	Heidi Duelfer		-300.00	-176,342.27
Bill Pmt -Check	05/23/2024	10788	Paylocity		-217.27	-176,559.54
Bill Pmt -Check	05/23/2024	10775	Cristina Shih		-200.00	-176,759.54
Bill Pmt -Check	05/23/2024	10784	Mount Vernon Publi...		-54.95	-176,814.49
Bill Pmt -Check	05/23/2024	10786	North Castle Public ...		-49.94	-176,864.43
Bill Pmt -Check	05/23/2024	10777	Friends of New Roc...		-31.25	-176,895.68
Bill Pmt -Check	05/23/2024	10776	Eastchester Public L...		-24.99	-176,920.67
Bill Pmt -Check	05/23/2024	10772	Bedford Hills Free Li...		-20.00	-176,940.67
Bill Pmt -Check	05/23/2024	10780	Katonah Village Libr...		-13.00	-176,953.67
Bill Pmt -Check	05/23/2024	10782	Mount Kisco Public ...		-12.99	-176,966.66
Bill Pmt -Check	05/23/2024	10781	Lewisboro Library		-8.99	-176,975.65
Transfer	05/23/2024				-8.47	-176,984.12
Bill Pmt -Check	05/29/2024	10800	AFLAC		-968.40	-177,952.52
Check	05/30/2024	PRT 5...	Paylocity Payroll		-40,975.76	-218,928.28
Check	05/30/2024	PRT 5...	Paylocity Taxes		-15,451.28	-234,379.56
Check	05/30/2024	PRT 5...	Paylocity Payroll		-1,739.08	-236,118.64
Bill Pmt -Check	06/06/2024	10808	Town of New Castle		-156.32	-236,274.96
Bill Pmt -Check	06/06/2024	10803	Jennifer Daddio		-131.90	-236,406.86
Bill Pmt -Check	06/06/2024	10802	Erin Song		-117.54	-236,524.40
Bill Pmt -Check	06/06/2024	10806	Lindsay Taylor Desi...		-100.00	-236,624.40
Bill Pmt -Check	06/06/2024	10801	Amy Kaprelian		-77.48	-236,701.88
Bill Pmt -Check	06/06/2024	10804	Joan Kuhn		-72.96	-236,774.84
Bill Pmt -Check	06/06/2024	10805	Julie Ann Polasko		-65.32	-236,840.16
Bill Pmt -Check	06/06/2024	10807	Mercy Garland		-20.19	-236,860.35
Bill Pmt -Check	06/11/2024	10833	NYS Deferred Comp...		-16,266.92	-253,127.27
Bill Pmt -Check	06/11/2024	10820	J.Vasquez Landsca...		-7,200.00	-260,327.27
Bill Pmt -Check	06/11/2024	10839	Sondra Tower		-5,959.20	-266,286.47
Bill Pmt -Check	06/11/2024	10847	William C Link		-3,300.00	-269,586.47
Bill Pmt -Check	06/11/2024	10814	EBSCO		-2,575.68	-272,162.15
Bill Pmt -Check	06/11/2024	10822	Joan Schulman		-900.00	-273,062.15
Bill Pmt -Check	06/11/2024	10846	William V Guthrie		-524.10	-273,586.25
Bill Pmt -Check	06/11/2024	10827	Lois H Siwicki		-524.10	-274,110.35
Bill Pmt -Check	06/11/2024	10828	Loretta-Jo Lunetta		-524.10	-274,634.45
Bill Pmt -Check	06/11/2024	10829	Marguerite K Galliard		-524.10	-275,158.55
Bill Pmt -Check	06/11/2024	10830	Marie Trzcinski		-524.10	-275,682.65
Bill Pmt -Check	06/11/2024	10831	Martha Alcott		-524.10	-276,206.75
Bill Pmt -Check	06/11/2024	10832	Mary L Platt		-524.10	-276,730.85
Bill Pmt -Check	06/11/2024	10834	Pamela Thornton		-524.10	-277,254.95
Bill Pmt -Check	06/11/2024	10816	Francis E Martini		-524.10	-277,779.05
Bill Pmt -Check	06/11/2024	10836	Robert Kroehler		-524.10	-278,303.15
Bill Pmt -Check	06/11/2024	10837	Robert Platt		-524.10	-278,827.25
Bill Pmt -Check	06/11/2024	10838	Roger Pollak		-524.10	-279,351.35
Bill Pmt -Check	06/11/2024	10840	Susan Mosher		-524.10	-279,875.45
Bill Pmt -Check	06/11/2024	10841	Terry L Martini		-524.10	-280,399.55
Bill Pmt -Check	06/11/2024	10813	Doris B Lowenfels		-524.10	-280,923.65
Bill Pmt -Check	06/11/2024	10843	Thomas J Fisher		-524.10	-281,447.75
Bill Pmt -Check	06/11/2024	10809	Ann M Fisher		-524.10	-281,971.85
Bill Pmt -Check	06/11/2024	10826	Judy Lauder		-524.10	-282,495.95
Bill Pmt -Check	06/11/2024	10825	Judith Kroehler		-524.10	-283,020.05
Bill Pmt -Check	06/11/2024	10824	John Alcott		-524.10	-283,544.15
Bill Pmt -Check	06/11/2024	10823	Joan Skahan		-524.10	-284,068.25
Bill Pmt -Check	06/11/2024	10821	Janice A Cleland		-524.10	-284,592.35
Bill Pmt -Check	06/11/2024	10818	Gwen B Guthrie		-524.10	-285,116.45
Bill Pmt -Check	06/11/2024	10817	Geraldine Carpino		-524.10	-285,640.55
Bill Pmt -Check	06/11/2024	10815	Elaine Webber		-524.10	-286,164.65
Bill Pmt -Check	06/11/2024	10810	Aristomenis Kolokat...		-400.00	-286,564.65
Bill Pmt -Check	06/11/2024	10842	The Hudson Belles		-350.00	-286,914.65
Bill Pmt -Check	06/11/2024	10812	Clover Brooke Farm		-350.00	-287,264.65
Bill Pmt -Check	06/11/2024	10811	Beverly A. Spencer		-255.41	-287,520.06
Bill Pmt -Check	06/11/2024	10835	Paylocity		-212.39	-287,732.45
Bill Pmt -Check	06/11/2024	10844	Wellness2Thrive, LLC		-100.00	-287,832.45
Bill Pmt -Check	06/11/2024	10819	Harriet Schenkman		-100.00	-287,932.45



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

**1001 - Valley- Checking\_6387, Period Ending 04/30/2024**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Bill Pmt -Check	06/11/2024	10845	Westchester County...		-40.00	-287,972.45
Total Checks and Payments					-287,972.45	-287,972.45
<b>Deposits and Credits - 33 items</b>						
Transfer	05/01/2024				11,477.38	11,477.38
Transfer	05/02/2024				72,414.81	83,892.19
Deposit	05/03/2024				14.51	83,906.70
Transfer	05/03/2024				13,281.29	97,187.99
Deposit	05/06/2024				127.08	97,315.07
Transfer	05/06/2024				2,119.17	99,434.24
Deposit	05/07/2024				47.12	99,481.36
Transfer	05/07/2024				80.78	99,562.14
Deposit	05/08/2024				27.44	99,589.58
Transfer	05/08/2024				211.05	99,800.63
Deposit	05/08/2024				14,069.71	113,870.34
Deposit	05/09/2024				18.70	113,889.04
Deposit	05/10/2024				14.80	113,903.84
Transfer	05/10/2024				3,265.08	117,168.92
Deposit	05/13/2024				107.22	117,276.14
Deposit	05/14/2024				16.46	117,292.60
Transfer	05/14/2024				1,062.84	118,355.44
Transfer	05/15/2024				345.12	118,700.56
Transfer	05/16/2024				60,295.84	178,996.40
Transfer	05/17/2024				97.99	179,094.39
Deposit	05/17/2024				127.01	179,221.40
Deposit	05/20/2024				56.66	179,278.06
Transfer	05/20/2024				991.54	180,269.60
Deposit	05/22/2024				27.92	180,297.52
Transfer	05/22/2024				322.08	180,619.60
Deposit	05/23/2024				8.47	180,628.07
Deposit	05/28/2024				15.08	180,643.15
Transfer	05/28/2024				3,113.81	183,756.96
Deposit	05/29/2024				23.67	183,780.63
Transfer	05/29/2024				10,279.11	194,059.74
Transfer	05/30/2024				59,183.39	253,243.13
Transfer	05/31/2024				13,914.52	267,157.65
Deposit	06/05/2024				3,643.19	270,800.84
Total Deposits and Credits					270,800.84	270,800.84
Total New Transactions					-17,171.61	-17,171.61
<b>Ending Balance</b>					<b>-88,927.13</b>	<b>-88,316.52</b>

**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**  
1006 · ICS 1594, Period Ending 04/30/2024

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,056,508.01
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 3 items</b>						
Transfer	03/29/2024			X	5,645.00	5,645.00
Transfer	04/01/2024			X	409.53	6,054.53
Deposit	05/31/2024			X	3,717.87	9,772.40
Total Deposits and Credits					9,772.40	9,772.40
Total Cleared Transactions					9,772.40	9,772.40
Cleared Balance					9,772.40	1,066,280.41
Register Balance as of 04/30/2024					9,772.40	1,066,280.41
<b>Ending Balance</b>					<b>9,772.40</b>	<b>1,066,280.41</b>

**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**  
1007 · ICS 3018, Period Ending 04/30/2024

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						316,616.91
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Transfer	04/01/2024			X	122.89	122.89
Deposit	05/31/2024			X	1,108.24	1,231.13
Total Deposits and Credits					1,231.13	1,231.13
Total Cleared Transactions					1,231.13	1,231.13
Cleared Balance					1,231.13	317,848.04
Register Balance as of 04/30/2024					1,231.13	317,848.04
<b>Ending Balance</b>					<b>1,231.13</b>	<b>317,848.04</b>

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

1008 · ICS 6387, Period Ending 04/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,313,591.00
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Transfer	03/29/2024			X	-2,716.78	-2,716.78
Transfer	04/01/2024			X	-9,451.57	-12,168.35
Transfer	04/02/2024			X	-1,540.50	-13,708.85
Transfer	04/03/2024			X	-10,877.88	-24,586.73
Transfer	04/04/2024			X	-90,629.61	-115,216.34
Transfer	04/05/2024			X	-826.43	-116,042.77
Transfer	04/09/2024			X	-395.00	-116,437.77
Transfer	04/10/2024			X	-9,867.07	-126,304.84
Transfer	04/15/2024			X	-40.50	-126,345.34
Transfer	04/18/2024			X	-58,472.89	-184,818.23
Total Checks and Payments					-184,818.23	-184,818.23
<b>Deposits and Credits - 8 items</b>						
Transfer	04/08/2024			X	40.67	40.67
Transfer	04/11/2024			X	35.33	76.00
Transfer	04/12/2024			X	7.89	83.89
Transfer	04/17/2024			X	21.12	105.01
Transfer	04/22/2024			X	33.17	138.18
Transfer	04/26/2024			X	441.66	579.84
Transfer	04/29/2024			X	3,907.94	4,487.78
Deposit	05/31/2024			X	4,133.57	8,621.35
Total Deposits and Credits					8,621.35	8,621.35
Total Cleared Transactions					-176,196.88	-176,196.88
Cleared Balance					-176,196.88	1,137,394.12
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	04/30/2024				-6,512.89	-6,512.89
Total Checks and Payments					-6,512.89	-6,512.89
Total Uncleared Transactions					-6,512.89	-6,512.89
Register Balance as of 04/30/2024					-182,709.77	1,130,881.23
<b>New Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Transfer	05/01/2024				-11,477.38	-11,477.38
Transfer	05/02/2024				-72,414.81	-83,892.19
Transfer	05/03/2024				-13,281.29	-97,173.48
Transfer	05/06/2024				-2,119.17	-99,292.65
Transfer	05/07/2024				-80.78	-99,373.43
Transfer	05/08/2024				-211.05	-99,584.48
Transfer	05/10/2024				-3,265.08	-102,849.56
Transfer	05/14/2024				-1,062.84	-103,912.40
Transfer	05/15/2024				-345.12	-104,257.52
Transfer	05/16/2024				-60,295.84	-164,553.36
Transfer	05/17/2024				-97.99	-164,651.35
Transfer	05/20/2024				-991.54	-165,642.89
Transfer	05/22/2024				-322.08	-165,964.97
Transfer	05/28/2024				-3,113.81	-169,078.78
Transfer	05/29/2024				-10,279.11	-179,357.89
Transfer	05/30/2024				-59,183.39	-238,541.28
Transfer	05/31/2024				-13,914.52	-252,455.80
Total Checks and Payments					-252,455.80	-252,455.80
<b>Deposits and Credits - 3 items</b>						
Transfer	05/09/2024				19.41	19.41
Transfer	05/10/2024				14,041.17	14,060.58
Transfer	05/23/2024				8.47	14,069.05
Total Deposits and Credits					14,069.05	14,069.05

**Chappaqua Central School District Public Library (new)**  
**Reconciliation Detail**  
1008 · ICS 6387, Period Ending 04/30/2024

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					-238,386.75	-238,386.75
<b>Ending Balance</b>					<b>-421,096.52</b>	<b>892,494.48</b>

Motions to approve July 1<sup>st</sup> salary increases and folding in the stipend given to department heads.

1.

I move the Board approve the staff pay increases itemized in the **2024/2025** budget and approved by public vote on May 21, 2024. These pay raises will be effective July 1, 2024.

2.

I move the Board approve folding in the stipend, given as additional compensation to Department Heads, to create a new effective rate for each Department Head. From this point forward stipends will not be offered in addition to salary. These new rates will be effective July 1, 2024.

		Dept. Hd.	proposed	New	Earnings	Implied Rat	
* Full Time employee		Stipend	increase	Rate		fold in stipe	
** Department Head						permanentl	
***One time pay adjustment, does not carry over.							
ADMIN.	**	Lib. Dir. III		3.85%	\$135,000	\$135,000	74.18
	*	Asst. Dir. III					0
	**	Staff Assist	1,250		35.03	\$65,005	35.72
		Benefits Asst					0
	*	Other Admin		N/A	34.5	\$49,923	0
				-3.05%		\$249,928	
							0
PROF.	*	Curator, Gallery		3.00%	34.17	\$37,308	0
LIBRARIAN:	**	Cultural Prc	1,250	3.00%	49.56	\$91,456	50.25
&c.	**	Lib. Asst	1,250	3.00%	35.21	\$65,324	35.89
	*	Librarian I (Ch.)		3.00%	36.95	\$67,242	0
		Librarian I		3.00%	36.57	\$66,548	0
	**	Librarian I	1,250	3.00%	42.75	\$79,046	43.43
		Librarian II		3.00%	43.9	\$38,808	0
		Lib. Asst		3.00%	33.18	\$17,252	0
		Lib. Asst		3.00%	30.6	\$12,730	0
		Librarian I		3.00%	36.95	\$32,660	0
		Librarian I		-3.55%	32	\$28,290	15.54
		Librarian I		3.00%	36.95	\$9,606	0
		Librarian I					0
		Librarian I		3.00%	36.95	\$24,976	0
	*	Librarian II		3.00%	48.03	\$87,409	0
		Librarian II		3.00%	43.23	\$15,735	0
	**	Librarian II	1,250	3.00%	42.75	\$79,046	43.43
	*	Librarian II		3.00%	39.33	\$57,258	0
	**	Librarian II	1,250	3.00%	44.48	\$82,210	45.17
	*	Librarian II		3.00%	57.12	\$103,956	0
				4.78%		\$996,860	0
							0
SUPPORT		Lib. Clerk		0.00%	0	\$0	0
STAFF		Lib. Clerk		4.00%	18.77	\$5,857	0
		Lib. Clerk		0.00%	0	\$0	0
		Lib. Clerk		4.00%	18.48	\$6,727	0
		Lib. Clerk		4.00%	18.77	\$2,928	0
		Lib. Clerk		4.00%	18.76	\$16,585	0
		Lib. Clerk		4.00%	18.77	\$2,928	0
		Lib. Clerk		5.00%	21.27	\$12,168	0
		Lib. Clerk		3.00%	21.95	\$11,414	0
		Lib. Clerk		3.00%	22.54	\$17,578	0

	Lib. Clerk		3.00%	22.54	\$19,922	0
	Lib. Clerk		3.00%	23.4	\$7,301	0
	Lib. Clerk		3.00%	24.29	\$13,892	0
	Lib. Clerk		3.00%	24.29	\$13,892	0
	Lib. Clerk		3.00%	0	\$0	0
*	Lib. Clerk	***1428	3.00%	25.75	\$48,293	26.53
*	Lib. Clerk		3.00%	28.29	\$39,725	0
*	Sr. Lib. Clk.		3.00%	28.9	\$44,335	0
*	Sr. Lib. Clk.		3.00%	29.77	\$54,176	0
	Sr. Lib. Clk.		3.00%	29.99	\$24,955	0
	Sr. Lib. Clk.		3.00%	33.51	\$19,165	0
	Sr. Lib. Clk.		0.00%	0	\$0	0
*	Sr. Lib. Clk.		3.00%	38.53	\$43,079	0
**	Princ. Lib. C	1,250	3.00%	45.37	\$83,826	46.06
	Video Theat	0		30	\$0	0
			2.93%		\$488,749	0
						0
CUSTODIAN	Theater Cust.		3.00%	20.27	\$3,162	0
	Theater Cust.		3.00%	20.27	\$3,162	0
	Maint. Cust.		0.00%	0	\$0	0
	Maint. Cust.			0	\$0	0
	Maint. Cust.		3.00%	30.84	\$64,143	0
			-43.40%		\$70,468	0
						0
LIB. PAGES	Page		3.00%	16.39	\$2,556	0
	Page		3.00%	16.39	\$3,409	0
	Page		3.00%	16.39	\$3,409	0
	Page		3.00%	16.39	\$4,261	0
	Page		3.00%	16.67	\$2,600	0
	Page		3.00%	16.77	\$0	0
	Page		3.00%	16.77	\$3,488	0
	Page		3.00%	16.77	\$0	0
	Page		5.00%	17.72	\$6,451	0
	Page		3.00%	17.39		0
	Page		5.00%	18.03	\$8,437	0
			9.27%		\$34,610	
					1,840,614	



# Chappaqua Central Sch Dist P L

## Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

PREVIOUS YEAR

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8800661240	<i>8800661240</i>
1.2	Library Name	CHAPPAQUA CENTRAL SCH DIST P L	<i>CHAPPAQUA CENTRAL SCH DIST P L</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Chappaqua	<i>Chappaqua</i>
1.6	Beginning Fiscal Reporting Year	07/01/2022	<i>07/01/2021</i>
1.7	Ending Fiscal Reporting Year	06/30/2023	<i>06/30/2022</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	07/01/2021
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	06/30/2022
1.13	Address Status	00 (for no change from previous year)	
1.14	Street Address	195 SOUTH GREELEY AVENUE	195 SOUTH GREELEY AVENUE
1.15	City	CHAPPAQUA	CHAPPAQUA
1.16	Zip Code	10514	10514
1.17	Mailing Address	195 SOUTH GREELEY AVENUE	195 SOUTH GREELEY AVENUE
1.18	City	CHAPPAQUA	CHAPPAQUA
1.19	Zip Code	10514	10514
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(914) 238-4779	(914) 238-4779
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(914) 238-3597	(914) 238-3597
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	info@chappaqualibrary.org	chappaqu@wlsmail.org

1.23	Library Home Page URL (Enter N/A if no home page <a href="https://www.chappaqualibrary.org/">https://www.chappaqualibrary.org/</a> URL)		<i>chappaqualibrary.org</i>
1.24	Population Chartered to Serve (per 2020 Census)	16,829	<i>16,829</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	06/28/1974	<i>06/28/1974</i>
1.30	Date the library was last registered	08/27/1974	<i>08/27/1974</i>
1.31	Federal Employer Identification Number	131739944	<i>131739944</i>
1.32	County	WESTCHESTER	<i>WESTCHESTER</i>
1.33	School District	Chappaqua Central School District	<i>Chappaqua Central School District</i>

1.34	Town/City	New Castle	<i>New Castle</i>
1.35	Library System	Westchester Library System	<i>Westchester Library System</i>

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Jennifer	<i>Robert</i>
1.38	Last Name of Library Director/Manager	Daddio	<i>Conrad</i>
1.39	NYS Public Librarian Certification Number	FW47NFF	<i>347NQ8E</i>
1.40	What is the highest education level of the library manager/director?	Other	<i>Master's Degree</i>

**Note:** I have two Master's Degrees and an Advanced Certificate in Public Library Administration.

1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
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1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Y	<i>Y</i>
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1.43	E-mail Address of the Director/Manager	jdaddio@chappaqualibrary.org	<i>rconrad@wlsmail.org</i>
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1.44	Fax Number of the Director/Manager	(914) 238-3597	(914) 238-3597
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	N
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	Y

**Public Votes / Contracts**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of municipality or district holding the public vote	Chappaqua Central School District	<i>Chappaqua Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2023)	05/16/2023	<i>05/17/2022</i>
4.	Was the vote successful? Y/N	Y	<i>Y</i>
5.	What type of public vote was it?	school district ballot proposition (Ed. Law Â§259(1)(a))	<i>school district ballot proposition (Ed. Law Â§259(1)(a))</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$3,431,254	<i>\$3,331,139</i>

6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$113,083	\$100,115
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$3,544,337	\$3,431,254

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48	Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for <i>each</i> contract. If no, go to question 1.49.	N	N
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**Unusual Circumstances**

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	Y
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## 2. LIBRARY COLLECTION

### Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	24,090	24,574
2.2	Adult Non-fiction Books	28,641	29,400
2.3	Total Adult Books (Total questions 2.1 & 2.2)	52,731	53,974
2.4	Children's Fiction Books	30,689	29,953
2.5	Children's Non-fiction Books	8,579	8,436
2.6	Total Children's Books (Total questions 2.4 & 2.5)	39,268	38,389
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	91,999	92,363

#### Other Print Materials

2.8	Total Uncataloged Books	0	0
2.9	Total Print Serials	1,745	103
2.10	All Other Print Materials	0	2
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,745	105



2.12	Total Print Materials (Total questions 2.7 and 2.11)	93,744	92,468
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## ALL OTHER MATERIALS

### Electronic Materials

2.13	Electronic Books	133,470	121,212
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2.14	Local Electronic Collections	15	18
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2.15	NOVELNY Electronic Collections	15	15
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2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	30	33
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2.17	Audio - Downloadable Units	34,972	31,219
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2.18	Video - Downloadable Units	4,643	4,225
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2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	4,806	4,070
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2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	177,921	160,759
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### Non-Electronic Materials

2.21	Audio - Physical Units	5,698	6,467
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2.22	Video - Physical Units	9,858	9,774
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2.23	Other Circulating Physical Items	378	463
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	15,934	16,704
<b>Grand Total / Additions to Holdings</b>			
2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	287,599	269,931

**ADDITIONS TO HOLDINGS** - Do not subtract withdrawals or discards.

2.26	Cataloged Books	4,807	4,809
2.27	All Other Print Materials	1,218	0
2.28	Electronic Materials	14,823	14,823
2.29	All Other Materials	568	703
2.30	Total Additions (Total questions 2.26 through 2.29)	21,416	20,335

### 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

**Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

3.1	Library visits (total annual attendance)	111,611	115,000
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3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>ES - Annual Estimate Based on Typical Week(s)</i>
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**Note:** This number does not include outdoor programs at the library when people don't enter the building, such as Parking Lot Storytimes and Big Truck Day.

3.2	Registered resident borrowers	11,872	<i>10,994</i>
3.3	Registered non-resident borrowers	17	<i>16</i>

Please report information on WRITTEN POLICIES as of 12/31/23.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	<i>Y</i>
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	<i>Y</i>
3.6	Does the library have an Internet use policy?	Y	<i>Y</i>
3.7	Does the library have a disaster plan?	Y	<i>Y</i>
3.8	Does the library have a board-approved conflict of interest policy?	Y	<i>Y</i>
3.9	Does the library have a board-approved whistle blower policy?	Y	<i>Y</i>
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	<i>Y</i>

Please report information on ACCESSIBILITY as of 12/31/23.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
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3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	Y
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**Note:** We no longer have any devices of this kind here.

3.13	Does the library have large print books?	Y	Y
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3.14	Does the library have assistive technology for people who are visually impaired or blind?	N	Y
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**Note:** We no longer have devices of this kind any longer.

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	No	No
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refreshable Braille commonly referred to as a refreshable Braille display	No	No
---	----	----

screen magnification software, such as Zoomtext	Yes	Yes
---	-----	-----

electronic scanning and reading software, such as OpenBook	No	No
--	----	----

3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	N
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#### Library Sponsored Programs

### LIVE PROGRAM SESSIONS and ATTENDANCE

#### Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

#### Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	269	153
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	9,221	5,111
3.18a	Number of Sessions Targeted at Children Ages 6-11	101	74
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	4,988	3,453
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	60	96
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	400	900

3.20a	Number of Sessions Targeted at Adults Age 19 or Older	299	147
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	5,560	4,480
3.21a	Number of General Interest Program Sessions	0	0
3.21b	Attendance at General Interest Program Sessions	0	0
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	729	470
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	20,169	13,944
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	499	248
3.24b	Total Live Onsite Program Attendance	14,110	7,277
3.25a	Total Live Offsite Program Sessions	18	11
3.25b	Total Live Offsite Program Attendance	2,318	1,478
3.26a	Total Live Virtual Program Sessions	212	211
3.26b	Total Live Virtual Program Attendance	3,741	5,189

3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a) 729

3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b) 20,169

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations 56 62

3.30 Total Views of Prerecorded Program Presentations within 30 Days 8,109 6,770

3.31 One-on-One Program Sessions 178 131

3.32 Attendance at One-on-One Program Sessions 178 131

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2023 calendar year? Y Y

3.34 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year  
SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	835	741
3.38	Young adults registered for the library's summer reading program	320	240
3.39	Adults registered for the library's summer reading program	0	0
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	1,155	981
3.41a	Children's program sessions - Summer 2023	89	58
3.41b	Children's program attendance - Summer 2023	5,496	2,521
3.42a	Young adult program sessions - Summer 2023	12	24
3.42b	Young adult program attendance - Summer 2023	120	159
3.43a	Adult program sessions - Summer 2023	0	0
3.43b	Adult program attendance - Summer 2023	0	0



3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	101	82
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	5,616	2,680
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	N	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	

#### COLLABORATORS

3.48	Public school district(s) and/or BOCES	1	1
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**Note:** Chappaqua Central School District

3.49	Non-public school(s)	0	0
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3.50	Childcare center(s)	0	0
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3.51	Summer camp(s)	1	0
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**Note:** Camp Adventure, Town of New Castle Summer Camp

3.52	Municipality/Municipalities	1	1
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**Note:** The Town of New Castle

3.53	Literacy provider(s)	0	0
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3.54	Other (describe using the State note)	1	1
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**Note:** The Chappaqua Garden Club

3.55	Total Collaborators (total 3.48 through 3.54)	4	3
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## Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

### EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) Y If entering no, proceed to the next section.		Y
3.57a	Focus on birth - school entry (kindergarten) sessions	261	126
3.57b	Focus on birth - school entry (kindergarten) attendance	7,720	3,880
3.58a	Focus on parents & caregivers sessions		0
3.58b	Focus on parents & caregivers attendance		0
3.59a	Combined audience sessions		0
3.59b	Combined audience attendance		0
3.60	<b>Total Sessions</b>	261	126
3.61	<b>Total Attendance</b>	7,720	3,880
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)	No	No
b.	Public School District(s) and/or BOCES	Yes	Yes
c.	Non-Public School(s)	Yes	No

**Note:** Chappaqua Central School District

**Note:** Play Care Early Learning Center Temple Beth El Beginning Years Chappaqua Friends Nursery School

d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

#### Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

#### ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) N No  
If entering no, proceed to the next section.

3.64a Total group program sessions 0

3.64b Total group program attendance 0

3.65a Total one-on-one program sessions 0

3.65b Total one-on-one program attendance 0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No No

b. Public School District(s) and/or BOCES No No

c. Non-Public Schools No No

d. Other (see instructions and describe using Note) No No

**ESOL / Digital Literacy**

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67	Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y N for Yes, N for No) If entering no, proceed to the next section.		<i>N</i>
3.68a	Children's program sessions		<i>0</i>
3.68b	Children's program attendance		<i>0</i>
3.69a	Young adult program sessions		<i>0</i>
3.69b	Young adult program attendance		<i>0</i>
3.70a	Adult program sessions		<i>0</i>
3.70b	Adult program attendance		<i>0</i>
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	<i>0</i>	<i>0</i>
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	<i>0</i>	<i>0</i>
3.73a	One-on-one program sessions		<i>0</i>
3.73b	One-on-one program attendance		<i>0</i>

3.74 - Collaborators (check all that apply):

a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	No	No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

#### **DIGITAL LITERACY**

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) Y *N*  
If entering no, proceed to the next section.

3.76a Total group program sessions 0 0

3.76b Total group program attendance 0 0

3.77a Total one-on-one program sessions 55 0

3.77b Total one-on-one program attendance 55 0

#### **4. LIBRARY TRANSACTIONS**

##### **Circulation / Electronic Use Reference Transactions**

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

##### **CATALOGED BOOK CIRCULATION**

4.1 Adult Fiction Books 34,111 31,875

4.2 Adult Non-fiction Books 25,427 24,077

4.3	Total Adult Books (Total questions 4.1 & 4.2)	59,538	55,952
4.4	Children's Fiction Books	86,609	75,918
4.5	Children's Non-fiction Books	16,282	13,050
4.6	Total Children's Books (Total questions 4.4 & 4.5)	102,891	88,968
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	162,429	144,920

#### **CIRCULATION OF OTHER MATERIALS**

4.8	Circulation of Adult Other Materials	17,073	16,562
4.9	Circulation of Children's Other Materials	2,667	2,871
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	19,740	19,433
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	182,169	164,353

#### **ELECTRONIC USE**

4.12	Use of Electronic Material	78,027	61,369
4.13	Successful Retrieval of Electronic Information	9,921	10,004
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	87,948	71,373
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	260,196	225,722

4.16	Total Collection Use (Total questions 4.13 & 4.15)	270,117	235,726
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	105,558	91,839
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes	Yes

#### REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	45,473	28,208
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>

**Note:** Estimate based on 12 weeks of surveys.

4.20	Does the library offer virtual reference?	Y	Y
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#### Interlibrary Loan

##### INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	22,816	23,039
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##### INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	27,626	28,283
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## 5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

### SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
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5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	34,400	81,525
<b>Note:</b> This is an estimate based on 8,600 visits to the Library's website between April 1, 2023 and June 30, 2023. We will have a more accurate number next year.			
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	Y	N
5.9	If yes, in which consortium are you participating?	WLS	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	Jennifer Daddio	Robert Conrad
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(914) 238-4779	(914) 238-4779
5.12	IT contact's email address	jdaddio@chappaqualibrary.org	rconrad@wlsmail.org

## 6. STAFF INFORMATION



Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	10.31	10.3
6.7	Vacant Librarian	.1	.4
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	17.46	17
6.11	Vacant Other Staff	1.6	1
6.12	<b>TOTAL PAID STAFF</b> (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	28.77	28.30
6.13	<b>VACANT TOTAL PAID STAFF</b> (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.70	1.40

## SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$130,000	\$128,642
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	1	1
6.19	Salary - Librarian	\$58,622	\$58,622

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- |    |   |   |   |
|----|---|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.   | Y | Y |

3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y

8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y

- |     |  |   |   |
|-----|--|---|---|
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
|-----|--|---|---|

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	<i>1</i>
8.2	Branches	0	<i>0</i>
8.3	Bookmobiles	0	<i>0</i>
8.4	Other Outlets	0	<i>0</i>
8.5	<b>TOTAL PUBLIC SERVICE OUTLETS</b> (Total questions 8.1 - 8.4)	1	<i>1</i>

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	60.00	<i>55.00</i>
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	<i>0.00</i>
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	<i>0.00</i>
8.9	<b>Minimum Weekly Total Hours - Total Hours Open</b> (Total questions 8.6 - 8.8)	60.00	<i>55.00</i>
8.10	Annual Total Hours - Main Library	3,296.00	<i>3,255.00</i>

8.11	Annual Total Hours - Branch Libraries	0.00	0.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,296.00	3,255.00

## 9. SERVICE OUTLET INFORMATION

**Please Note: last year's answers for repeating groups cannot be displayed.**

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles.

Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Chappaqua Central School District Public Library	<i>CHAPPAQUA CENTRAL SCHOOL DISTRICT PUBLIC LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	195 South Greeley Avenue	<i>195 SOUTH GREELEY AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	Chappaqua	<i>CHAPPAQUA</i>
6.	Zip Code	10514	<i>10514</i>
7.	Phone (enter 10 digits only)	(914) 238-4779	<i>(914) 238-4779</i>
8.	Fax Number (enter 10 digits only)	(914) 238-3597	<i>(914) 238-3597</i>

9.	E-mail Address	info@chappaqualibrary.org	chappaqua@wlsmail.org
10.	Outlet URL	https://www.chappaqualibrary.org/	https://www.chappaqualibrary.org/
11.	County	Westchester	WESTCHESTER
12.	School District	Chappaqua Central	Chappaqua Central
13.	Library System	Westchester Library System	Westchester Library System
14.	Outlet Type Code (select one):	CE	CE
15.	Public Service Hours Per Year for This Outlet	3,296	3,255
16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	20	0
20.	Enter the appropriate outlet code (select one):	LRF	LRF
21.	Who owns this outlet building?	School District	School District
22.	Who owns the land on which this outlet is built?	School District	School District

23.	Indicate the year this outlet was initially constructed	1974	1974
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2021	2021
25.	Square footage of the outlet	26,200	26,200
26.	Number of Internet Computers Used by General Public	14	19
27.	Number of uses (sessions) of public Internet computers per year	3,552	1,377
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber	Fiber
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
31.	Internet Provider	Other (specify using the State note)	Other (specify using the State note)
<b>Note:</b> Supplied by WLS. Crown Castle and Fios			
32.	WiFi Access	Other (specify using the State note)	No restrictions to access
<b>Note:</b> From WLS IT. Users must comply with WLS guidelines			
33.	Wireless Sessions	20,071	N/A



33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your <b>outlet</b> have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	8800661240	<i>8800661240</i>
38.	<i>FSCSID</i>	NY0731	<i>NY0731</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	27	<i>17</i>
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### NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-9	<i>5-9</i>
------	--	-----	------------

10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	5	5
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A	
10.5	<b>What is the trustee term length, as stated in your library's charter documents (incorporation)?</b> If a term length is not stated, please explain in a Note.	5 years	<i>5 years</i>

**Note:** Earlier this year (2024), the Library Board voted to reduce the term to 3 years starting with new terms that begin 7.1.2024

10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	N	Y
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**Note:** At the time of this writing, one Trustee confirmed never having training and I am waiting to hear back from the others. I believe this was due to extenuating circumstances such as there was no Director in place for months at a time over the course of at least 3-4 years; it was a chaotic period where the Trustees were doing their best to keep the Library moving forward, but not having the information they needed with regard to training because there was no one to provide it to them.

**BOARD MEMBER SELECTION**

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
------	---	---	--

**Please Note:** last year's answers for repeating groups cannot be displayed. Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1.	Status	Filled	<i>Filled</i>
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2.	First Name of Board Member	George	<i>Elizabeth</i>
3.	Last Name of Board Member	Benack	<i>Haymson</i>
4.	Mailing Address	5 Hidden Hollow Ln	<i>98 Bischoff Ave.</i>
5.	City	Millwood	<i>Chappaqua</i>
6.	Zip Code (5 digits only)	10546	<i>10514</i>
7.	E-mail address	trustee3@chappaqualibrary.org	<i>ehaymson@wlsmail.org</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2028	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/27/2023	<i>07/11/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/26/2024	<i>07/18/2018</i>

16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	John	<i>Dana Y.</i>
3.	Last Name of Board Member	Harrison	<i>Wu</i>
4.	Mailing Address	4 N Bridge Terrace	<i>55 Kipp Street</i>
5.	City	Mount Kisco	<i>Chappaqua</i>
6.	Zip Code (5 digits only)	10549	<i>10514</i>
7.	E-mail address	trustee2@wlsmail.org	<i>chatrustee2@wlsmail.org</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	June	<i>September</i>
10.	Term Begins - Year (year)	2023	<i>2022</i>
11.	Term Expires	June	<i>May</i>
12.	Term Expires - Year (yyyy)	2026	<i>2022</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	No	<i>No</i>

**Note:** Trustee is filling the remainder of Dana Wu's term, which was to run from September 2023 to June 2026. This trustee replaced another trustee, Shohreh Anand.

14.	The date the Oath of Office (mm/dd/yyyy) was taken	05/30/2023	09/20/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/02/2023	09/27/2022
16.	Is this a brand new trustee?	Y	Y
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Pam	<i>Pam</i>
3.	Last Name of Board Member	Moskowitz	<i>Moskowitz</i>
4.	Mailing Address	22 Deepwood Hill Street	<i>22 Deepwood Hill Street</i>
5.	City	Chappaqua	<i>Chappaqua</i>
6.	Zip Code (5 digits only)	10514	<i>10514</i>
7.	E-mail address	trustee4@chappaqualibrary.org	<i>pmoskowitz@wlsmail.org</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	May	<i>May</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

	No	<i>No</i>
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**Note:** To the best I am willing to investigate, Pam Moskowitz is filling out the term previously held by Nishat Hydari, who was appointed July 2020 and resigned in April 2022.

14. The date the Oath of Office (mm/dd/yyyy) was taken	05/21/2022	<i>05/21/2022</i>
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15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/28/2022	<i>05/28/2022</i>
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16. Is this a brand new trustee?	Y	<i>Y</i>
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1. Status	Filled	<i>Filled</i>
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2. First Name of Board Member	Brian	<i>Brian</i>
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3. Last Name of Board Member	Cook	<i>Cook</i>
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4. Mailing Address	25 Oak Hill Rd	<i>25 Oak Hill Rd</i>
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5. City	Chappaqua	<i>Chappaqua</i>
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6. Zip Code (5 digits only)	10514	<i>10514</i>
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7. E-mail address	trustee1@wlsmail.org	<i>chatrusteel@wlsmail.org</i>
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8. Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
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9. Term Begins - Month	May	<i>May</i>
------------------------	-----	------------

- |     |   |            |            |
|-----|---|------------|------------|
| 10. | Term Begins - Year (year)   | 2022       | 2022       |
| 11. | Term Expires  | June       | June       |
| 12. | Term Expires - Year (yyyy)  | 2027       | 2027       |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes        | Yes        |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 05/21/2022 | 05/21/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 05/28/2022 | 05/28/2022 |
| 16. | Is this a brand new trustee?  | Y          | Y          |
- 
- |    |                            |              |
|----|----------------------------|--------------|
| 1. | Status                     | Filled       |
| 2. | First Name of Board Member | Jennifer     |
| 3. | Last Name of Board Member  | Fahey        |
| 4. | Mailing Address            | 113 Devoe Rd |
| 5. | City                       | Chappaqua    |
| 6. | Zip Code (5 digits only)   | 10514        |

- 7. E-mail address trustee@chappaqualibrary.org
- 8. Office Held or Trustee President
- 9. Term Begins - Month May
- 10. Term Begins - Year (year) 2022
- 11. Term Expires June
- 12. Term Expires - Year (yyyy) 2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

No

**Note:** To the best of my ability to investigate, Jennifer Fahey filled an unexpired term for Lane Shea, who was to serve from July 2019 through June 2024.

- 14. The date the Oath of Office (mm/dd/yyyy) was taken 05/20/2022
- 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/26/2022
- 16. Is this a brand new trustee? N

**11. OPERATING FUNDS RECEIPTS**

Local Public Funds / System Cash  
 Grants / Other State



Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

**Please Note: last year's answers for repeating groups cannot be displayed.**

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Chappaqua Central School District	<i>Chappaqua Central School District</i>
3.	Amount	\$3,431,254	<i>\$3,331,139</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N/A	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$3,431,254	<i>\$3,331,139</i>

### SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$5,070	<i>\$4,684</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>

11.7	Other Cash Grants	\$0	\$0
11.8	<b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,070	\$4,684

#### **OTHER STATE AID**

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$0
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#### **Federal Aid / Other Receipts**

#### **FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$0	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0	\$0

11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0	\$0
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#### **OTHER RECEIPTS**

11.14	Gifts and Endowments	\$1,200	\$20,460
11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$41,485	\$4,416
11.17	Library Charges	\$15,684	\$14,572
11.18	Other	\$40,156	\$0

**Note:** \$40,145 was revenue collected from employees for a percentage of health insurance.

11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$98,525	\$39,448
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,534,849	\$3,375,271
11.21	<b>BUDGET LOANS</b>	\$0	\$0
<b>Transfers / Grant Total</b>			
<b>TRANSFERS</b>			
11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$292,922	\$472,791
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$3,827,771	\$3,848,062

## 12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital  
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

#### STAFF EXPENDITURES

##### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$1,043,438	\$1,082,412
12.2	Other Staff	\$605,487	\$611,454
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$1,648,925	\$1,693,866
12.4	<b>Employee Benefits Expenditures</b>	\$902,575	\$716,388
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$2,551,500	\$2,410,254

#### COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$86,004	\$85,954
12.7	Electronic Materials Expenditures	\$60,307	\$53,969
12.8	Other Materials Expenditures	\$17,812	\$20,434
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$164,123	\$160,357

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$0
12.11	From Other Funds (71OF)	\$0	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0	\$0

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$179,055	\$38,025
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**Note:** 118K was paid for the parking lot to be repaved and 44K was for the children's bathroom remodel.

12.14	From Other Funds (72OF)	\$0	\$0
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12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$179,055	\$38,025
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12.16	Other Disbursements for Operation & Maintenance of Buildings	\$291,627	\$201,703
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12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$470,682	\$239,728
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### MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$19,816	\$11,841
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12.19	Telecommunications	\$9,057	\$7,904
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12.21	Professional & Consultant Fees	\$91,854	\$71,327
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**Note:** 16K was paid to KG&D for architecture work on the pavement project. 32K was paid to legal counsel for various legal situations and bylaw amendment work.

12.22	Equipment	\$5,670	\$7,791
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12.23	Other Miscellaneous	\$78,460	\$66,522
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**Note:** 40K was for general liability and workers compensation.

12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$204,857	\$170,214
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**Contracts / Debt Service / Transfers / Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$102,263	\$84,587
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.26	From Local Public Funds (73PF)	\$0	\$0
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12.27	From Other Funds (73OF)	\$0	\$0
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12.28	<b>Total</b> (Add Questions 12.26 and 12.27)	\$0	\$0
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**Other Loans**

12.29	Budget Loans (Principal and Interest)	\$0	\$0
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12.30	Short-Term Loans	\$0	\$0
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12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
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12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$3,493,425	\$3,065,140
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**TRANSFERS**

**Transfers to Capital Fund**

12.33	From Local Public Funds (76PF)	\$231,569	\$490,000
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12.34	From Other Funds (76OF)	\$0	\$0
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12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$231,569	\$490,000
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12.36	<b>Transfer to Other Funds</b>	\$0	\$0
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12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$231,569	\$490,000
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$3,724,994	\$3,555,140
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$102,777	\$292,922
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,827,771	\$3,848,062

#### ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	05/13/2024	03/27/2023
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#### FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	05/08/2023	05/08/2023
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2021-06/30/2022	07/01/2021-06/30/2022
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

#### CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
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### 13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	<b>Total Revenues from Local Sources</b> (Add Questions 13.1 and 13.2)	\$0	\$0

#### STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$0	\$0
13.5	Other State Aid	\$0	\$0
13.6	<b>Total State Aid</b> (Add Questions 13.4 and 13.5)	\$0	\$0

#### FEDERAL AID FOR CAPITAL PROJECTS

13.7	<b>TOTAL FEDERAL AID</b>	\$0	\$0
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#### INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$231,569	\$490,000
13.9	<b>TOTAL REVENUES</b> (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$231,569	\$490,000
13.10	<b>NON-REVENUE RECEIPTS</b>	\$970	\$0



13.11	<b>TOTAL CASH RECEIPTS</b> (Add Questions 13.9 and 13.10)	\$232,539	\$490,000
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$1,210,498	\$1,120,030
13.13	<b>TOTAL CASH RECEIPTS AND BALANCE</b> (Add Questions 13.11 and 13.12; same as Question 14.12)	\$1,443,037	\$1,610,030

#### 14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

##### PROJECT EXPENDITURES

14.1	Construction	\$0	\$0
14.2	Incidental Construction	\$141,257	\$399,071
<b>Other Disbursements</b>			
14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$461
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$461
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$141,257	\$399,532
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0	\$0

14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$141,257	\$399,532
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2023	\$1,301,780	\$1,210,498
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$1,443,037	\$1,610,030

## 15. CENTRAL LIBRARIES

**PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY**

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	9.98	10.24
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**Note:** Our FTE is based on a 35 hour work week, so our number for 16.1 is 10.31.

16.2	Total Librarians	9.98	10.24
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**Note:** Our FTE is based on a 35 hour work week, so our number for 16.2 is 10.31.

16.3	All Other Paid Staff	16.68	15.75
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**Note:** Our FTE is based on a 35 hour work week, so our number for 16.3 is 17.46.

16.4	Total Paid Employees	26.66	25.99
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**Note:** Our FTE is 35 hours, so our answer for 16.4 is 28.77

16.5	State Government Revenue	\$5,070	\$4,684
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16.6	Federal Government Revenue	\$0	\$0
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16.7	Other Operating Revenue	\$98,525	\$39,448
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16.8	Total Operating Revenue	\$3,534,849	\$3,375,271
16.9	Other Operating Expenditures	\$777,802	\$494,529
16.10	Total Operating Expenditures	\$3,493,425	\$3,065,140
16.11	Total Capital Expenditures	\$141,257	\$399,532
16.12	Print Materials	93,744	92,466
16.12a	Total Physical Items in Collection	109,678	109,170
16.13	Total Registered Borrowers	11,889	11,010
16.14	Other Capital Revenue and Receipts	\$232,539	\$490,000
16.15	Number of Internet Computers Used by General Public	14	19
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,552	1,377
16.17	Wireless Sessions	20,071	0
16.18	Total Capital Revenue	\$232,539	\$490,000

#### 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8800661240	8800661240
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	LD	LD
17.4	Administrative Structure Code	SO	SO

17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SU1	<i>SU1</i>
17.7	<i>FSCS ID</i>	NY0731	<i>NY0731</i>
17.8	<i>SED CODE</i>	661004700035	<i>661004700035</i>
17.9	<i>INSTITUTION ID</i>	800000035157	<i>800000035157</i>

## **SUGGESTED IMPROVEMENTS**

Library Name:	CHAPPAQUA CENTRAL SCHOOL DISTRICT PUBLIC LIBRARY	<i>CHAPPAQUA CENTRAL SCHOOL DISTRICT PUBLIC LIBRARY</i>
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Library System:	Westchester Library System	<i>Westchester Library System</i>
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Name of Person Completing Form:	Jennifer Daddio	<i>Bob Conrad</i>
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Phone Number:	(914) 238.4779	<i>(914) 238-4779</i>
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I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>
---	----------------------------	-----------------------------------

Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>
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Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!



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

**Children's Room -- May 2024 report**  
**Robbin Friedman**

**Programs and attendance**

Date	Program	Attendees
5/1/24	Theater storytime (0-5)	40
5/1/24	Bouncing Babies (0-1)	40
5/1/24	Jr. Garden Club (Gr. K-6)	14
5/2/24	Parking Lot storytime (0-5)	69
5/2/24	Nursery Rhyme Time (2-3)	4
5/2/24	Tamale Time with Mexcellent Deli (Gr. 2-6)	4
5/3/24	Song Circle online (0-5)	30
5/3/24	Bouncing Babies (0-1)	25
5/4/24	Saturday storytime (0-5)	23
5/6/24	Movers and Shakers (0-1)	64
5/6/24	Theater storytime (0-5)	72
5/6/24	Building Bridges (Gr. 3-6)	9
5/7/24	Temple Beth El 4s class visit (4)	16
5/7/24	Vroom Vroom Air (2-5)	8
5/8/24	Theater storytime (0-5)	55
5/8/24	Bouncing Babies (0-1)	41
5/8/24	Spicy Sparkle Dragon Blast (Gr. 5-7 with adult)	4
5/9/24	Theater storytime (0-5)	69
5/9/24	Nursery Rhyme Time (2-3)	6
5/10/24	Song Circle online (0-5)	17
5/10/24	Bouncing Babies (0-2)	34
5/13/24	Parking Lot storytime (0-5)	86
5/13/24	Series Starters (Gr. 1-3)	2



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5/15/24	Bouncing Babies (0-1)	28
5/16/24	KPR storytime (0-5)	55
5/16/24	Nursery Rhyme Time (2-3)	8
5/16/24	Comics Crew (Gr. 4-6)	4
5/17/24	Song Circle online (0-5)	21
5/17/24	Bouncing Babies (0-2)	22
5/20/24	Farmers Market Storytime (All ages)	76
5/20/24	Movers and Shakers (0-1)	54
5/20/24	Theater storytime (0-5)	49
5/21/24	Drag Queen Storytime (3-6)	65
5/22/24	Theater storytime (0-5)	41
5/22/24	Bouncing Babies (0-1)	36
5/23/24	Parking Lot storytime—indoor due to rain (0-5)	31
5/23/24	Nursery Rhyme Time (2-3)	7
5/24/24	Song Circle online (0-5)	19
5/24/24	Bouncing Babies (0-2)	17
5/24/24	Family Film (All ages)	44
5/28/24	Temple Beth El 4s visit (4)	15
5/29/24	Theater storytime (0-5)	61
5/29/24	Bouncing Babies (0-1)	25
5/29/24	Plant Friends (Gr. K-2)	8
5/30/24	Parking Lot storytime (0-5)	66
5/30/24	Nursery Rhyme Time (2-3)	6
5/30/24	Messy Art (2-5)	30
5/31/24	Song Circle online (0-5)	26
5/31/24	Bouncing Babies (0-2)	21
		1567



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### **Professional Development**

TCB: Understanding Addiction: A conversation with Dr. Nicholas Christian (Ryan Dowd)

### **Outreach**

Collaborating with Thao Nguyen, we ran our first Farmers Market storytime for the season—a big hit! Thanks to our Horace Greeley senior intern, Nora, for her help planning a market activity and working the library table at the market. We look forward to continuing our second Saturday storytimes at the Farmers Market throughout the summer.

The 4s classes from Beth El Early Childhood Center came to visit us this month. Over three separate visits, we toured the building and grounds, read books, and answered questions about the work of the library and the librarians.

### **Successes**

We had great turnout and lovely feedback from our Pre-Pride Storytime with Angel Elektra. Kids came dressed up for a fancy time and one child even brought a handmade card for Angel (remembering her from our Halloween program).

Chappaqua's budding artists and builders are going strong in the library! We continue to have great turnout among little ones for Messy Art and had a wonderful time engineering with older kids at Building Bridges.

### **Kind words from patrons**

"I just wanted to drop a note to say how fun the story time was with Angel Elektra! We're always so grateful for the different ways the children's programming brings to life different themes, holidays, and celebrations--and in ways that get our kids excited about books! Thanks for everything."



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## **Young Adult – April, 2024 Report**

**Catherine Palusen**

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### **Young Adult Programs**

- New displays for: Arab-American Heritage Month, Earth Day
- Blackout Poetry Workshop for National Poetry Month
- Eid Celebration: henna, Turkish delights, fun activities
- Knitting/crochet club
- Taylor Swift Party
- Garden maintenance
- Puzzles
- Badminton

### **Volunteer Updates**

- New volunteer, Amelia Gargala, who helps out with programs and book lists
- 

### **Book Ordering**

- I am weeding the YA fiction and replenishing with new books and or replacing books in bad condition. Donating discards to Mt Vernon Middle School

### **Special Needs Adult Programs**

- Book Club Tuesdays at 1:00. Ability Beyond group Thursdays 10:00-12:00 crafts,

### **Other**

- We have Swiss Chard, Spinach, Mint. Tomatoes, Peppers, Cucumbers are doing well
- Seed exchange is very successful





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## **Adult Services Department -- May 2024 Report**

**Denise Mincin**

### **Books displays this month:**

- Mental Health Awareness Month
- Jewish American Heritage Month
- Mother's Day
- Asian & Pacific American Heritage Month - featuring books in Chinese and Japanese from our World Language collection
- When we learned of Alice Munro's death, we put up a display of her books along with an obituary.

### **Community Outreach**

This month the glass case was arranged by the people who are heading the Into the Light walk. Books and materials about Mental Health were featured. The walk takes place on Sunday, June 9.

### **Social Media**

On the Twitter/X post for audiobooks about Jewish American Heritage Month Author Pam Jenoff, *Code Name Sapphire* commented, "Honored." Authors Alice Hoffman, *The Invisible Hour*, and Lucy Adlington, *The Dressmakers of Auschwitz*, "liked" the post.

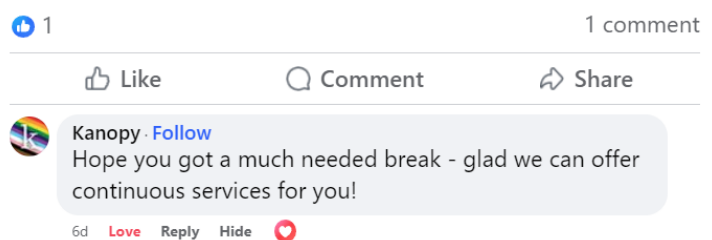


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<https://x.com/ChappLib/status/1787939778404446504>

We tag Kanopy, Hoopla, and Libby when we are going to be closed so people have options when the library is closed. Kanopy and Libby follow us. On our Facebook post for Memorial Day, we received a comment from Kanopy!



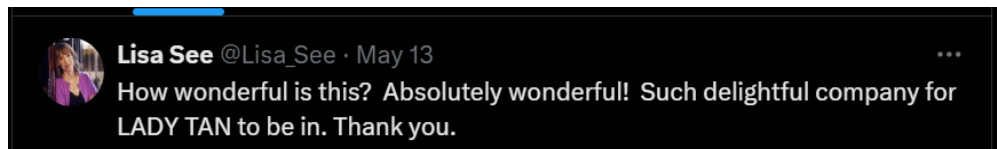


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Almost 1,000 views!

These are the reactions from authors for the post on Twitter:





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Lisa See and other authors also reposted our slide.

<https://x.com/ChappLib/status/1790030488268378170>

Professional Dev.	Meetings	Outreach
BookList: Mysteries	Department Heads Meeting	Break the Hold/Into the Light Mental Health display in the glass display
Library Journal Day of Dialog	Reference Staff Meeting	Home Delivery
Simon & Schuster Summer 2024 Adult Lib. Preview	All Staff Meeting	ARC Book Group
Booklist Readers Advisory Advice --	DEI Meeting	



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Professional Dev.	Meetings	Outreach
Patron Conversations		
Booklist Chilling Reads: Mysteries, Thrillers etc.	Board Meeting	
Effective Interviewing Workshop for Library Directors and Managers		
Gemini for Google Workspace		
Making Inclusion Happen at Your Library		
Evergreen 3.12 Upgrade Preview		
Boundaries Workshop		
NPW Nonprofit Assets		
Exploring Social Justice in YA books		



**ADULT PROGRAMS REPORT**  
**May 2024**

Program	Day	Date	Time	Att.	Zoom	live	
Italian Conversation Club	Wed	5/1/2024	1:00 PM	5		0	
Spanish Conversation Club	Fri	5/3/2024	11:00 AM	4	0		
Bridge Club	Sat	5/4/2024	10:00 AM	15		0	
FPDG-Brazil	Mon	5/6/2024	10:00 AM	28	0		
Opera Appreciation Club	Mon	5/6/2024	2:00 PM	4		0	
Mandarin Conversation Club	Tues	5/7/2024	7:00 PM	7	0		
Italian Conversation Club	Wed	5/8/2024	1:00 PM	4		0	
Book Lovers	Thurs	5/9/2024	1:00 PM	7	0		
Spanish Conversation Club	Fri	5/10/2024	11:00 AM	4	0		
Brain & Health series	Fri	5/10/2024	11:00 AM	19		0	
Art Series w. Larry D'Amico	Fri	5/10/2024	2:00 PM	15	0		
Bridge Club	Sat	5/11/2024	10:00 AM	16		0	
Opera Appreciation Club	Mon	5/13/2024	2:00 PM	4		0	
Mandarin Conversation Club	Tues	5/14/2024	12:00 AM	7	0		
Spanish Conversation Club	Fri	5/17/2024	11:00 AM	6	0		
Author: Tarek El-Ariss	Fri	5/17/2024	7:00 PM	22	0		
Bridge Club	Sat	5/18/2024	10:00 AM	15		0	
Opera Appreciation Club	Mon	5/20/2024	2:00 PM	5		0	
Mandarin Conversation Club	Tues	5/21/2024	7:00 PM	6	0		
Butterflies	Tues	5/21/2024	7:00 PM	15		0	
Great Books BD	Wed	5/22/2024	7:00 PM	9		0	
Spanish Conversation Club	Fri	5/24/2024	11:00 AM	4	0		
Bridge Club	Sat	5/25/2024	10:00 AM	22		0	
Mandarin Conversation Club	Tues	5/28/2024	7:00 PM	7	0		
Self Publishing	Wed	5/29/2024	7:00 PM	12		0	
Spanish Conversation Club	Fri	5/31/2024	11:00 AM	3		0	0



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**Technical Services -- May 2024 report**  
**Sally Scudo**

In addition to routine processing (322 of 653 items added)

- Processed 200 items from Friends' book sale (value \$7,700)
- Mending: 35 books and 10 AV items repaired and put back into circulation.
- Sustainable Shelves: 279 books evaluated, 42 eligible for credit.



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**Circulation – April 2024 report**  
**Marge Perlin, Head of Circulation, Payroll Administrator**

Circulation and foot traffic remained steady throughout April. There were no days closed in April.

Month	Fines	L&P
July 2023	\$573.10	\$121.84
August 2023	\$917.13	\$400.85
Sept 2023	\$763.66	\$371.47
Oct 2023	\$625.13	\$306.82
Nov 2023	\$789.86	\$308.79
Dec 2023	\$522.36	\$108.95
Jan 2024	\$729.81	\$216.90
Feb 2024	\$879.02	\$187.91
March 2024	\$721.68	\$361.57
April 2024	\$797.46	\$157.79
May 2024		
June 2024		
<b>TOTAL</b>	<b>\$7,319.21</b>	<b>\$2,542.89</b>

- April Meetings/Events:**
- April 1 NYSHIP rates
  - April 3 Department Heads mtg.
  - April 4 All Staff mtg.
  - April 9 Stratagem training
  - April 9 Tea w/Director
  - April 11 Libby, Hoopla, Kanopy training
  - April 16 Civil Service 101
  - April 17 WLS Tech Committee
  - April 18 Circ. Dept. mtg.
  - April 18 Facilities Use Committee
  - April 25 Closing Procedures
  - April 26 Paylocity: product overview

**WLS STATS - ITEMS AND PATRONS**

- In-building Circulation: 18591
- Loans sent to other libraries: 2418
- Loans received from other libraries: 1843
- New library cards: 107
- Items added to collection: 467
- Items removed from collection: 798





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CHAPPAQUA LIBRARY USAGE STATS FOR APRIL 2024								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	620	385	400	506	449	421	Patrons	
	862	699	476	575	451	760	Checkout/Ren	
	680	568	764	207	335	718	Check ins	
	86	96	70	125	78	94	Holds	
	19	21	5	20	14	20	Unwanted Hlds	
7	8	9	10	11	12	13		
260	638	383	454	426	435	344	Patrons	
396	429	379	613	568	596	616	Checkout/Ren	
372	466	440	657	500	591	604	Check ins	
28	73	67	127	75	65	66	Holds	
31	20	4	12	12	14	30	Unwanted Hlds	
14	15	16	17	18	19	20		
254	486	336	421	394	415	335	Patrons	
414	541	464	440	552	474	746	Checkout/Ren	
340	636	489	425	563	597	842	Check ins	
43	94	74	62	101	69	81	Holds	
18	17	11	8	11	13	11	Unwanted Hlds	
21	22	23	24	25	26	27		
213	420	417	472	401	378	343	Patrons	
490	540	661	562	499	386	635	Checkout/Ren	
378	624	505	617	463	546	596	Check ins	
46	78	64	95	86	92	89	Holds	
10	23	11	13	14	16	10	Unwanted Hlds	
28	29	30						
261	536	416					Patrons	
312	448	534					Checkout/Ren	
361	535	536					Check ins	
30	102	100					Holds	
20	28	15					Unwanted Hlds	
							Patrons	
							Checkout/Ren	
							Check ins	
							Holds	
							Unwanted Hlds	
2023	Patrons	2024	Patrons	Chkout/Ren	Check in	Holds	Unwanted Hlds	Circulation**
Jan(29 days)	9608	Jan(28 days)	11348*	15,797	14,622	2,680	528	18,726
Feb(27 days)	9715*	Feb(27 days)	10510*	15,909	15,168	2,413	493	18,432
Mar(31 days)	11016*	Mar(30 days)	11,753	16,928	16,964	2,475	552	19,577
April(30 days)	11209*	April(30 days)	11,599	16,118	15,955	2,356	471	18,591
May(29 days)	8867							
June(28 days)	11833*							
July(25 days)	10943*							
August(26 days)	11761*							
Sept(27 days)	10430*							
Oct(30 days)	9496							
Nov(27 days)	10649							
Dec(28 days)	10,389							
		*includes backdoor		**from WLS dashboard (includes CHA items sent to other libraries)				



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**Circulation – May 2024 report**  
**Marge Perlin, Head of Circulation, Payroll Administrator**

Circulation continues to be strong. We had some staff changes. One part-time clerk changed to a part-time-available status and our part-time-available clerk changed to a regular part-time status. In other words, they switched places. We will be looking to increase our part-time-available (fill-in) roster in the future to help with vacations and other absences.

Month	Fines	L&P
July 2023	\$573.10	\$121.84
August 2023	\$917.13	\$400.85
Sept 2023	\$763.66	\$371.47
Oct 2023	\$625.13	\$306.82
Nov 2023	\$789.86	\$308.79
Dec 2023	\$522.36	\$108.95
Jan 2024	\$729.81	\$216.90
Feb 2024	\$879.02	\$187.91
March 2024	\$721.68	\$361.57
April 2024	\$797.46	\$157.79
May 2024	\$867.71	\$371.55
June 2024		
<b>TOTAL</b>	<b>\$8,186.92</b>	<b>\$2,914.44</b>

**May Meetings/Events:**  
 May 2 All Staff mtg  
 May 2 Employment Law webinar  
 May 7 Facilities Policy mtg  
 May 16 Circ. Dept mtg  
 May 22 Cardholder Sign-up webinar  
 May 23 Setting Boundaries workshop  
 May 24 Civil Service mtg  
 May 29 DOL Overtime Rules webinar  
 May 30 Staff Development

**WLS STATS - ITEMS AND PATRONS**  
 In-building Circulation: 14,452  
 Loans sent to other libraries: 2353  
 Loans received from other libraries: 1864  
 New library cards: 64  
 Items added to collection: 653  
 Items removed from collection: 584



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CHAPPAQUA LIBRARY USAGE STATS FOR MAY 2024									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
				449	394	361	330		Patrons
				444	462	514	474		Checkout/Ren
				545	367	524	479		Check ins
				50	99	78	61		Holds
				23	27	13	14		Unwanted Hlds
	5	6	7	8	9	10	11		
	239	509	367	454	311	183	547		Patrons
	449	420	471	498	425	328	830		Checkout/Ren
	400	498	530	496	395	405	731		Check ins
	30	99	94	106	104	63	88		Holds
	16	10	9	19	12	11	14		Unwanted Hlds
	12	13	14	15	16	17	18		
	170	452	422	201	429	378	372		Patrons
	432	543	549	498	490	425	549		Checkout/Ren
	349	629	692	522	456	465	533		Check ins
	38	79	95	67	103	83	58		Holds
	10	19	12	14	23	24	14		Unwanted Hlds
	19	20	21	22	23	24	25		
	214	414	409	403	397	259	443		Patrons
	272	496	508	445	536	571	520		Checkout/Ren
	308	557	534	446	366	459	565		Check ins
	23	99	104	87	103	72	55		Holds
	11	15	6	12	21	16	19		Unwanted Hlds
	26	27	28	29	30	31			
	0	0	455	457	371	234			Patrons
	23	20	882	573	378	394			Checkout/Ren
	23	20	936	651	414	486			Check ins
	0	0	130	90	87	91			Holds
	2	4	27	35	16	19			Unwanted Hlds
									Patrons
									Checkout/Ren
									Check ins
									Holds
									Unwanted Hlds
	2023	Patrons	2024	Patrons	Checkout/Ren	Check in	Holds	Unwanted Hlds	Circulation**
	Jan(29 days)	9608	Jan(28 days)	11348*	15,797	14,622	2,680	528	18,726
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	April(30 days)	11209*	April(30 days)	11,599	16,118	15,955	2,356	471	18,591
	May(29 days)	8867	May(29 days)	10,624	14,419	14,791	2,336	487	16,815
	June(28 days)	11833*							
	July(25 days)	10943*							
	August(26 days)	11761*							
	Sept(27 days)	10430*							
	Oct(30 days)	9496							
	Nov(27 days)	10649							
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			*includes backdoor		**from WLS dashboard (includes CHA items sent to other libraries)				