



DRAFT AGENDA

**The Chappaqua Library
Board of Trustees Regular Meeting
Monday September 16, 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 video recording, where applicable, will follow on the website at prescribed timing.

Presiding Officer: Brian Cook, Vice President

Expected Attendees:

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

- 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. 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 August 19, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

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 July **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 the July **Westchester Library System's SLA for the Chappaqua Library for 2025** as prepared by WLS.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

//. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT

III. PRESIDENT'S REPORT

IV. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

Town of New Castle 9/11 Ceremony

Community Day 9/14

Chappaqua Children's Book Festival

**Separation of Employees
WLS new SLA**

V. COMMITTEE REPORTS

A. Standing Committees:

i. Finance Committee – George Benack, Chair

MOTION: I move that the Board approve the August **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 the Service Level Agreement between Chappaqua Library and the Westchester Library System for the calendar year 2025 in the amount of \$102,605.63.

Motion by: G Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

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

MOTION: I move that the Board approve the quote to install the second Elkay water cooler by Robert Spano Plumbing and Heating in the amount of \$2,775, and an additional \$350 for wiring if necessary.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

iii. Personnel Committee – J. Harrison, Chair

MOTION: I move that the Board approve the hiring of the following Part Time Available, or Substitute Librarians for coverage on an as needed basis: Susan Polos, Marie Nania, Leslie Albamonte, and Lesley Levine, each hired at \$32.21/hour.

Motion by: J. Harrison

Second by:

Discussion:

In favor:

Against:

Abstained:

MOTION: I move that the Board approve the hiring of the following Part Time Available, or Substitute Library Assistants for coverage on an as needed basis: Jacob Demlow and Emily Boyer, at \$28/hour.

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

MOTION: I move that the Board approve the hiring of Mali Jaffe as a computer page for \$16.69/hour

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

MOTION: I move that the Board approve the hiring of the following Part Time Available, or Substitute Library Pages: Ben Millerman and Renee Wong, at \$16.39/hour.

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

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

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

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



MEETING MINUTES

The Chappaqua Library
Board of Trustees Regular Meeting
Monday August 19, 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
In Person:	In Person:	In Person:
Pam Moskowitz, President	Jennifer Daddio, Library Director	
	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	Denise Mincin, Head of Adult Service	
	Robbin Freedman, Asst Director, Head of Childrens	
John Harrison, Member-at-Large		
Videoconference		Videoconference:
Absent: Brian Cook, Jennifer Fahey		

I. CALL PUBLIC MEETING TO ORDER

Pam Moskowitz called the meeting to order at 7:03pm. Emergency exits were noted and the pledge of allegiance was recited. No changes were requested to the agenda.

II. ROLL CALL AND INTRODUCTIONS

Trustees Brian Cook and Jennifer Fahey absences were noted.

III. **PUBLIC COMMENTS**

No public comments.

IV. **BOARD ADMINISTRATION**

A. Acceptance of the Minutes of the July 15, 2024 Regular Meeting

MOTION: The Board approved the **Minutes of the July 15, 2024 Regular Meeting** as drafted.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: None

In favor: P. Moskowitz, G. Benack, J. Harrison

VIII. **FINANCE**

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

MOTION: The Board approved the June **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: J. Harrison

Discussion:

In favor: P. Moskowitz, G. Benack, J. Harrison

II. **PRESIDENT'S REPORT**

Post the July Board meeting, Jennifer, Library Director reviewed our budget for cleaning and saw that there was no line specifically for cleaning services, except for coverage when our regular custodian is on vacation. Our cleaning expenses were budgeted under "regular repairs and special cleaning." This line only has \$30,000 in it. We paid ARCO approximately \$23K last year. Which brings to light that we only have \$7K for regular repairs, which is a very low number. This is something to keep in mind over the next year and certainly when the budget for 2025-2026 is worked on.

Lothrop has met with Robbin and all are looking forward to getting the work started in the Children's Room.

The scope of work that we have been engaged with Strategem on is coming to a close. The last item on the list to be completed is separating the burglar and fire alarms. Jennifer is awaiting a date from them on when this will occur.

III. **LIBRARY DIRECTOR**

The Library is collecting school supplies for "The Sharing Shelf". The glass case by the entrance has a display of "The Sharing Shelf" which highlights all the good work they do.

Working on reviewing the most recent edits made to the Employee Handbook. Updating the Disaster Plan.

The Library will have a table at Community Day on 9/14/24.

IV. **COMMITTEE REPORTS**

Personnel Committee – The Children’s Room hired an extra sub.

Policy / Bylaws Committee – Jennifer Daddio is working on updating the Facilities Policy

John Harrison attended a program entitled “The ABC’s of Book Banning”. The recording was sent to all the Trustees.

XIV. **ADJOURNMENT**

MOTION: The Board meeting was adjourned at 7:23pm

Motion by: P. Moskowitz

Second by: J. Harrison

In favor: P. Moskowitz, J. Harrison, G. Benack

Chappaqua Central School District Public Library

Monthly Treasurer's Report

August 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants





Treasurer's Report for August 2024
Meeting Date: September 16, 2024

We have prepared the August 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, August 2024:

- Revenue Collected – 18.22% of the School District Tax Levy planned revenue has been collected and approximately \$5,813 in excess planned revenue collected from other sources.
- Expenses – 14.98% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of August 31, 2024.

- Total Assets: \$2,010,559
- See Page 5 for Assets, Liabilities and Fund Balance summary

We have include in the report below the checks prepared by the Library on August 1st through August 31st. We have not examined the supporting documentation.

We have prepared the bank reconciliations for the Library's related bank statements for August 2024. The bank accounts for all funds have been reconciled to the Library's books. There are 9 checks that are outstanding totaling \$6,982. The Library should continue to contact the vendors and reissue payment if needed. We performed the monthly testing in August 2024. The summary of our observations are below. It should be noted that the Library is starting to process ACH payments prior to Board approval. The Library collected an advance payment from Chappaqua Schools in August. This is to help cover expenses until the full tax payment is received. NS will also work with the Director to input this year's budget into QuickBooks.

Sincerely,
Nawrocki Smith LLP
Treasurer

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

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4010	School District Tax Levy	\$ 3,617,102.00	\$ 3,617,102.00	\$ 659,162.00	\$ (2,957,940.00)	18.22%
.4030	Donations	\$ 250.00	\$ 250.00	\$ -		
.4110	Fines	\$ 13,000.00	\$ 13,000.00	\$ 1,645.16	\$ (11,354.84)	12.66%
.4020	Local Library Aid + Misc.	\$ 4,000.00	\$ 4,000.00	\$ 5,060.00	\$ 1,060.00	126.50%
.4310	Investment Income	\$ 35,000.00	\$ 35,000.00	\$ 14,234.21	\$ (20,765.79)	40.67%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 3,538.43	\$ 3,538.43	100.00%
	Fund Balance/Reserves	\$ -	\$ -			
	Various Other Income	\$ -	\$ -	\$ 5,812.88	\$ 5,812.88	100.00%
	Total Revenues	\$ 3,669,352.00	\$ 3,669,352.00	\$ 689,452.68	\$ (2,979,899.32)	18.79%

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.6000	Salaries & Wages	\$ 1,897,477.00	\$ 1,897,477.00	\$ 278,630.83	\$ (1,618,846.17)	14.68%
Benefits						
.6150	Disability Insurance 5)	\$ 984.00	\$ 984.00	\$ 284.81	\$ (699.19)	28.94%
.6120	Health Insurance 5)	\$ 532,036.00	\$ 532,036.00	\$ 109,248.39	\$ (422,787.61)	20.53%
.6130	Medicare Reimbursement	\$ 66,192.00	\$ 66,192.00	\$ 134.68	\$ (66,057.32)	0.20%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 237,401.00	\$ 237,401.00	\$ 1,265.44	\$ (236,135.56)	0.53%
.6110	Social Security/FICA	\$ 124,878.00	\$ 124,878.00	\$ 18,686.82	\$ (106,191.18)	14.96%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ -	\$ (15,000.00)	0.00%
Library Materials						
				\$ -		
.7100	Books	\$ 83,600.00	\$ 83,600.00	\$ 6,835.38	\$ (76,764.62)	8.18%
.7250	Electronic Materials	\$ 76,000.00	\$ 76,000.00	\$ 10,278.37	\$ (65,721.63)	13.52%
.7310	Periodicals	\$ 13,710.00	\$ 13,710.00	\$ -	\$ (13,710.00)	0.00%
.7400	Recordings	\$ 21,714.00	\$ 21,714.00	\$ 1,478.95	\$ (20,235.05)	6.81%
Operating Expenses						
				\$ -		
.8010	Building Maint. & Repair	\$ 49,300.00	\$ 49,300.00	\$ 2,188.98	\$ (47,111.02)	4.44%
.8020	Building Service Contracts 2)	\$ 84,180.00	\$ 84,180.00	\$ 33,989.88	\$ (50,190.12)	40.38%
.8070	Custodial Supplies	\$ 11,000.00	\$ 11,000.00	\$ 1,517.54	\$ (9,482.46)	13.80%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 4,587.22	\$ (57,412.78)	7.40%
.9320	Equipment Maintenance	\$ 23,000.00	\$ 23,000.00	\$ 2,275.70	\$ (20,724.30)	9.89%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ 46.94	\$ (22,253.06)	0.21%
.9310	Insurance 1)	\$ 29,000.00	\$ 29,000.00	\$ 13,367.00	\$ (15,633.00)	46.09%
.9110	IT & Support 3)	\$ 105,792.00	\$ 105,792.00	\$ 52,170.52	\$ (53,621.48)	49.31%
.9490	Misellaneous Expense			\$ 192.97		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 2,491.77	\$ (17,008.23)	12.78%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 930.38	\$ (6,499.62)	12.52%
.9430	Printing	\$ 12,370.00	\$ 12,370.00	\$ -	\$ (12,370.00)	0.00%
.9210	Professional Fees	\$ 109,946.00	\$ 109,946.00	\$ 1,329.00	\$ (108,617.00)	1.21%
.9600	Programs	\$ 33,100.00	\$ 33,100.00	\$ 2,718.36	\$ (30,381.64)	8.21%
.8060	Sewer Taxes	\$ 7,018.00	\$ 7,018.00	\$ -	\$ (7,018.00)	0.00%
.9445	Staff & Board Development	\$ 12,250.00	\$ 12,250.00	\$ 556.20	\$ (11,693.80)	4.54%
.9330	Telephone & Internet 4)	\$ 6,174.00	\$ 6,174.00	\$ 2,401.20	\$ (3,772.80)	38.89%
.9440	Travel	\$ 2,000.00	\$ 2,000.00	\$ -	\$ (2,000.00)	0.00%
.8080	Water	\$ 2,000.00	\$ 2,000.00	\$ -	\$ (2,000.00)	0.00%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement	\$ -	\$ -	\$ 2,030.00	\$ 2,030.00	100.00%
	Total Expenditures	\$ 3,669,352.00	\$ 3,669,352.00	\$ 549,637.33	\$ (3,119,714.67)	14.98%

Fund Net Income: Fiscal Year to Date

\$ 139,815.35

Budget to Actual Notes:

2 Months = 16.67% of the year

- 1) **Insurance (.9310)** - Yearly insurance payments were made in August
- 2) **Building Service Contracts (.8020)** - \$8K was paid for a camera install in July
- 3) **IT & Support (.9110)** - First six months of service was paid in August
- 4) **Telephone & Internet (.9330)** - Verizon bills paid from prior fiscal year
- 5) **Health and Disability Insurance (.6150;.6120)**- NS recommends monitoring expense code

Fund Balance Sheet

Balance Sheet Summary	31-Aug-23	31-Aug-24
Valley - Checking	\$ 576,838.25	\$ 548,771.26
Valley - Money Market	\$ 1,023,033.62	\$ 1,082,765.14
Valley - MMA Capital	\$ 310,668.05	\$ 322,761.93
ICS - Checking	\$ -	\$ -
ICS - Money Market	\$ -	\$ -
ICS - MMA Capital	\$ -	\$ -
Other Current	\$ 60,251.07	\$ 56,260.81
Total Assets	\$ 1,970,790.99	\$ 2,010,559.14
Accounts Payable	\$ 8,502.76	\$ (752.16)
Other Current	\$ 350,839.36	\$ 351,952.02
Total Liabilities	\$ 359,342.12	\$ 351,199.86
Fund Balance		
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	\$ 2,628.38
Retained Earnings	\$ 302,862.71	\$ 552,458.89
Capital Fund Net Assets	\$ 735,783.21	\$ 735,783.21
Permanently Rest. Net Assets	\$ 40,044.00	\$ 40,044.00
Net Income	\$ 341,117.44	\$ 139,815.35
Total Equity	\$ 1,611,448.87	\$ 1,659,359.28
Total Liabilities & Equity	\$ 1,970,790.99	\$ 2,010,559.14

Payroll – 10 transactions were tested for the 7/12/24 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 – 10 transactions were tested for July 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:

- 10 of the transactions have no Purchase Order details
- 9 of the 10 transactions do not have approval signatures
- 10 of the transactions cannot be traced to the bank statement because the checks didn't clear the bank as of the testing date

Purchasing Card – 66 transactions were tested for July 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:

- 66 of the transactions have no Purchase Order details
- 66 of the transactions do not have approval signatures
- 66 of the transactions have insufficient documentation

We also looked back at the May statement and verified 23 out of 83 transactions.

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

Chappaqua Central School District Public Library (new)
Balance Sheet Prev Year Comparison
As of August 31, 2024

	Aug 31, 24	Aug 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · Valley- Checking_6387	548,771.26	576,838.25	-28,066.99	-4.9%
1002 · Valley - M.M - 1594	1,082,765.14	1,023,033.62	59,731.52	5.8%
1003 · Valley - MMA Cap 3018	322,761.93	310,668.05	12,093.88	3.9%
Total Checking/Savings	1,954,298.33	1,910,539.92	43,758.41	2.3%
Accounts Receivable				
11000 · Accounts Receivable	-4,270.01	567.39	-4,837.40	-852.6%
Total Accounts Receivable	-4,270.01	567.39	-4,837.40	-852.6%
Other Current Assets				
12000 · Undeposited Funds	847.14	0.00	847.14	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%
Total Other Current Assets	60,530.82	59,683.68	847.14	1.4%
Total Current Assets	2,010,559.14	1,970,790.99	39,768.15	2.0%
TOTAL ASSETS	2,010,559.14	1,970,790.99	39,768.15	2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	-1,124.29	8,096.76	-9,221.05	-113.9%
Total Accounts Payable	-1,124.29	8,096.76	-9,221.05	-113.9%
Credit Cards				
2050 · Bank of America - credit card	372.13	406.00	-33.87	-8.3%
Total Credit Cards	372.13	406.00	-33.87	-8.3%
Other Current Liabilities				
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	7,816.73	6,704.07	1,112.66	16.6%
Total Other Current Liabilities	351,952.02	350,839.36	1,112.66	0.3%
Total Current Liabilities	351,199.86	359,342.12	-8,142.26	-2.3%
Total Liabilities	351,199.86	359,342.12	-8,142.26	-2.3%
Equity				
3000 · Unrestricted Net Assets				
3010 · Unassigned	168,052.65	168,052.65	0.00	0.0%
Total 3000 · Unrestricted Net Assets	168,052.65	168,052.65	0.00	0.0%
3100 · Board Designated Net Assets				
3110 · Carol Burk Bequest	20,576.80	20,576.80	0.00	0.0%
Total 3100 · Board Designated Net Assets	20,576.80	20,576.80	0.00	0.0%
3200 · Temporarily Rest. Net Assets				
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%
3280 · WLS NYS Pilot	-383.68	0.00	-383.68	-100.0%
Total 3200 · Temporarily Rest. Net Assets	2,628.38	3,012.06	-383.68	-12.7%
32000 · Retained Earnings	552,458.89	302,862.71	249,596.18	82.4%
3300 · Capital Fund Net Assets				
3310 · Capital Fund - General	735,783.21	735,783.21	0.00	0.0%

Chappaqua Central School District Public Library (new)
Balance Sheet Prev Year Comparison
As of August 31, 2024

	Aug 31, 24	Aug 31, 23	\$ Change	% Change
Total 3300 · Capital Fund Net Assets	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%
Total 3600 · Permanently Rest. Net Assets	40,044.00	40,044.00	0.00	0.0%
Net Income	139,815.35	341,117.44	-201,302.09	-59.0%
Total Equity	1,659,359.28	1,611,448.87	47,910.41	3.0%
TOTAL LIABILITIES & EQUITY	2,010,559.14	1,970,790.99	39,768.15	2.0%

Chappaqua Central School District Public Library (new)

Check Detail

August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	08/09/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-3,403.30
Bill	08062...	08/20/2024		2250 · 457(b) Withholding	-3,403.30	3,403.30
TOTAL					-3,403.30	3,403.30
Bill Pmt -Check	ACH	08/23/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-3,468.81
Bill	08202...	08/20/2024		2250 · 457(b) Withholding	-3,468.81	3,468.81
TOTAL					-3,468.81	3,468.81
Bill Pmt -Check	ACH	08/27/2024	Valley Bank CARD ...	1001 · Valley- Checking_6387		-3,729.32
Bill	08262...	09/12/2024		7310 · Periodicals	-406.00	406.00
				9630 · Childrens Programming	-48.33	48.33
				9110 · Westlynx / Technology	-60.00	60.00
				9110 · Westlynx / Technology	-383.68	383.68
				8070 · Custodial Supplies	-91.36	91.36
				7120 · Books - Adult Non-Fiction	-525.57	525.57
				9411 · Library Supplies	-295.30	295.30
				9630 · Childrens Programming	-255.61	255.61
				7150 · Books - Juvenile	-43.77	43.77
				7180 · Books - Young Adult	-411.98	411.98
				7490 · Recordings - YA DVD	-21.49	21.49
				9620 · Teen Programming	-84.24	84.24
				7110 · Books - Adult Fiction	-341.11	341.11
				8070 · Custodial Supplies	-169.77	169.77
				7910 · Other Materials	-65.98	65.98
				9410 · Office Supplies	-525.13	525.13
TOTAL					-3,729.32	3,729.32
Bill Pmt -Check	ACH	08/30/2024	Pitney Bowes	1001 · Valley- Checking_6387		-295.96
Bill	08302...	08/30/2024		9420 · Postage and Shipping	-35.00	35.00
Bill	08302...	08/30/2024		9420 · Postage and Shipping	-260.96	260.96
TOTAL					-295.96	295.96
Check	PRT 8	08/01/2024	NYS Retirement	1001 · Valley- Checking_6387		-1,295.25
				6170 · Retirement Expense	-1,295.25	1,295.25
TOTAL					-1,295.25	1,295.25
Check	PRT 8/9	08/08/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-16,663.49
				2210 · Federal Withholding Tax	-4,673.31	4,673.31
				6110 · FICA / Medicare	-9,524.32	9,524.32
				2220 · NY State Withholding Tax	-2,300.75	2,300.75
				2230 · NY City Withholding Tax	-165.11	165.11
TOTAL					-16,663.49	16,663.49
Check	PRT 9	08/30/2024	NYS Retirement	1001 · Valley- Checking_6387		-1,362.65
				6170 · Retirement Expense	-1,362.65	1,362.65
TOTAL					-1,362.65	1,362.65
Check	PRT 8/...	08/22/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-16,715.51
				2210 · Federal Withholding Tax	-4,674.11	4,674.11
				6110 · FICA / Medicare	-9,561.36	9,561.36
				2220 · NY State Withholding Tax	-2,304.13	2,304.13
				2230 · NY City Withholding Tax	-175.91	175.91
TOTAL					-16,715.51	16,715.51
Check	PRT 8/...	08/22/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-43,529.56

Chappaqua Central School District Public Library (new)

Check Detail

August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				6010 · Salaries - Librarians	-39,166.33	39,166.33
				6020 · Salaries - Clerks	-26,042.97	26,042.97
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-1,105.42	1,105.42
				2210 · Federal Withholding Tax	4,674.11	-4,674.11
				6110 · FICA / Medicare	4,780.68	-4,780.68
				2220 · NY State Withholding Tax	2,304.13	-2,304.13
				2230 · NY City Withholding Tax	175.91	-175.91
				6150 · Disability Expense	53.19	-53.19
				2250 · 457(b) Withholding	3,468.81	-3,468.81
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	679.74	-679.74
				1001 · Valley- Checking_6387	2,826.48	-2,826.48
				6120 · Health Insurance	186.68	-186.68
TOTAL					-43,529.56	43,529.56
Check	PRT 8/...	08/08/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-43,622.75
				6010 · Salaries - Librarians	-38,576.30	38,576.30
				6020 · Salaries - Clerks	-25,942.18	25,942.18
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-1,553.81	1,553.81
				2210 · Federal Withholding Tax	4,673.31	-4,673.31
				6110 · FICA / Medicare	4,762.18	-4,762.18
				2220 · NY State Withholding Tax	2,300.75	-2,300.75
				2230 · NY City Withholding Tax	165.11	-165.11
				6150 · Disability Expense	51.51	-51.51
				2250 · 457(b) Withholding	3,403.30	-3,403.30
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	682.91	-682.91
				1001 · Valley- Checking_6387	2,588.36	-2,588.36
				6120 · Health Insurance	186.68	-186.68
TOTAL					-43,622.75	43,622.75
Bill Pmt -Check	10943	08/19/2024	AFLAC	1001 · Valley- Checking_6387		-726.30
Bill	437144	08/19/2024		6120 · Health Insurance	-242.10	242.10
Bill	448757	08/19/2024		6120 · Health Insurance	-242.10	242.10
Bill	457574	08/19/2024		6120 · Health Insurance	-242.10	242.10
TOTAL					-726.30	726.30
Bill Pmt -Check	10944	08/19/2024	American Bankers I...	1001 · Valley- Checking_6387		-4,742.00
Bill	08162...	08/16/2024	American Bankers In...	2010 · Accounts Payable	0.00	-4,742.00
TOTAL					0.00	-4,742.00
Bill Pmt -Check	10945	08/19/2024	Assa Abloy	1001 · Valley- Checking_6387		-396.59
Bill	SCI77...	06/26/2024		8010 · Building Maintenance & Repairs	-295.58	295.58
Bill	SE117...	06/26/2024		8010 · Building Maintenance & Repairs	-101.01	101.01
TOTAL					-396.59	396.59
Bill Pmt -Check	10946	08/19/2024	Atlantic A Program	1001 · Valley- Checking_6387		-962.69
Bill	82552...	07/29/2024		9320 · Equipment Maintenance	-962.69	962.69
TOTAL					-962.69	962.69
Bill Pmt -Check	10947	08/19/2024	Atlantic Westchester	1001 · Valley- Checking_6387		-3,031.88
Bill	77344	08/16/2024		8020 · Building Service Contracts	-3,031.88	3,031.88
TOTAL					-3,031.88	3,031.88
Bill Pmt -Check	10948	08/19/2024	Automated Control ...	1001 · Valley- Checking_6387		-407.50

Chappaqua Central School District Public Library (new)

Check Detail

August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	CHA0...	08/16/2024		8020 · Building Service Contracts	-407.50	407.50
TOTAL					-407.50	407.50
Bill Pmt -Check	10949	08/19/2024	ARCO Cleaning	1001 · Valley- Checking_6387		-1,840.00
Bill	081624	06/26/2024		8020 · Building Service Contracts	-1,840.00	1,840.00
TOTAL					-1,840.00	1,840.00
Bill Pmt -Check	10950	08/19/2024	Baker & Taylor	1001 · Valley- Checking_6387		-6,343.46
Bill	50189...	06/30/2024		7120 · Books - Adult Non-Fiction	-423.50	423.50
Bill	50189...	06/30/2024		7140 · Books - Adult Learn	-17.09	17.09
Bill	50189...	06/30/2024		7120 · Books - Adult Non-Fiction	-290.25	290.25
Bill	50189...	06/30/2024		7140 · Books - Adult Learn	-12.59	12.59
Bill	50189...	06/30/2024		7120 · Books - Adult Non-Fiction	-23.88	23.88
Bill	50189...	06/30/2024		7120 · Books - Adult Non-Fiction	-272.62	272.62
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-18.15	18.15
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-417.46	417.46
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-44.29	44.29
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-14.18	14.18
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-40.10	40.10
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-158.28	158.28
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-78.62	78.62
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-163.83	163.83
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-32.12	32.12
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-19.17	19.17
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-18.06	18.06
Bill	50189...	06/30/2024		7110 · Books - Adult Fiction	-44.50	44.50
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-14.52	14.52
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-256.46	256.46
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-157.11	157.11
Bill	50189...	06/30/2024		7150 · Books - Juvenile	-27.93	27.93
Bill	50180...	06/30/2024		7150 · Books - Juvenile	-5.10	5.10
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-55.71	55.71
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-172.84	172.84
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-18.04	18.04
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-80.81	80.81
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-134.31	134.31
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-41.40	41.40
Bill	50189...	07/30/2024		7120 · Books - Adult Non-Fiction	-304.12	304.12
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-12.63	12.63
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-51.29	51.29
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-30.19	30.19
Bill	50189...	07/30/2024		7120 · Books - Adult Non-Fiction	-369.53	369.53
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-370.23	370.23
Bill	50189...	07/30/2024		7110 · Books - Adult Fiction	-206.94	206.94
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-47.52	47.52
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-74.40	74.40
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-6.38	6.38
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-14.52	14.52
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-17.30	17.30
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-117.59	117.59
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-269.67	269.67
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-87.66	87.66
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-374.93	374.93
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-130.26	130.26
Bill	50184...	07/30/2024		7150 · Books - Juvenile	-329.10	329.10
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-28.56	28.56
Bill	50189...	07/30/2024		7150 · Books - Juvenile	-44.83	44.83
Bill	50189...	08/02/2024		7120 · Books - Adult Non-Fiction	-52.46	52.46
Bill	50189...	08/02/2024		7110 · Books - Adult Fiction	-23.37	23.37
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-23.87	23.87
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-16.40	16.40
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-6.32	6.32
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-6.52	6.52
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50189...	08/02/2024		7150 · Books - Juvenile	-154.82	154.82
Bill	50190...	08/02/2024		7150 · Books - Juvenile	-10.84	10.84
Bill	50190...	08/02/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50190...	08/02/2024		7150 · Books - Juvenile	-28.51	28.51
Bill	50190...	08/02/2024		7150 · Books - Juvenile	-13.86	13.86

Chappaqua Central School District Public Library (new)

Check Detail

August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-6,343.46	6,343.46
Bill Pmt -Check	10951	08/19/2024	Berger Hardware	1001 · Valley- Checking_6387		-40.47
Bill	632475	07/30/2024		8070 · Custodial Supplies	-24.28	24.28
Bill	61652...	08/16/2024		8070 · Custodial Supplies	-16.19	16.19
TOTAL					-40.47	40.47
Bill Pmt -Check	10952	08/19/2024	Barbara Bernstein	1001 · Valley- Checking_6387		-360.00
Bill	08162...	08/16/2024		9810 · Friends Reimbursement - exp	-360.00	360.00
TOTAL					-360.00	360.00
Bill Pmt -Check	10953	08/19/2024	Blackstone Publishi...	1001 · Valley- Checking_6387		-774.83
Bill	2141897	07/29/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2160187	07/29/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2158371	07/30/2024		7420 · Recordings - Adult Audiobooks	-283.74	283.74
Bill	2161633	07/30/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2162016	07/30/2024		7420 · Recordings - Adult Audiobooks	-334.09	334.09
Bill	2163182	07/30/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
TOTAL					-774.83	774.83
Bill Pmt -Check	10954	08/19/2024	Bond Schoeneck & ...	1001 · Valley- Checking_6387		-1,006.50
Bill	20027...	07/29/2024		9210 · Professional Fees	-427.00	427.00
Bill	20032...	07/29/2024		9210 · Professional Fees	-579.50	579.50
TOTAL					-1,006.50	1,006.50
Bill Pmt -Check	10955	08/19/2024	Brodart Co.	1001 · Valley- Checking_6387		-132.57
Bill	3346203	07/30/2024		9411 · Library Supplies	-37.20	37.20
Bill	642861	08/16/2024		9411 · Library Supplies	-95.37	95.37
TOTAL					-132.57	132.57
Bill Pmt -Check	10956	08/19/2024	Catherine Paulsen	1001 · Valley- Checking_6387		-13.15
Bill	072924	07/29/2024		9620 · Teen Programming	-13.15	13.15
TOTAL					-13.15	13.15
Bill Pmt -Check	10957	08/19/2024	Christine Bobkoff	1001 · Valley- Checking_6387		-720.00
Bill	08162...	08/16/2024		9810 · Friends Reimbursement - exp	-720.00	720.00
TOTAL					-720.00	720.00
Bill Pmt -Check	10958	08/19/2024	ConEdison	1001 · Valley- Checking_6387		-46.94
Bill	073024	07/30/2024		8050 · Fuel	-46.94	46.94
TOTAL					-46.94	46.94
Bill Pmt -Check	10959	08/19/2024	ECubed	1001 · Valley- Checking_6387		-245.00
Bill	9199	08/16/2024		9330 · Telephone and Internet	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Check	10960	08/19/2024	Greenburgh Public ...	1001 · Valley- Checking_6387		-31.00
Bill	08162...	08/16/2024		9480 · Suspense	-31.00	31.00
TOTAL					-31.00	31.00

Chappaqua Central School District Public Library (new)
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10961	08/19/2024	Irvington Public Lib...	1001 · Valley- Checking_6387		-2.99
Bill	08162...	08/16/2024		7490 · Recordings - YA DVD	-2.99	2.99
TOTAL					-2.99	2.99
Bill Pmt -Check	10962	08/19/2024	J.Vasquez Landsca...	1001 · Valley- Checking_6387		-3,600.00
Bill	08162...	08/16/2024		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
Bill Pmt -Check	10963	08/19/2024	Joan Kuhn	1001 · Valley- Checking_6387		-46.70
Bill	07152...	07/30/2024		9610 · Adult Programming	-46.70	46.70
TOTAL					-46.70	46.70
Bill Pmt -Check	10964	08/19/2024	Lothrop Associates ...	1001 · Valley- Checking_6387		-300.00
Bill	08192...	08/19/2024		8010 · Building Maintenance & Repairs	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	10965	08/19/2024	Midwest Tape	1001 · Valley- Checking_6387		-215.40
Bill	50495...	01/24/2024		7430 · Recordings - Adult DVD	-47.41	47.41
Bill	50505...	02/14/2024		7490 · Recordings - YA DVD	-18.98	18.98
Bill	50522...	03/21/2024		7490 · Recordings - YA DVD	-47.71	47.71
Bill	50534...	04/17/2024		7490 · Recordings - YA DVD	-52.96	52.96
Bill	50551...	05/23/2024		7490 · Recordings - YA DVD	-26.48	26.48
Bill	50551...	05/23/2024		7490 · Recordings - YA DVD	-21.86	21.86
TOTAL					-215.40	215.40
Bill Pmt -Check	10966	08/19/2024	Nalco Water	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	10967	08/19/2024	NawrockiSmith	1001 · Valley- Checking_6387		-3,150.00
Bill	64335	08/16/2024		8020 · Building Service Contracts	-1,350.00	1,350.00
Bill	64140	08/16/2024		8020 · Building Service Contracts	-1,800.00	1,800.00
TOTAL					-3,150.00	3,150.00
Bill Pmt -Check	10968	08/19/2024	NYS Department of ...	1001 · Valley- Checking_6387		-8,409.79
Bill	08192...	08/19/2024		6190 · Payroll Expenses	-8,409.79	8,409.79
TOTAL					-8,409.79	8,409.79
Bill Pmt -Check	10969	08/19/2024	Ossining Public Lib...	1001 · Valley- Checking_6387		-3.99
Bill	08162...	08/16/2024		9480 · Suspense	-3.99	3.99
TOTAL					-3.99	3.99
Bill Pmt -Check	10970	08/19/2024	Paylocity	1001 · Valley- Checking_6387		-562.55
Bill	11250...	07/30/2024		6190 · Payroll Expenses	-350.16	350.16
Bill	11252...	08/19/2024		6190 · Payroll Expenses	-212.39	212.39
TOTAL					-562.55	562.55
Bill Pmt -Check	10971	08/19/2024	Pitney Bowes - Purc...	1001 · Valley- Checking_6387		-100.00
Bill	08192...	08/19/2024		9420 · Postage and Shipping	-100.00	100.00
TOTAL					-100.00	100.00

Chappaqua Central School District Public Library (new)
Check Detail
August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10972	08/19/2024	Robbin Friedman	1001 · Valley- Checking_6387		-556.20
Bill	08192...	08/19/2024		9445 · Professional Development	-556.20	556.20
TOTAL					-556.20	556.20
Bill Pmt -Check	10973	08/19/2024	Scott Smith	1001 · Valley- Checking_6387		-600.00
Bill	07292...	07/29/2024		9610 · Adult Programming	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	10974	08/19/2024	Steffi Nossen Scho...	1001 · Valley- Checking_6387		-375.00
Bill	08012...	08/19/2024		9630 · Childrens Programming	-375.00	375.00
TOTAL					-375.00	375.00
Bill Pmt -Check	10975	08/19/2024	Tony Jefferson	1001 · Valley- Checking_6387		-600.00
Bill	08162...	08/16/2024		9610 · Adult Programming	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	10976	08/19/2024	Utica National Insur...	1001 · Valley- Checking_6387		-8,625.00
Bill	08162...	08/16/2024		9310 · Insurance	-8,625.00	8,625.00
TOTAL					-8,625.00	8,625.00
Bill Pmt -Check	10977	08/19/2024	Verizon 00001	1001 · Valley- Checking_6387		-51.68
Bill	08162...	08/16/2024		9330 · Telephone and Internet	-51.68	51.68
TOTAL					-51.68	51.68
Bill Pmt -Check	10978	08/19/2024	Verizon 0001-70	1001 · Valley- Checking_6387		-112.53
Bill	08162...	08/16/2024		9330 · Telephone and Internet	-112.53	112.53
TOTAL					-112.53	112.53
Bill Pmt -Check	10979	08/19/2024	Verizon 0001-75	1001 · Valley- Checking_6387		-138.00
Bill	08192...	08/19/2024		9330 · Telephone and Internet	-138.00	138.00
TOTAL					-138.00	138.00
Bill Pmt -Check	10980	08/19/2024	WB Mason	1001 · Valley- Checking_6387		-432.17
Bill	24723...	07/30/2024		9610 · Adult Programming	-18.69	18.69
				9410 · Office Supplies	-24.85	24.85
Bill	24726...	07/30/2024		9610 · Adult Programming	-17.80	17.80
				8070 · Custodial Supplies	-62.09	62.09
Bill	24699...	07/30/2024		8070 · Custodial Supplies	-58.29	58.29
				9610 · Adult Programming	-23.98	23.98
				9410 · Office Supplies	-18.97	18.97
Bill	24739...	07/30/2024		8070 · Custodial Supplies	-10.99	10.99
Bill	24743...	07/30/2024		9410 · Office Supplies	-59.98	59.98
Bill	24752...	07/30/2024		9410 · Office Supplies	-0.99	0.99
Bill	24761...	07/30/2024		9410 · Office Supplies	-135.54	135.54
TOTAL					-432.17	432.17
Bill Pmt -Check	10981	08/20/2024	Nalco Water	1001 · Valley- Checking_6387		-688.02
Bill	8373445	07/30/2024		8020 · Building Service Contracts	-253.58	253.58
Bill	8347779	07/30/2024		8020 · Building Service Contracts	-253.58	253.58
Bill	8384985	08/19/2024		8020 · Building Service Contracts	-180.86	180.86

Chappaqua Central School District Public Library (new)
Check Detail
 August 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-688.02	688.02
Bill Pmt -Check	10982	08/20/2024	Greenburgh Public ...	1001 · Valley- Checking_6387		-6.00
Bill	062624	06/26/2024		9480 · Suspense	-6.00	6.00
TOTAL					-6.00	6.00
Bill Pmt -Check	10983	08/20/2024	Westchester Library...	1001 · Valley- Checking_6387		-51,430.52
Bill	AR000...	08/20/2024		9110 · Westlynx / Technology	-48,913.04	48,913.04
Bill	AR000...	08/20/2024		9110 · Westlynx / Technology	-2,517.48	2,517.48
TOTAL					-51,430.52	51,430.52
Bill Pmt -Check	10984	08/20/2024	Guardian	1001 · Valley- Checking_6387		-1,968.98
Bill	0820224	08/20/2024		6120 · Health Insurance	-1,968.98	1,968.98
TOTAL					-1,968.98	1,968.98
Bill Pmt -Check	10985	08/20/2024	NYS Employees He...	1001 · Valley- Checking_6387		-127,771.72
Bill	609	08/20/2024		6120 · Health Insurance	-127,771.72	127,771.72
TOTAL					-127,771.72	127,771.72
Bill Pmt -Check	10986	08/20/2024	ShelterPoint Life	1001 · Valley- Checking_6387		-485.10
Bill	082024	08/20/2024		6150 · Disability Expense	-485.10	485.10
TOTAL					-485.10	485.10
Bill Pmt -Check	10987	08/21/2024	William C Link	1001 · Valley- Checking_6387		-1,912.50
Bill	08212...	08/21/2024		8020 · Building Service Contracts	-1,912.50	1,912.50
TOTAL					-1,912.50	1,912.50

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9311 - Insurance Income	2,879.20	0.00	2,879.20	100.0%
4000 - Support and Revenue				
4010 - School District Tax	659,162.00	0.00	659,162.00	100.0%
4020 - Local Library Aid	5,060.00			
4030 - Donations	0.00	0.00	0.00	0.0%
4110 - Fines	1,645.16	0.00	1,645.16	100.0%
4140 - Theater Rental	0.00	0.00	0.00	0.0%
4310 - Interest Income	14,234.21	0.00	14,234.21	100.0%
4810 - Other Income	927.25			
4000 - Support and Revenue - Other	2,006.43			
Total 4000 - Support and Revenue	683,035.05	0.00	683,035.05	100.0%
Total Income	685,914.25	0.00	685,914.25	100.0%
Gross Profit	685,914.25	0.00	685,914.25	100.0%
Expense				
6000 - Personnel Costs				
6010 - Salaries - Librarians	150,844.20	0.00	150,844.20	100.0%
6020 - Salaries - Clerks	103,223.40	0.00	103,223.40	100.0%
6030 - Salaries - Custodians	9,832.18	0.00	9,832.18	100.0%
6040 - Salaries - Pages	5,529.04	0.00	5,529.04	100.0%
6110 - FICA / Medicare	18,686.82	0.00	18,686.82	100.0%
6120 - Health Insurance	109,248.39	0.00	109,248.39	100.0%
6130 - Medicare Reimbursement	134.68	0.00	134.68	100.0%
6150 - Disability Expense	284.81	0.00	284.81	100.0%
6170 - Retirement Expense	1,265.44	0.00	1,265.44	100.0%
6190 - Payroll Expenses	9,202.01			
Total 6000 - Personnel Costs	408,250.97	0.00	408,250.97	100.0%
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	1,409.99	0.00	1,409.99	100.0%
7120 - Books - Adult Non-Fiction	946.58	0.00	946.58	100.0%
7130 - Books - Adult - JIC	0.00	0.00	0.00	0.0%
7140 - Books - Adult Learn	15.00	0.00	15.00	100.0%
7150 - Books - Juvenile	3,725.10	0.00	3,725.10	100.0%
7170 - Books - Standing Order	0.00	0.00	0.00	0.0%
7180 - Books - Young Adult	738.71	0.00	738.71	100.0%
Total 7100 - Books	6,835.38	0.00	6,835.38	100.0%
7210 - Databases	0.00	0.00	0.00	0.0%
7250 - Electronic Materials	10,278.37	0.00	10,278.37	100.0%
7310 - Periodicals	0.00	0.00	0.00	0.0%

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
7400 · Recordings				
7410 · Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 · Recordings - Adult Audiobooks	1,475.96	0.00	1,475.96	100.0%
7430 · Recordings - Adult DVD	0.00	0.00	0.00	0.0%
7460 · Recordings - Juvenile DVD	0.00	0.00	0.00	0.0%
7490 · Recordings - YA DVD	2.99	0.00	0.00	0.0%
Total 7400 · Recordings	1,478.95	0.00	1,478.95	100.0%
7910 · Other Materials	1,313.01			
Total 7000 · Materials	19,905.71	0.00	19,905.71	100.0%
8000 · Facilities and Occupancy				
8010 · Building Maintenance & Repairs	1,873.98	0.00	1,873.98	100.0%
8020 · Building Service Contracts	33,989.88	0.00	33,989.88	100.0%
8030 · Grounds Maintenance	315.00	0.00	315.00	100.0%
8040 · Electricity	4,587.22	0.00	4,587.22	100.0%
8050 · Fuel	46.94	0.00	46.94	100.0%
8070 · Custodial Supplies	1,517.54	0.00	1,517.54	100.0%
8080 · Water	0.00	0.00	0.00	0.0%
Total 8000 · Facilities and Occupancy	42,330.56	0.00	42,330.56	100.0%
9000 · Administrative Expenses				
9110 · Westlynx / Technology	52,170.52	0.00	52,170.52	100.0%
9210 · Professional Fees	1,329.00	0.00	1,329.00	100.0%
9310 · Insurance	13,367.00	0.00	13,367.00	100.0%
9320 · Equipment Maintenance	962.69	0.00	962.69	100.0%
9330 · Telephone and Internet	2,401.20	0.00	2,401.20	100.0%
9410 · Office Supplies				
9411 · Library Supplies	1,426.99	0.00	1,426.99	100.0%
9410 · Office Supplies - Other	1,064.78	0.00	1,064.78	100.0%
Total 9410 · Office Supplies	2,491.77	0.00	2,491.77	100.0%
9420 · Postage and Shipping	930.38	0.00	930.38	100.0%
9430 · Printing and Reproduction	0.00	0.00	0.00	0.0%
9440 · Travel and Miscellaneous	556.20	0.00	556.20	100.0%
9445 · Professional Development	0.00	0.00	0.00	0.0%
9440 · Travel and Miscellaneous - Other	0.00	0.00	0.00	0.0%
Total 9440 · Travel and Miscellaneous	556.20	0.00	556.20	100.0%
9480 · Suspense	92.97	0.00	92.97	100.0%
9490 · Miscellaneous Expense	100.00	0.00	100.00	100.0%
9600 · Program Expenses				
9610 · Adult Programming	1,607.17	0.00	1,607.17	100.0%
9620 · Teen Programming	195.38	0.00	195.38	100.0%
9630 · Childrens Programming	915.81	0.00	915.81	100.0%

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

	Jul - Aug 24	Budget	\$ Over Budget	% of Budget
9600 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 9600 · Program Expenses	2,718.36	0.00	2,718.36	100.0%
Total 9000 · Administrative Expenses	77,120.09	0.00	77,120.09	100.0%
Total Expense	547,607.33	0.00	547,607.33	100.0%
Net Ordinary Income	138,306.92	0.00	138,306.92	100.0%
Other Income/Expense				
Other Income				
9910 · Friends Reimbursement - inc	3,538.43	0.00	3,538.43	100.0%
Total Other Income	3,538.43	0.00	3,538.43	100.0%
Other Expense				
9810 · Friends Reimbursement - exp	2,030.00	0.00	2,030.00	100.0%
Total Other Expense	2,030.00	0.00	2,030.00	100.0%
Net Other Income	1,508.43	0.00	1,508.43	100.0%
Net Income	139,815.35	0.00	139,815.35	100.0%

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1002 · Valley - M.M - 1594, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,078,426.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2024			X	4,338.75	4,338.75
Total Deposits and Credits					4,338.75	4,338.75
Total Cleared Transactions					4,338.75	4,338.75
Cleared Balance					4,338.75	1,082,765.14
Register Balance as of 08/31/2024					4,338.75	1,082,765.14
Ending Balance					4,338.75	1,082,765.14

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1003 · Valley - MMA Cap 3018, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						321,468.59
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2024			X	1,293.34	1,293.34
Total Deposits and Credits					1,293.34	1,293.34
Total Cleared Transactions					1,293.34	1,293.34
Cleared Balance					1,293.34	322,761.93
Register Balance as of 08/31/2024					1,293.34	322,761.93
Ending Balance					1,293.34	322,761.93

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						316,824.32
Cleared Transactions						
Checks and Payments - 92 items						
Bill Pmt -Check	10/23/2023	10383	Nithya Anand	X	-6.25	-6.25
Bill Pmt -Check	05/23/2024	10775	Cristina Shih	X	-200.00	-206.25
Bill Pmt -Check	06/06/2024	10806	Lindsay Taylor Desi...	X	-100.00	-306.25
Bill Pmt -Check	06/11/2024	10812	Clover Brooke Farm	X	-350.00	-656.25
Bill Pmt -Check	06/28/2024	10880	Utica National Insur...	X	-959.00	-1,615.25
Bill Pmt -Check	06/28/2024	10851	Aristomenis Kolokat...	X	-800.00	-2,415.25
Bill Pmt -Check	06/28/2024	10861	Heidi Duelfer	X	-525.00	-2,940.25
Bill Pmt -Check	07/22/2024	10935	OverDrive	X	-10,278.37	-13,218.62
Bill Pmt -Check	07/22/2024	10921	Stratagem Security	X	-8,484.46	-21,703.08
Bill Pmt -Check	07/22/2024	10911	New York Power Aut...	X	-8,392.76	-30,095.84
Bill Pmt -Check	07/22/2024	10897	Guardian	X	-3,937.99	-34,033.83
Bill Pmt -Check	07/22/2024	10919	Robert M. Spano Pl...	X	-3,800.00	-37,833.83
Bill Pmt -Check	07/22/2024	10932	WB Mason	X	-3,643.14	-41,476.97
Bill Pmt -Check	07/22/2024	10900	J.Vasquez Landscap...	X	-3,600.00	-45,076.97
Bill Pmt -Check	07/22/2024	10888	ARCO Cleaning	X	-3,280.00	-48,356.97
Bill Pmt -Check	07/22/2024	10910	NawrockiSmith	X	-3,150.00	-51,506.97
Bill Pmt -Check	07/22/2024	10917	Precision Painting Pl...	X	-1,800.00	-53,306.97
Bill Pmt -Check	07/22/2024	10920	SavATree	X	-1,647.00	-54,953.97
Bill Pmt -Check	07/22/2024	10933	Westchester Library ...	X	-1,225.52	-56,179.49
Bill Pmt -Check	07/22/2024	10890	Atlantic Westchester	X	-1,120.00	-57,299.49
Bill Pmt -Check	07/22/2024	10916	Playaway Products ...	X	-701.13	-58,000.62
Bill Pmt -Check	07/22/2024	10909	Nalco Water	X	-700.00	-58,700.62
Bill Pmt -Check	07/22/2024	10914	Paylocity	X	-570.60	-59,271.22
Bill Pmt -Check	07/22/2024	10929	Verizon 0001-75	X	-533.82	-59,805.04
Bill Pmt -Check	07/22/2024	10925	Town of New Castle ...	X	-525.00	-60,330.04
Bill Pmt -Check	07/22/2024	10899	Intrepid Museum Fo...	X	-500.00	-60,830.04
Bill Pmt -Check	07/22/2024	10905	Midwest Tape	X	-371.47	-61,201.51
Bill Pmt -Check	07/22/2024	10927	Verizon 0001-37	X	-345.12	-61,546.63
Bill Pmt -Check	07/22/2024	10930	Verizon 0001-70	X	-330.94	-61,877.57
Bill Pmt -Check	07/22/2024	10934	SavATree	X	-315.00	-62,192.57
Bill Pmt -Check	07/22/2024	10926	Verizon 00001	X	-154.11	-62,346.68
Bill Pmt -Check	07/22/2024	10893	Bond Schoeneck & ...	X	-152.50	-62,499.18
Bill Pmt -Check	07/22/2024	10915	Pitney Bowes	X	-137.61	-62,636.79
Bill Pmt -Check	07/22/2024	10936	Susan Mosher	X	-134.68	-62,771.47
Bill Pmt -Check	07/22/2024	10896	First Congregational...	X	-100.00	-62,871.47
Bill Pmt -Check	07/22/2024	10922	Suzanne Cleary	X	-100.00	-62,971.47
Bill Pmt -Check	07/22/2024	10924	The Libray Store	X	-84.45	-63,055.92
Bill Pmt -Check	07/22/2024	10892	Benjamin Fine	X	-54.78	-63,110.70
Bill Pmt -Check	07/22/2024	10904	Mercy Garland	X	-43.00	-63,153.70
Bill Pmt -Check	07/22/2024	10887	Ameriwide Screener...	X	-20.00	-63,173.70
Bill Pmt -Check	07/22/2024	10907	Mount Pleasant Publ...	X	-18.00	-63,191.70
Bill Pmt -Check	07/22/2024	10908	Mount Vernon Publi...	X	-14.99	-63,206.69
Bill Pmt -Check	07/22/2024	10889	Ardsley Public Library	X	-12.99	-63,219.68
Bill Pmt -Check	07/22/2024	10906	Mount Kisco Public ...	X	-9.99	-63,229.67
Bill Pmt -Check	07/22/2024	10898	Harrison Public Libr...	X	-5.99	-63,235.66
Bill Pmt -Check	07/23/2024	10938	William C Link	X	-1,500.00	-64,735.66
Bill Pmt -Check	07/23/2024	10937	ECubed	X	-490.00	-65,225.66
Check	08/01/2024	PRT 8	NYS Retirement	X	-1,295.25	-66,520.91
Check	08/08/2024	PRT 8...	Paylocity Payroll	X	-43,622.75	-110,143.66
Check	08/08/2024	PRT 8/9	Paylocity Taxes	X	-16,663.49	-126,807.15
Check	08/08/2024	PRT 8...	Paylocity Payroll	X	-2,588.36	-129,395.51
Bill Pmt -Check	08/09/2024	ACH	NYS Deferred Comp...	X	-3,403.30	-132,798.81
Bill Pmt -Check	08/19/2024	10976	Utica National Insur...	X	-8,625.00	-141,423.81
Bill Pmt -Check	08/19/2024	10968	NYS Department of ...	X	-8,409.79	-149,833.60
Bill Pmt -Check	08/19/2024	10950	Baker & Taylor	X	-6,343.46	-156,177.06
Bill Pmt -Check	08/19/2024	10944	American Bankers I...	X	-4,742.00	-160,919.06
Bill Pmt -Check	08/19/2024	10967	NawrockiSmith	X	-3,150.00	-164,069.06
Bill Pmt -Check	08/19/2024	10947	Atlantic Westchester	X	-3,031.88	-167,100.94
Bill Pmt -Check	08/19/2024	10954	Bond Schoeneck & ...	X	-1,006.50	-168,107.44
Bill Pmt -Check	08/19/2024	10946	Atlantic A Program	X	-962.69	-169,070.13
Bill Pmt -Check	08/19/2024	10953	Blackstone Publishing	X	-774.83	-169,844.96
Bill Pmt -Check	08/19/2024	10957	Christine Bobkoff	X	-720.00	-170,564.96
Bill Pmt -Check	08/19/2024	10975	Tony Jefferson	X	-600.00	-171,164.96
Bill Pmt -Check	08/19/2024	10970	Paylocity	X	-562.55	-171,727.51
Bill Pmt -Check	08/19/2024	10972	Robbin Friedman	X	-556.20	-172,283.71

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	08/19/2024	10980	WB Mason	X	-432.17	-172,715.88
Bill Pmt -Check	08/19/2024	10948	Automated Control L...	X	-407.50	-173,123.38
Bill Pmt -Check	08/19/2024	10945	Assa Abloy	X	-396.59	-173,519.97
Bill Pmt -Check	08/19/2024	10974	Steffi Nossen Schoo...	X	-375.00	-173,894.97
Bill Pmt -Check	08/19/2024	10964	Lothrop Associates ...	X	-300.00	-174,194.97
Bill Pmt -Check	08/19/2024	10959	ECubed	X	-245.00	-174,439.97
Bill Pmt -Check	08/19/2024	10965	Midwest Tape	X	-215.40	-174,655.37
Bill Pmt -Check	08/19/2024	10979	Verizon 0001-75	X	-138.00	-174,793.37
Bill Pmt -Check	08/19/2024	10955	Brodart Co.	X	-132.57	-174,925.94
Bill Pmt -Check	08/19/2024	10978	Verizon 0001-70	X	-112.53	-175,038.47
Bill Pmt -Check	08/19/2024	10971	Pitney Bowes - Purc...	X	-100.00	-175,138.47
Bill Pmt -Check	08/19/2024	10977	Verizon 00001	X	-51.68	-175,190.15
Bill Pmt -Check	08/19/2024	10958	ConEdison	X	-46.94	-175,237.09
Bill Pmt -Check	08/19/2024	10951	Berger Hardware	X	-40.47	-175,277.56
Bill Pmt -Check	08/19/2024	10956	Catherine Paulsen	X	-13.15	-175,290.71
Bill Pmt -Check	08/20/2024	10985	NYS Employees He...	X	-127,771.72	-303,062.43
Bill Pmt -Check	08/20/2024	10983	Westchester Library ...	X	-51,430.52	-354,492.95
Bill Pmt -Check	08/20/2024	10984	Guardian	X	-1,968.98	-356,461.93
Bill Pmt -Check	08/20/2024	10981	Nalco Water	X	-688.02	-357,149.95
Bill Pmt -Check	08/20/2024	10986	ShelterPoint Life	X	-485.10	-357,635.05
Check	08/22/2024	PRT 8...	Paylocity Payroll	X	-43,529.56	-401,164.61
Check	08/22/2024	PRT 8...	Paylocity Taxes	X	-16,715.51	-417,880.12
Check	08/22/2024	PRT 8...	Paylocity Payroll	X	-2,826.48	-420,706.60
Bill Pmt -Check	08/23/2024	ACH	NYS Deferred Comp...	X	-3,468.81	-424,175.41
Bill Pmt -Check	08/27/2024	ACH	Valley Bank CARD ...	X	-3,729.32	-427,904.73
Check	08/30/2024	PRT 9	NYS Retirement	X	-1,362.65	-429,267.38
Bill Pmt -Check	08/30/2024	ACH	Pitney Bowes	X	-295.96	-429,563.34
Total Checks and Payments					-429,563.34	-429,563.34
Deposits and Credits - 25 items						
Deposit	08/01/2024			X	10.13	10.13
Deposit	08/02/2024			X	42.90	53.03
Deposit	08/05/2024			X	55.74	108.77
Deposit	08/06/2024			X	5.16	113.93
Deposit	08/07/2024			X	73.89	187.82
Deposit	08/08/2024			X	9.83	197.65
Deposit	08/09/2024			X	28.59	226.24
Deposit	08/12/2024			X	56.90	283.14
Deposit	08/13/2024			X	6.13	289.27
Deposit	08/14/2024			X	47.13	336.40
Deposit	08/15/2024			X	4.77	341.17
Deposit	08/15/2024			X	7,966.60	8,307.77
Deposit	08/15/2024			X	10,769.01	19,076.78
Deposit	08/16/2024			X	107.21	19,183.99
Deposit	08/16/2024			X	447.00	19,630.99
Bill Pmt -Check	08/19/2024	10966	Nalco Water	X	0.00	19,630.99
Deposit	08/19/2024			X	12.17	19,643.16
Deposit	08/20/2024			X	4.77	19,647.93
Deposit	08/22/2024			X	30.95	19,678.88
Deposit	08/26/2024			X	11.38	19,690.26
Deposit	08/26/2024			X	659,162.00	678,852.26
Deposit	08/27/2024			X	85.70	678,937.96
Deposit	08/29/2024			X	4.77	678,942.73
Deposit	08/30/2024			X	26.20	678,968.93
Deposit	08/31/2024			X	1,189.27	680,158.20
Total Deposits and Credits					680,158.20	680,158.20
Total Cleared Transactions					250,594.86	250,594.86
Cleared Balance					250,594.86	567,419.18
Uncleared Transactions						
Checks and Payments - 33 items						
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

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 08/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-6,110.71
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-6,178.69
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-6,186.68
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-6,681.38
Bill Pmt -Check	01/22/2024	10555	New Castle Commu...		-300.00	-6,981.38
Bill Pmt -Check	02/23/2024	10639	Pound Ridge Library		-40.00	-7,021.38
Bill Pmt -Check	03/18/2024	10671	Nalco Water		-23.05	-7,044.43
Bill Pmt -Check	04/08/2024	10706	Baker & Taylor		-1,673.54	-8,717.97
Bill Pmt -Check	04/08/2024	10707	Bank of America		-33.87	-8,751.84
Bill Pmt -Check	05/23/2024	10790	Town of New Castle		-312.64	-9,064.48
Bill Pmt -Check	06/06/2024	10804	Joan Kuhn		-72.96	-9,137.44
Bill Pmt -Check	06/11/2024	10823	Joan Skahan		-524.10	-9,661.54
Bill Pmt -Check	06/28/2024	10873	Nora Gross		-60.31	-9,721.85
Bill Pmt -Check	07/22/2024		Baker & Taylor		-225.59	-9,947.44
Bill Pmt -Check	07/22/2024	10891	Beatrix Farrand Gar...		-200.00	-10,147.44
Bill Pmt -Check	07/22/2024	10903	Ling Li		-200.00	-10,347.44
Bill Pmt -Check	07/22/2024	10895	Chappaqua Rotary ...		-150.00	-10,497.44
Bill Pmt -Check	07/22/2024	10912	North Castle Public ...		-21.00	-10,518.44
Bill Pmt -Check	08/19/2024	10962	J.Vasquez Landsca...		-3,600.00	-14,118.44
Bill Pmt -Check	08/19/2024	10949	ARCO Cleaning		-1,840.00	-15,958.44
Bill Pmt -Check	08/19/2024	10943	AFLAC		-726.30	-16,684.74
Bill Pmt -Check	08/19/2024	10973	Scott Smith		-600.00	-17,284.74
Bill Pmt -Check	08/19/2024	10952	Barbara Bernstein		-360.00	-17,644.74
Bill Pmt -Check	08/19/2024	10963	Joan Kuhn		-46.70	-17,691.44
Bill Pmt -Check	08/19/2024	10960	Greenburgh Public L...		-31.00	-17,722.44
Bill Pmt -Check	08/19/2024	10969	Ossining Public Libr...		-3.99	-17,726.43
Bill Pmt -Check	08/19/2024	10961	Irvington Public Libr...		-2.99	-17,729.42
Bill Pmt -Check	08/20/2024	10982	Greenburgh Public L...		-6.00	-17,735.42
Bill Pmt -Check	08/21/2024	10987	William C Link		-1,912.50	-19,647.92
Total Checks and Payments					-19,647.92	-19,647.92
Deposits and Credits - 1 item						
Deposit	02/06/2024				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Uncleared Transactions					-18,647.92	-18,647.92
Register Balance as of 08/31/2024					231,946.94	548,771.26
New Transactions						
Deposits and Credits - 1 item						
Deposit	09/09/2024				11,453.67	11,453.67
Total Deposits and Credits					11,453.67	11,453.67
Total New Transactions					11,453.67	11,453.67
Ending Balance					243,400.61	560,224.93



Presidents Report
9/16/24

On August 26th we had Terry Kirschner from WLS come to the Library and give a Training on the Roles of Trustees and Library Director. It was very informative and was taped for reference as well as reference. Terry elaborated on the resource that WLS is to Trustees as well as to Library Directors and Libraries. I have asked that Trustees that were not in attendance, watch the video so we can all be on the same page. Trustee Trainings help us become a more effective Board.

Our first meeting with Lothrop is Monday, September 16th at 3pm. We are all very excited about moving forward with the project for the Children's Room and the Building Assessment.

As of September 1st, CC Clean is our new weekend cleaners for the building.

Facilities Policy - The Board is very appreciative of all the time and energy that Library Staff has put into updating and revising this policy.



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

Director's Report September 2024

Announcements and Correspondence

- Terry Kirchner was here on Monday, August 26th for a Trustee training session on the roles of the Library Board and the roles of a Director. This has been recorded and emailed to all of the Trustees. Once each of you watch it, please email Amy and me and we will print your email and keep it in the folder we are keeping to track Trustee training that is mandated by NYS Law.
- The Building Assessment Kickoff meeting with Lothrop will be on Monday, September 16th at 3pm. Department Heads have also been invited to offer input.
- Robbin and I met with Geoffry Curtis and Christine Parrottino from Bell Middle School about how we can collaborate with each other more. Robbin and Cathy both have relationships with Sharon Wiggins, the Library Media Specialist. We talked about possible mini field trips and having the middle school use our auditorium for events. There was also an ask about having the Library be the place to go if the school had to be evacuated immediately and we told them yes and let them know we will do anything we can to help.
- The Neuberger Museum at SUNY Purchase reached out with an offer to donate their 40th Anniversary publication, *When Modern Was Contemporary: The Roy R. Neuberger Collection*, and to ask permission to send along some promotional materials. I used the opportunity to ask about partnering with them to offer programming to our patrons and Amy and Joan are going to work together on this, with possibly a field trip that will be hosted by one of their Educational Volunteers. I'm hoping this will grow into a very collaborative relationship.
- One of our Adult Services Librarians, Tanya Nadas, proposed starting a houseplant exchange as part of the Library of Things that the Library hosts. Tanya and other staff have already generously brought in cuttings to get us started. We are going to have a launch event sometime in the near future. I think this is going to be very popular.
- The Library of Things is growing in other ways. Amy Berger has a list of items that she would like to add over time. We have a small yearly budget for this. Recently, Amy purchased an air quality monitor as well as a Bluray/DVD player. The purchase of the latter will hopefully

inspire folks who do not have a player at home to utilize the amazing Bluray/DVD collection that we have here. Amy's focus is sustainability, which aligns with our current Long Range Strategic Plan, which states, in part: *Strengthen the existing library sustainability practices and look for more efficiencies for conservation.*

- As part of our branding initiative, we have ordered t-shirts for the staff that will be used for special events, such as Community Day, Memorial Parade and other Library events. Thao Nguyen and Amy Berger are our Branding Committee members and they have done a fantastic job with getting us all on board and keeping us on track.
- The Teen Room received a donation of a record player and the teens have loved it. Once they had it working, one of the teens went to Mt. Kisco and brought back a Jimi Hendrix record! They have since planned at least one program around music and food inspired by the gift.
- I received a phone call from a resident who is downsizing and wishes to donate her late husband's first editions to the Library. I mentioned the Friends of the Library annual book sale and said we would take the books from her and hold onto them for the Friends because she cannot hold onto them until next spring. She said multiple times that she loves the Chappaqua Library and is grateful for all of the programs we offer, particularly the Foreign Policy Discussion Group, so she really wanted any money that could be made used to support the Library.
- Amy Kaprelian and I met with our insurance agents at Levitt Fuirst. They made some recommendations with regard to additional coverage for cyber security, terrorism, abuse and molestation. LF is currently securing quotes for these items.

Buildings and Grounds

- Facilities Use Policy and Application
The revised policy is being reviewed by the Library's attorneys at the time of this writing.
- Building Assessment
The kickoff meeting is set for September 16, at 3pm.
- Children's Room Redesign
Lothrop presented their first drafts of their ideas for the Children's Room recently and Robbin will be emailing them with feedback and inquire about next steps.
- Stratagem:
 - Stratagem will be here on September 12 to separate the fire and burglar alarm systems. Amy is currently working to create access cards for all employees.
- CC Clean:
 - CC Clean was supposed to start on September 7, but did not show up that day. Jennifer, Amy, Bill and Robbin met with them and are comfortable with the end result of our discussion.

- Pollinator Garden: The Chappaqua Garden Club will be expanding their pollinator garden in the current location. We had three caterpillars this year and everyone loved watching their transformations from caterpillars to butterflies!
- Donated Elkay Water Cooler: Bill has secured a quote that is included in this packet; the price of installation and parts is \$2,775. The B&G committee was in favor of moving forward with this and this will need to be voted on.
- Westchester Library System Service Level Agreement for 2025: the cost for Chappaqua Library in 2025 will be \$102,605.63. The budget line for this cost was short, so we will remove five of the public computer terminals in order to make up the shortfall. In addition, we are removing Marge Perlin's computer and replacing it with a WLS laptop so that she can be more mobile in the building moving forward. That fee of \$1200 will be billed separately from this SLA.

Personnel

- The Library would like to acknowledge the separations of the following employees and thank them for their service to the Library: Craig Colavito, Douglas Colavito, Maegan Rose, Alan Briones, Chloe Baker, Shantell White, Erin Song, Cassidy Weddle, and Carolyn Reznick.
- I am working on the Employee Handbook with input from Marge Perlin and hope to have something for the Personnel Committee within the next month.

Financials

- As noted last month with regard to the budget line for cleaning and this month with the WLS IT fees, we had under budgeted for these costs and this will need to be taken into account for the next budget.

Professional Development

- We had another training session with The Loft on LGBTQ+ cultural competencies, inclusivity, and best practices moving forward. There will be one more training session next month. We have spent a lot of time on this topic; we have done this because our library is a safe and welcoming space for all, and we need to continue to be flexible in our understanding of this community and how to best serve them. Each time I attend one of these training sessions, I learn something new. For some people on staff, they haven't consciously interacted with people from this community, whether they be trans, non-binary or some other label that falls under this umbrella and it has been enormously helpful. One staff member told me that she felt more comfortable after this training to ask people about their pronouns, how they would like to be addressed, etc. All of this will help us serve our community in the best possible way.
 - At the request of the Library Board, I will introduce a conversation as to why these training sessions are so important. I will discuss this at the October meeting when all of the Board members are present



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

Children's Room -- August 2024 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
8/1/24	Parking Lot storytime (0-5)	64
8/1/24	Nursery Rhyme Time (2-3)	21
8/1/24	Alpaca Craft (Gr. 2-5)	4
8/2/24	Song Circle online (0-5)	14
8/2/24	Bouncing Babies (0-1)	41
8/3/24	Saturday Storytime (0-5)	19
8/5/24	Movers and Shakers (0-1)	32
8/5/24	Theater storytime (0-5)	64
8/6/24	Storybook Dance (2-5)	36
8/6/24	Temple Beth El 4s Camp visit (4)	13
8/6/24	Short Films (All ages)	18
8/6/24	Alpacas at the Library–Schlanger Memorial Fund (All ages)	265
8/7/24	Theater storytime (0-5)	74
8/7/24	Bouncing Babies (0-1)	37
8/8/24	Parking Lot storytime (0-5)	66
8/8/24	Nursery Rhyme Time (2-3)	24
8/8/24	Outbuild the Big Bad Wolf (Gr. K-4)	3
8/9/24	Song Circle online (0-5)	15
8/9/24	Bouncing Babies (0-1)	36
8/10/24	Farmers Market Storytime (0-5)	75
8/12/24	Movers and Shakers (0-1)	32
8/12/24	Theater storytime (0-5)	65



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

8/12/24	A Little Science, A Little Art (2-5)	24
8/13/24	Storybook Dance (2-5)	61
8/13/24	Short Films (All ages)	6
8/13/24	Read the Book/See the Movie (Gr. 4-6)	14
8/14/24	Theater storytime (0-5)	55
8/14/24	Bouncing Babies (0-1)	33
8/14/24	Alpaca Grab and Go craft (All ages)	15
8/15/24	Parking Lot storytime (0-5)	91
8/15/24	Nursery Rhyme Time (2-3)	17
8/16/24	Song Circle online (0-5)	12
8/16/24	Bouncing Babies (0-2)	23
8/19/24	Movers and Shakers (0-1)	52
8/19/24	Theater storytime (0-5)	78
8/19/24	Dungeons & Dragons (Gr. 4-7)	5
8/20/24	Short Films (All ages)	10
8/21/24	Theater storytime (0-5)	57
8/21/24	Bouncing Babies (0-1)	26
8/21/24	Ice Cream Social (All ages)	369
8/22/24	Parking Lot storytime (0-5)	125
8/22/24	Nursery Rhyme Time (2-3)	8
8/22/24	Car Wash (2-5)	25
8/23/24	Song Circle online (0-5)	10
8/23/24	Bouncing Babies (0-1)	21
8/26/24	Mover and Shakers (0-1)	45
8/26/24	Theater storytime (0-5)	91
8/26/24	Dungeons & Dragons (Gr. 4-7)	6
8/27/24	Short Films (All ages)	15



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

8/28/24	Theater storytime (0-5)	84
8/28/24	Bouncing Babies (0-1)	31
8/29/24	Parking Lot storytime (0-5)	85
8/29/24	Nursery Rhyme Time (2-3)	6
8/29/24	Afternoon Movie (All ages)	82
8/30/24	Song Circle online (0-5)	22
8/30/24	Bouncing Babies (0-2)	26
		2648

Professional Development

TCB: The ABC's of Book Banning, Film and Panel Discussion (Greenburgh Library)

REF: "Toxic," Traumatized, or Neurodivergent? Setting Appropriate Boundaries Without Writing Anyone Off (Niche Academy); Strengthening Your Communication Skills (Niche Academy); Top 10 Legal Tips for Library Programming (WLS and RCLS); Equitable Onboarding (Equity Labs); Trustee Training with Terry Kirchner

Outreach

As of August 30, we had 891 kids signed up for our summer reading program, our highest registration in 10 years! Temple Beth El 4s camp walked down to the library for a tour and a story and the New Castle Tots Camp joined us in the theater to escape bad weather. We also enjoyed another bustling storytime at the Farmers Market with 75 attendees.

Successes

With the support of the Joan Schlanger Memorial Fund, we held an alpaca meet and greet with two alpacas and one knowledgeable human from Clover Brooke Farm. The event was a huge success with over 250 attendees and lots of excitement. Joan Schlanger was a dedicated supporter of the library and a member of the library board. She was committed to making sure kids had opportunities to read and learn about nature.

We had a great time at the end-of-summer Ice Cream Social, with games, music, a community scoop art project and ice cream for everyone!

Kind Words from Patrons

"My kids had so much fun at the library this summer. They read hundreds and hundreds of books and wanted to come here all the time."



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

Young Adult – August 2024-Catherine Paulsen

- **New displays-Thrillers, Beach reads, Historical Fiction**
- **Booklists-Books to read before High School, Books to read before College, Historical Fiction**
- **YA Programs**
- **Badminton continues**
- **New DVD player.**
- **New puzzles donated and being used**
- **Snow Cones**
- **Special Needs Reading Group**
- **Gardening-tomatoes, peppers, cucumbers and pumpkins**
- **Garden planning for winter garden September for Spring bloom**
- **Decorating Tote Bags**
- **Collecting records for stereo**
- **Book Raffle continues**
- **Frizzle the Frog continues**

Staff update Erin Song and Ben Fine went to college.They were invaluable to the Teen Room. Molly Fine and Renee Wong will replace them.

Book Ordering:

**I am weeding the YA fiction and replenishing with new books and or replacing books in bad condition.
Donating discarded books to Mt Vernon High School.**



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

Adult Services Department -- September 2024 Report

Denise Mincin

The book displays for August:

Olympics
Dog Month
Golf Month
Beer Day
Read a Romance
Beach Reads

Community Outreach

This month we participated in a School Supplies Drive to benefit the Sharing Shelf. Information about the Sharing Shelf was on display in the glass case in the front of the library. We collected many new school supplies in our container in the lobby.

Social Media

This month we posted a register to vote slide with a qr code connecting to the Westchester County Board of Elections, and a slide announcing that we now have an Air Quality Monitor that patrons can borrow from our Library of Things. We promoted adult programs and new books as usual, and also advertised our School Supplies Drive, encouraging people to leave new supplies in our lobby.



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

Professional Dev.	Meetings	Outreach
AI in the Workplace	All Staff Meeting	Coordination with the Sharing Shelf for a school supply drive
PRH July Morning Book Buzz (recorded)	Reference Staff Meeting	Special Needs / ARC Book Group
Webinar: Talking Mental Health and Addressing Challenges at Work (Without Accidentally Discriminating)	Department Heads Meeting	Find Frizzle the Frog x 4
Booklist Fall Adult Faves (recorded)	DEI Meeting	Read a Book Raffle x4
Staff Development: LOFT Workshop Pt. 1	Board Meeting	Make Sno Cones
Staff Development: LOFT Workshop Pt. 2		
T-Mobile Services & Library of Things - Vendor Demo		
ABCs of Book Banning (recording)		



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

Professional Dev.	Meetings	Outreach
Strengthening Your Communication Skills		
Top 10 Legal Tips for Library Programming		
Sexual Harassment Training		
Mac Kids Fall Preview		
Booklist: Daring YA Debuts		



August Program	Day	Date	Time	Att.	Zoom	Live
Summer Concert	Fri	8/2/2024	7:00 PM	55		0
Bridge Club	Sat	8/2/2024	10:00 AM	20		0
AI-Education & Careers	Mon	8/5/2024	7:00 PM	238		0
author talk: Janet Garber	Wed	8/7/2024	7:00 PM	15		0
Book Lovers	Thurs	8/8/2024	1:00 PM	8	0	
Smartphone photography	Mon	8/12/2024	2:00 PM	16		0
Summer Concert	Fri	8/16/2024	7:00 PM	60		0
Bridge Club	Sat	8/17/2024	10:00 AM	19		0
Mandarin Conversation Club	Sat	8/20/2024	7:00 PM	9		0
Art series with Larry D'Amico	Fri	8/23/2024	2:00 PM	23	0	
Bridge Club	Sat	8/24/2024	10:00 AM	15		0
WAFA-Monster Hunt 2	Sat	8/24/2024	2:00 PM	35		0
WW reading	Sun	8/25/2024	1:00 PM	11		0
Mandarin Conversation Club	Tues	8/27/2024	7:00 PM	8	0	
Italian Conversation Club	Wed	8/28/2024	1:00 PM	4		0
Bridge Club	Sat	8/31/2024	10:00 AM	16		0



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

Circulation – August 2024 report
Marge Perlin, Head of Circulation, Payroll Administrator

Month	Fines	L&P	Jamex	Misc	Friends	TOTAL
July 2024	\$873.08	\$182.86	\$22.70	\$78.75	\$56.50	\$1,213.89
August 2024	\$925.21	\$239.24	\$62.80	\$126.50	\$88.85	\$1,442.60
Sept 2024						\$0.00
Oct 2024						\$0.00
Nov 2024						\$0.00
Dec 2024						\$0.00
Jan 2025						\$0.00
Feb 2025						\$0.00
March 2025						\$0.00
April 2025						\$0.00
May 2025						\$0.00
June 2025						\$0.00
TOTAL	\$1,798.29	\$422.10	\$85.50	\$205.25	\$145.35	\$2,656.49

August Meetings/Events:
 Aug 1 All Staff mtg
 Aug 1 Dept Heads mtg
 Aug 8 LOFT Cultural Awareness I
 Aug 15 Circ. Mtg
 Aug 16 NYBEAS HBA training
 Aug 21 Communications webinar
 Aug 22 LOFT Cultural Awareness II
 Aug 26 Budget/Personnel mtg
 Aug 27 Facilities Use mtg
 Aug 28 Eq mtg

WLS STATS - ITEMS AND PATRONS
 In-building Circulation: 17132
 Loans sent to other libraries: 2725
 Loans received from other libraries: 2011
 New library cards: 85
 Items added to collection: 609
 Items removed from collection: 712



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

Circulation – August 2024 report
Marge Perlin, Head of Circulation, Payroll Administrator

CHAPPAQUA LIBRARY USAGE STATS FOR AUG 2024								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
				151	277	807		Patrons
				546	564	804		Chkout/Ren
				507	546	931		Check ins
				122	108	102		Holds
				24	26	23		Unwanted Hlds
4	5	6	7	8	9	10		
0	485	594	463	450	313	366		Patrons
24	727	630	688	627	457	799		Chkout/Ren
24	671	589	632	520	551	833		Check ins
0	108	76	105	107	110	136		Holds
4	19	39	19	21	22	15		Unwanted Hlds
11	12	13	14	15	16	17		
0	628	457	420	127	300	400		Patrons
14	916	543	513	607	488	785		Chkout/Ren
14	730	608	462	558	494	785		Check ins
0	106	61	62	100	89	94		Holds
4	19	18	24	24	12	18		Unwanted Hlds
18	19	20	21	22	23	24		
0	514	402	530	405	358	296		Patrons
19	734	572	619	422	512	630		Chkout/Ren
19	671	504	517	377	712	631		Check ins
0	98	95	90	76	85	86		Holds
7	36	22						Unwanted Hlds
25	26	27	28	29	30	31		
0	556	434	455	436	400	0		Patrons
20	934	535	573	671	605	21		Chkout/Ren
20	682	637	619	618	964	101		Check ins
0	143	105	53	81	95	0		Holds
								Unwanted Hlds
								Patrons
								Chkout/Ren
								Check ins
								Holds
								Unwanted Hlds
2023	Patrons	2024	Patrons	Ckout/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	May(29 days)	10,624	14,419	14,791	2,336	487	16,815
June(28 days)	11833*	June(28 days)	11,847	15,282	14,207	2,408	503	17,726
July(25 days)	10943*	July(26 days)	10,590	17,080	16,343	2,787	575	19,857
August(26 days)	11761*	Aug(26 days)	11,024	16,599	16,527	2,493	396	19,201
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)			



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

Technical Services – August 2024 Report
Sally Scudo

In addition to routine processing (246 of 547 items added)

- **Library of Things:** two sets of walking sticks (two sticks per set) linked, processed and put in collection.
- **Mending:** 36 books and eight AV items repaired and returned to circulation.
- **Sustainable Shelves:** 239 books evaluated, 20 eligible for credit.

*INFORMATION TECHNOLOGY
SERVICE LEVEL AGREEMENT*

BETWEEN

WESTCHESTER LIBRARY SYSTEM

AND

Chappaqua Library

2025

Contents

- 1. Fundamentals 3
 - 1.1 Parties 3
 - 1.2 Purpose 3
 - 1.3 Duration 3
 - 1.4 Initial and Annual Acknowledgement 4
 - 1.5 Termination or Modification of IT Services 4
 - 1.6 Costs and Payment 5
 - 1.6.1 Late Payment 5
 - 1.7 Menu of IT Services and Costs 5
- 2. Terms Applicable to all IT Services 6
 - 2.1 Menu of IT Services 6
 - 2.2 Additional Terms Governing IT Services 6
 - 2.3 Support Through the Helpdesk 6
 - 2.3.1 Access to the Helpdesk 6
 - 2.3.2 Ticketing System 7
 - 2.3.3 Response Times 7
 - 2.3.4 Accountability and Procedures 7
 - 2.4. Supported Library Employee Participation in Training 8
 - 2.5 Security, Privacy, and the SHIELD Act 8
 - 2.6 Group Purchases 9
 - 2.7 Transfer of Funds by Automated Clearing House (ACH) 10
 - 2.8 E-Rate 11
- 3. Periodic Review 11
 - 3.1 Spirit of SLA 11
 - 3.2. Maintaining Purpose of SLA 11
 - 3.3 Responsibility for Arranging Periodic Review 12
 - 3.4 Amendment 12
 - 3.5 Responsibility for Facilitating Review and Amendment 12
- 4. System Responsibilities and Standard of Care 12
- 5. Supported Library Responsibilities 12
 - 5.1 Notifications and Urgent Needs 13
 - 5.2 Equipment-Related Requirements 13
 - 5.3 Core Security Standard 13
- 6. Offer and Acceptance 14
- Appendix A: Initial Term IT Services Menu and Costs 15
- Appendix B: Organizational Leaders 16
- Appendix C: Core Security Standard 16

1. Fundamentals

1.1 Parties

This Information Technology Service Level Agreement ("SLA") is between Westchester Library System (the "System") and System member Chappaqua Library ("Supported Library").

Together, the System and the Supported Library are the "Parties".

1.2 Purpose

This SLA describes the optional information technology services the System offers System members (the "IT Services"), and sets the terms governing Supported Library's selection, use of, and payment for, those IT Services.

The IT Services offered by the System under this SLA are available to assist individual member libraries in achieving the right information technology capacity to serve their missions and areas of service.

This SLA does not apply to resources, such as a union catalog, that the System provides in fulfillment of state regulations governing required services for cooperative System member libraries.

Supported Library acknowledges that the budget-sensitive and capacity-enhancing solutions offered by this SLA are only possible through careful assessment and development of services by the System and its members, together with prompt payment for services by Supported Library and other members who use the IT Services.

The "menu" of services available was developed by the System in consultation with member libraries and is expected to evolve in consultation with the members and their changing needs.

1.3 Duration

All prior service agreements governing non-regulatory technology services between the parties being terminated as of the effective date of this SLA. This SLA shall be in place for one-year terms starting January 1 and running through December 31 (a period of time referred to as an "IT Service Year"), per the process in 1.4, below.

1.4 Annual Acknowledgement

To ensure confirmation of the precise IT Services to be provided by the System to the Supported Library at the upcoming IT Service Year, and to enable pre-determination of costs and careful planning for any necessary preparation, procurement, or training needed for implementation, the Parties agree:

a) The IT Services selected by the Supported Library for the current year, and the costs of those IT Services, has already been confirmed in a provided email notification prior to the mailing of the SLA to each library; and

b) Should a Supported Library not be able to return a signed agreement before September 30th of each year, they must submit a "Confirmation of Services" by October 1st of each year.

Such Confirmation of Services must include a) the IT Services selected, and b) the agreed-upon costs of such services.

The Confirmation of Services shall be sent to the System by October 1st via either of the following methods:

- An email from a board officer or director/executive director empowered to sign contracts for the Supported Library, stating "The SLA for the 2025 IT Service Year, is acknowledged by Chappaqua Library"; or
- Submission, via e-mail or USPS, of a copy of board minutes showing the passing of a resolution to "accept the 2025 IT Service Year's contract with the WLS, for an amount of \$97,502.15, as proposed."

Failure to provide a written acknowledgement by October 1st shall constitute notice of termination of service for the following IT Service Year.

1.5 Termination or Modification of IT Services

1.5.1 To ensure predictability of services and budget, IT Services may not be terminated or modified during an IT Service Year, except as provided in this section 1.5.

1.5.2 Failure to provide a written acknowledgement by October 1st shall constitute notice of termination of IT Services for the following IT Service Year, however, notice as soon as possible of any intent not to renew IT Services is appreciated as a courtesy.

1.5.3 IT Services may be terminated "for cause" by the Supported Library during a current IT Service Year, with amounts owed paid only through the final date of IT Services, only if, after thirty days' written notice provided, below, of the System's failure to provide IT Services as required by this SLA, the IT Service(s) in question has/have not been restored to the Supported Library who provided notice of the disruption.

1.5.4 If IT Services are not provided to a Supported Library by the System due to a "Force Majeure Event" there is no ground to terminate IT Services "for cause". For purposes of this SLA, a "Force Majeure Event" is defined as: "Any event causing a disruption of IT Services not due to failure of the System to abide by the requirements of this Agreement, including but not limited to: third-party vendor error, weather, state of emergency, a criminal act, or utility service disruption."

1.5.5 In the event a member desires to reduce or eliminate IT Services during the IT Service Year, it may do so, but to ensure the fiscal stability of the cooperative System, the amount owed for services for that IT Service Year may not be reduced.

1.5.6 In the event a Supported Library desires to add services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost adjusted.

1.5.7 The System may modify IT Services to offer comparable services if IT Service(s) must be changed to avoid disruption, unbudgeted changes, or to recover from a "Force Majeure Event."

1.6 Costs and Payment

Payment shall be invoiced by January 1, 2025, and July 1, 2025, and shall be due from the Supported Library to the System by March 2, 2025 and August 30, 2025, respectively.

It is expected that the Supported Library shall include the amounts confirmed for IT Services in their annual budgets and IT Services shall only be confirmed once adequate funds have been budgeted.

1.6.1 Late Payment

All outstanding balances more than 30 days past due to the System by the Supported Library will be subject to a 1% per month late charge.

If Supported Library experiences an unexpected lack of budgeted funds that could result in late payment, Supported Library shall notify the System in writing as soon as possible to negotiate a payment schedule. Such notification shall in no way release Supported Library from this SLA and is solely for purposes of informing the System to help mitigate harm caused by late payment. Notice of such inability to pay on-time should be sent to wpscfo@wpsmail.org.

1.7 Menu of IT Services and Costs

To enable timely decision-making and confirmation by Supported Library, the System shall send members the "Menu of IT Services" with corresponding costs by no later than September 1 of the preceding IT Service Year.

2. Terms Applicable to all IT Services

2.1 Menu of IT Services

The IT Services offered by the System shall be, for each term, listed in an "IT Services Menu" (or "Menu") maintained by the System. IT Services may be selected as needed by members, with payment owed by the selecting member based on the amount of IT Services to be provided.

The Menu for the 2025 IT Service Years is attached hereto as Appendix "A."

2.2 Additional Terms Governing IT Services

All IT Services provided are subject to the laws, regulations, warranties, representations, and indemnifications applicable to the specific hardware, software, and services, including but not limited to manufacturer terms, license terms, and System-specific policies.

2.3 Support Through the Helpdesk

The System's "Helpdesk", staffed by the System's IT Department ("WLS IT") will provide support to Supported Library to help employees resolve issues with equipment provided and services rendered by the System per this SLA, as outlined in this section 2.3.

2.3.1 Access to the Helpdesk

Access to the Helpdesk and the System's Technical Support Team during operating hours shall be set by System with the goal of matching Supported Library's hours of operation. Infrastructure services will be supported on a 24x7x365 basis. "Infrastructure services" are: the data center, servers, networking equipment, and software solutions (including e-mail and communications).

Unless there is a "Force Majeure" event, live technical support will be available:

9:00 am-9:00 pm ET, Monday through Thursday

9:00 am-6:00 pm on Friday and Saturday

12:00 pm-5:00 pm on Sunday

(All listed times exclude System holidays and library summer hours.)

Off-hour phone calls will go to a voicemail system and will be answered the next business day.

Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day.

2.3.2 Ticketing System

WLS IT will respond to all faults, queries, and service requests only if a ticket is opened with the Helpdesk system. By enforcing this policy, the System can ensure that all faults are managed effectively and in line with the commitments of this SLA.

Issues can be reported through the Helpdesk portal, by telephone or via email. Supported Library will be regularly provided with up-to-date contact information for these reporting methods.

WLS IT Helpdesk will log, track, assign, and manage all requests, incidents, problems and queries through WLS IT's service ticket system. When the Helpdesk cannot provide a resolution at the time of call logging, the Helpdesk will provide:

- A unique reference number (Incident Ticket)
- The priority assigned to the call.

2.3.3 Response Times

All ILS-related logged requests to the Helpdesk will receive a response based on assigned priority. Priorities are monitored by the Helpdesk Administrator and will be based on the impact of service lost to the Supported Library. The higher the percentage of library devices which are either non-operational or cannot access the ILS will help determine the initial priority setting. Library directors can call and speak to the Helpdesk Administrator should they wish to discuss increasing the escalation level of an incident. The following response times are for incident tickets requiring technical support:

Critical Priority: The technician will make the initial contact and begin problem resolution within 30 minutes. The goal will be to resolve the problem as soon as possible after the initial contact. Note: Supported Library staff are encouraged to call in critical priority incidents.

High Priority: The technician will make the initial contact and begin problem resolution within two hours. The goal will be to resolve the problem within six hours after the initial contact.

Medium Priority: The technician will make the initial contact within one business day and the goal will be to resolve the problem within three business days after the initial contact.

Low Priority: The technician will make the initial contact within three business days and will negotiate a schedule for resolution with the library.

2.3.4 Accountability and Procedures

If a service request is not completed to the satisfaction of a Supported Library, the Supported Library should contact the WLS IT management team at the information provided in Appendix "B" and request an escalation of an incident/ticket.

As needed, a meeting between the Supported Library director and/or an authorized representative and the System Helpdesk Administrator will occur to address and resolve the issue(s).

Should additional response be needed, the incident will be escalated to a higher level within the System.

Supported Library's director can be provided with a monthly report outlining all service request incidents to keep library management aware of service incidents upon request.

2.4. Supported Library Employee Participation in Training

To promote compliant, efficient, and secure use of IT Services, the System may require Supported Library employees to participate in IT Service-specific training given or arranged by the System's IT Department ("SLA Training").

SLA Training shall be conducted when, in the sole judgment of the System, such training is warranted by the nature of the selected IT Services. However, Supported Library may also request training when it believes that such training will consistent with the purpose of this SLA.

.

Because it is a crucial component of compliance and security, Supported Library employee participation in SLA Training is a material requirement of this SLA.

2.5 Security, Privacy, and the SHIELD Act

The Parties agree that the System is a third-party vendor whose relationship with Supported Library results in the System having access to or control of personal and private information of New York residents, so IT Services may be subject to the requirements of the SHIELD Act.

The System represents and warrants that, as required by the SHIELD Act, among other required security measures, the System:

- Is continually assessing and developing a data security program;*
- Trains and manages System employees in that data security program;*
- Selects service providers capable of maintaining appropriate safeguards; and*
- Regularly tests and monitors the effectiveness of key controls.*

The System also disposes of private information within a reasonable amount of time after it is no longer needed for business purposes by erasing electronic media so that the information cannot be read or reconstructed.

2.6 Group Purchases

2.6.1 – Group Purchases of Electronic Content for Patrons Use

The System agrees to provide electronic content for patron use (ECPU), which may include, but is not limited to, downloadable electronic content licensing and subscription services, database subscriptions, and content delivery platform services.

The Supported Library will be invoiced according to the same schedule set forth in section 1.6 of this agreement. The Supported Library's share of the total cost of ECPU will be calculated by multiplying the total budget for ECPU by percentage of the total population served by the System which is served by the Supported Library. The calculations for population served will be completed using the most recent figures from the Member Library Statistics published on the WLS website (<https://www.westchesterlibraries.org/about-wls/>), which are updated annually.

The total budget for ECPU will be \$300,000 unless otherwise agreed upon between the Executive Director of the System and a majority vote of the Public Library Directors Association (PLDA). The Supported Library agrees to abide by and fund their share of ECPU in accordance with the funding level as set forth in this agreement.

The selection of ECPU will be at the discretion of the System. The System will also consider, but is under no obligation to comply with recommendations from the PLDA with regard to selection of ECPU which are made through the PLDA Electronic Content/Central Library Committee of the PLDA.

2.6.2 Group Purchases of Other Products and Services

From time to time the System may, at the request of the Supported Library, make group purchases of other products and services not otherwise agreed to herein. These products and services include, but are not limited to, software subscriptions from vendors such as Baker and Taylor and OCLC and library supplies such as barcode and spine labels.

The Supported Library agrees to pay the System for services purchased on their behalf by the System as requested by the Supported Library. Purchases under this section of the agreement are subject to a 5% administrative fee. Invoices to the Supported Library as they are incurred by the System and will be subject to the terms of this agreement with regard to payment terms and late charges.

2.7 Transfer of Funds by Automated Clearing House (ACH)

2.7.1 Payments to the Library

The Supported Library receives funds from the System for reasons including, but not limited to, Local Library Support Aid (LLSA) from New York State (NYS), reimbursement for expenses, and refunds on payments for services.

The Supported Library has the option to receive payments from the System through Automated Clearing House (ACH) rather than by check. ACH allows for payments to be sent to the library faster than if by check and is deposited directly into the Supported Library's bank of choice.

The System uses a third-party payment processor. The Supported Library's designated billing contact will receive an invitation to register with the System's third-party payment processor to facilitate electronic payments to the library. Registration with the third-party payment processor is optional and is not required for the Supported Library to receive payments from the System. Any non-electronic payments will be made by check.

The main point of contact for any payments due to the Supported Library is the Chief Financial Officer for WLS:

Robert Caluori

phone: 914-231-3207

email: wlsco@wlsmail.org

2.7.2 Payments to the System

The Supported Library agrees to receive all invoices and account statements by electronic mail (email). Electronic invoices will include information for the library to pay by check. The System may include additional options for payment by electronic check, credit card, or ACH. Additional fees may apply to payments made by electronic means.

The System has the option to and may provide a third-party account portal for the library to view and pay invoices for goods and services. The use of such an account is at the option of the Supported Library and is not required to make payment to the System. If the System provides an electronic means for payment, a "guest" option may be provided by the System should the library wish to make a one-time electronic payment without creating an account with the third-party service. The use of any third-party billing portal and payment services are subject to the terms and conditions of those services and are not within the scope of this agreement.

The Supported Library agrees to supply a name, telephone number and email address for a billing contact to receive delivery of invoices and billing statements and to provide the System with updated contact information in the event it changes before the end of the term of this agreement. This billing contact will be used by the System as the main point of contact for matters related to collection of payments due to the System.

Billing Contact Name: _____

Billing Telephone Number: _____

Billing Email Address: _____

2.8 E-rate

E-Rate is a federal program to help schools and libraries afford telecommunications hardware and services. This program is administered by the Universal Service Administrative Company (USAC). USAC has employed and requires use of an online portal called EPC for all form submissions related to E-Rate.

The Supported Library agrees to allow the Executive Director of WLS to establish and maintain an account on the EPC system in the Supported Library's name for the purpose of seeking E-Rate reimbursement for consortial purchases delivered to the Supported Library and paid for by the System. This account will be used for all aspects of E-Rate program form submissions including, but not limited to, funding requests, regulatory compliance and reimbursements for the Library. The Supported Library authorizes WLS, and specifically the WLS Director of IT and the Executive Director of WLS to act as their agent for all matters of consortium participation in the E-Rate program.

The Supported Library acknowledges that it is not required to enter into this agreement to obtain E-Rate funding and that it may obtain E-Rate funding without assistance from WLS. The Supported Library further acknowledges that it may not be able to pursue E-Rate funding independently while this agreement is in effect. In the event of cancellation of this agreement, the System will provide to the Supported Library, in a timely manner, any access, documentation or other related materials necessary for the Supported Library to assume control of its E-Rate submissions.

3. Periodic Review

3.1 Spirit of SLA

The Parties agree that the spirit of this SLA is to enable the System to support the mission of System member libraries by providing a pre-arranged level of IT Services needed by that particular library. This approach was developed in consultation with all System member libraries, whose varying capacities and diversity of priorities require flexible use of the System's resources, and the WLS IT team.

Appendix "B" lists the people who are responsible for maintaining and supervising the WLS IT team.

3.2. Maintaining Purpose of SLA

To continue in the spirit described in 3.1, above, especially in light of ever-evolving technology, System Supported Library priorities, and relevant law, periodic review of this SLA by the System and its member libraries is necessary.

3.3 Responsibility for Arranging Periodic Review

The Business Relationship Manager (see "Document Owner" in 3.5, below) is responsible for facilitating regular reviews of this SLA as follows:

Review Period: Yearly

Review Date: June 30th of a current IT Service Year

3.4 Amendment

The terms of this SLA may be amended only via a written Agreement between the Parties, after which an updated copy shall be communicated to all affected parties. Amendment is not required to change the information on Schedule B or C, and Schedule A may be changed for each term as provided in Section 1.

3.5 Responsibility for Facilitating Review and Amendment

The Document Owner will incorporate all subsequent revisions and obtain mutual written agreements / approvals as required.

As provided in Section 1.7, above, the "Menu of Services and Costs" will change from term to term, and the remaining Schedule will be updated by the System as needed.

Document Owner/Business Relationship Manager: Westchester Library System

4. System Responsibilities and Standard of Care

The System shall provide the Supported Library with the IT Services identified in this SLA and shall take all reasonable measures to ensure the IT Services are maintained and meet the agreed-to predefined standards.

The System agrees to exercise regular professional care and diligence in the discharge of services and to comply with relevant industry standards. Unless related to a correction of a Force Majeure event, the System will not make changes to the systems/services offered except as provided in this SLA.

5. Supported Library Responsibilities

5.1 Notifications and Urgent Needs

Supported Libraries are required to report all issues, queries and requests via appropriate channels and processes, including but not limited to the following examples:

Notify the Helpdesk immediately of the anticipated need to suspend, terminate, or re-direct access of a Supported Library employee, ideally giving no less than two days' notice. When giving such notice, no reason for the anticipated suspension, termination, or re-direction of an account need be given, simply ensure such direction is only communicated by a director or authorized board member.

Notify the Helpdesk immediately if your library is subject to a "litigation hold" or other directive requiring the preservation or disclosure of data the System assists you with storing or managing.

Advise WLS IT if the requirements of the business change and the need for a review of the level of IT Services provided per the SLA is identified.

Alert WLS IT if you suspect a breach or unauthorized access to WLS-owned or controlled equipment or services.

5.2 Equipment-Related Requirements

Supported Library agrees to only use equipment provided under this agreement for ILS and staff usage, and to maintain and enforce its own policy requiring employees to limit their use to authorized Supported Library purposes.

Commencing July 1, 2021, member libraries will only purchase printers listed on the "recommendation list" provided by WLS IT.

Commencing January 1, 2022, Supported Library agrees to remove all non-WLS equipment from the WLS network.

5.3 Core Security Standard

Supported Library shall incorporate the "Core Security Standard" set forth in Appendix C in any third-party contract for services that can in any way interact with or impact the systems. Appendix C may be updated to reflect evolving security standards, without the need to amend this SLA.

Appendix A: Initial Term IT Services Menu and Costs

ILS Maintenance Service – The ILS, currently Evergreen, administration and maintenance is the core function when subscribing to this service. Day-to-day services library functions such as circulating materials, placing, and filling holds and system reporting are supported by the system. The patron online catalog is part of the ILS support. Training services and Helpdesk support for ILS issues are included.

Library cost: \$38,922.15

Network Managed Service – Network administration as well as network hardware management and replacement is provided with this service. The system will take responsibility to facilitate the administration of a high availability internet circuit, configuration, monitoring of the uptime of the library network. Training services and Helpdesk network support is included.

Library cost: \$15,500.00

Device Support and Maintenance Service – This service covers the support and maintenance of any authorized device on the WLS network. Device replacement is inclusive when the device is fully transitioned to a WLS support device. Training services and Helpdesk device support is included.

Library cost: \$38,000.00

Wireless Support – Wireless services cover wireless internet circuits and equipment support. The system will facilitate the acquisition of a high-speed internet circuit. WLS IT will monitor and support issues with the Access Points. Training services and Helpdesk wireless support is included.

Library cost: \$3,080.00

Email Maintenance and Support – This service covers the administration and support for email accounts. The tenant may either be on the WLS domain, or a domain provided by a library, which is supported by WLS IT.

Library cost: \$2,000.00 - 50 accounts

Digital Content Cost share - The figures below represent the distribution of cost, per library, for the group purchase of electronic content for patron use (ECPU) as described in Section 2.6.1. The population-served figures are sourced from the 2022 Member Library Statistics and the distribution is based on a total \$300,000 in member library contributions to the purchase of ECPU.

Library cost: \$5,103.48

Appendix B: Organizational Leaders

The following people are responsible for maintaining and supervising the WLS IT team. These individuals will also be part of the process to resolve any disputes with service.

Name	Job Title	Contact Information
Michael Petrocelli	Helpdesk Administrator	mpetrocelli@wlsmail.org 914-231-3277
Wilson Arana	Director of IT	warana@wlsmail.org 914-231-3248 914-355-0226
Terry L. Kirchner	Executive Director	tkirchner@wlsmail.org 914-231-3223

Appendix C: Core Security Standard

Patching – Recurring – Keep all software up-to-date to the extent possible and discontinue use of products deemed a security risk by credible sources. Patches deemed Critical by vendors, for example Microsoft, should be applied as soon as possible.

Inventory – All devices can be tracked with software or an inventory system.

Malware protection – Install and maintain current antivirus software.

Configuration Management – A process should be available to maintain computers, servers and software in a desired, consistent state.

ILS VPN – a secure connection using the agreed standard presented by WLS IT should be in place between a Supported Library and the ILS host vendor.

Quotation

Customer: CHAPPAQUA PUBLIC LIBRARY 195 SOUTH GREELY AVENUE CHAPPAQUA, NY 10514	Quotation Details: Quote: 24-010622 Date: Jul30/24 Customer Code: 6934 Customer Phone: 914-393-9843 Customer Email: WILLIAMCLINK28@GMAIL.COM
Job Location: 195 SOUTH GREELY AVENUE CHAPPAQUA, NY 10514	

Description: We are pleased to submit our quotation for the following work: Supply the labor and material for the installation of owner supplied water fountain, supply Elkay filling station and required plumbing material for complete installation. LABOR AND MATERIAL: \$2,775.00 Initial to accept Electrical wiring for fountain. ADDITIONAL: \$350.00 (Approximate) Initial to accept Supply labor and material for the installation of an American Standard A/S605B104.002 electronic touchless faucet with valving. LABOR AND MATERIAL: \$1,075.00 Initial to accept

Sub Total:	\$2,775.00
Tax:	\$
Total:	\$2,775.00

I/We agree to pay the cost of services as specified above.

Customer Signature: _____

Date: ____ / ____ / ____

Work will be scheduled when this form has been signed and returned to Robert M. Spano Plumbing & Heating Inc.

Please Email a signed copy of the proposal to estimate@robertmspano.com or Mail to PO Box 765, Bedford Hills, NY 10507