



AGENDA

**The Chappaqua Library
Board of Trustees Regular Meeting
Monday October 21, 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	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	Presenting:	
Jennifer Fahey, Secretary		
John Harrison, Member-at-Large		
Videoconference		Videoconference:
Absent		

- 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 September 23, 2024 Regular Meeting

MOTION: I move that the Board approve the **Minutes of the September 23, 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 August **Treasurer’s Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

IX. PRESIDENT’S REPORT

X. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

XI. COMMITTEE REPORTS

A. Standing Committees:

- i. **Finance Committee** – George Benack, Chair
- ii. **Building and Grounds Committee** – J. Fahey, Chair
- iii. **Personnel Committee** – J. Harrison, Chair
- iv. **Policy / Bylaws Committee** – J. Harrison, Chair

B. Ad-hoc Committees:

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

XIV. NEXT STEPS / RESPONSIBILITIES

XV. NEXT MEETINGS:

XVI. ADJOURNMENT

MOTION: It is moved that the Board: adjourn the public meeting at ____pm.

Motion by:

Second by:

In favor:

Against:

Abstained:

Board Packet:

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

The Chappaqua Library Board of Trustees

195 South Greeley Avenue

Chappaqua, NY 10514

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

Email: chaboard@wlsmail.org

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



DRAFT MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
Monday September 16, 2024, 7:00 pm
 Chappaqua Library Theater
 Hybrid format: In-person and by videoconference
Presiding Officer: Brian Cook, Vice President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Brian Cook, Vice President	Jennifer Daddio, Library Director	
George Benack, Finance Officer – delayed 5 mins	Amy Kaprelian, Staff Assistant	
Jennifer Fahey, Secretary	Presenting:	
John Harrison, Member-at-Large		
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		
Pam Moskowitz, President		

I. CALL PUBLIC MEETING TO ORDER

- A. B. Cook called the meeting to order at 7:17pm (delay due to video difficulties), confirmed a quorum and identified the Emergency Exits and the Board recited the Pledge of Allegiance.

II. APPROVAL OF THE ORDER OF THE AGENDA

- A. No changes were requested.

III. PUBLIC COMMENTS

- A. No public comments were made.

IV. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the August 19, 2024 Regular Meeting

MOTION: It was moved that the Board approve the Minutes of the August 24, 2024 Regular Meeting as drafted.

Motion by: B. Cook

Second by: J. Harrison

Discussion: none

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

Against:
Abstained:

VIII. FINANCE

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

MOTION: It was moved that the Board approve the **August 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by: J. Fahey

Discussion: GBenack had not reviewed. As mentioned in prior meetings, Nawrocki Smith remains unresponsive to GBenack, must be addressed. Library received Treasurer's Report only minutes ago.

JDaddio: Delayed because Library dropped ball on a few ACH items. Going forward AKaprelian will check in with NawrockiSmith a week prior to ensure they have all they need to generate the report. J. Daddio: Call with NawrockiSmith on Tuesday September 17, 2024. JFahey asked JDaddio to include GBenack which she will, schedules permitting. It was initially agreed to table the motion.

In favor: **Tabled**

Against:

Abstained:

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

MOTION: It was secondarily moved that the Board approve the **August 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented, following G. Benack's review.

Motion by: G. Benack

Second by: B. Cook

Discussion: GBenack voiced concern that it is noted that 66 test transactions had no purchase orders.

JDaddio: Will discuss with NawrockiSmith tomorrow. BCook: When signing checks as a Trustee, the expense documentation is always there, receipts etc. JFahey urged JDaddio that GBenack be included in the NawrockiSmith meeting.

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

Against:

Abstained:

MOTION: It was moved that the Board approve the July Westchester Library System's Service Level agreement (SLA) for the Chappaqua Library for **\$102,605.63** (4.9% increase) as presented with changes as discussed.

Motion by: B.Cook

Second by: J. Harrison

Discussion: J. Daddio: To save on expense because insufficiently budgeted, will reduce support for 10 public computers to 5. Digital content \$5,100 expense not included in 2024/2025 budget. Also includes swapping in a new laptop with docking station for MPerlin for Benefits. BCook: utilization of 10 computers? JDaddio: Reference desk feels 5 are sufficient, also have Chromebooks. JHarrison: How much per computer? JDaddio: \$1,000/year historically. WLS requested 3 year commitment: \$1,100 for 2025, \$1,200 for 2026, TBD for 2027. Paid in 2 payments. JFahey: WLS costs have risen each year. [Note: WLS Service Level Agreement for IT Services for 2024 cost \$97,826.08 (50% payable by March 1 and September 1 of 2024),] JDaddio: recommend try for 6 months and adjust as needed (can add MOU). Contract due by October 1, 2024. GBenack: Can we monitor usage? JDaddio: difficult to monitor how many used at one time. JFahey recommended proceeding. JHarrison: People of limited means need access. JFahey agreed.

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

Against:
Abstained:

IX. **FRIENDS OF THE CHAPPAQUA LIBRARY** – Kristin Acocella, VP

- First meeting post summer recess last week.
- Expanding Museum Pass program: renewing all, adding Noguchi Museum (Queens), 9/11 Museum (NYC), Stepping Stones Museum (Norwalk, CT), plus passes for NY & CT parks
- Recruiting additional Board volunteers.

X. **PRESIDENT’S REPORT** – B.Cook for P.Moskowitz

- August 26, 2024: Terry Kirchner of WLS presentation on roles of Library Director, resources for Trustees, etc. Requested all Trustees to watch if missed.
- First meeting with Lothrop re; Building assessment. Also excited for design for Children’s Area.
- Began contract with new building cleaning vendor, CC Clean.
- Facilities Policy updated with assistance of staff.

XI. **LIBRARY DIRECTOR REPORT** – J. Daddio

- Community Day successful: community interactions, sign-ups, networking with other organizations.
- Separations of personnel with thanks for their service: C. Colavito, D. Colavito, M. Rose, A Briones, C. Baker, S. White, E. Song, C. Weddell, C. Reznick.

XII. **COMMITTEE REPORTS**

A. **Standing Committees:**

i. **Finance Committee** – George Benack, Chair

- Re-presented Motion for Treasurer’s Report.
Nothing additional.

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

- Meeting held September 10, 2024.
- Stratagem Security access cards: JDaddio planning roll-out to staff.
- “Penthouse” electrical panel replacement by TriCat Electrical facing 6 months delay due to an equipment backlog.

MOTION: It was moved that the Board authorize the Library Director to proceed with the installation of a second Elkay water cooler/bottle filler near the Gallery Walk by Robert M. Spano for the cost of \$2,775 plus additional potential extra cost of \$350 for needed electrical wiring. **Total: \$3,125.**

Motion by: J. Fahey

Second by: J. Harrison

Discussion:

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

Against:

Abstained:

- JHarrison: Staff member concern voiced in Friends 8/2024 meeting regarding state of Kitchen and Break Room. Recommend the B&G committee consider (BCook noted part of Lothrop review)

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

MOTION: It was moved that the Board authorize the Library Director to proceed with 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: J. Fahey
Discussion: JHarrison: No impact on budget. JDaddio: In case someone is sick, on vacation, 1-2 insufficient.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of the following part-time available or substitute library assistants for coverage on an as needed basis: Jacob Demlow and Emily Boyer, each hired at \$28/hour.

Motion by: J. Harrison
Second by: J. Fahey
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of Mali Jaffe as a computer page for \$16.69/hour.

Motion by: J. Harrison
Second by: B. Cook
Discussion: JDaddio: supports C.Paulsen; skill level above regular page. GBenack recommended advice on time system tier.
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

MOTION: It was moved that the Board authorize the Library Director to proceed with the hiring of the following part-time available or substitute Pages for coverage on an as needed basis Ben Millerman, Renee Wong (sp?), each hired at \$16.39/hour.

Motion by: J. Harrison
Second by: B.Cook
Discussion:
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison – *unanimous*
Against:
Abstained:

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

- New Facilities Policy completed but undergoing a small revision.

JFahey: Additional Note: Chappaqua Children’s Book Festival donated (12) \$10 vouchers for the Children’s Area to be shared with families in need. There will be hundreds of books for sale for \$10 or less.

B. Ad-hoc Committees:

- i. **Communications Committee** – B. Cook
- Nothing to report.

XIV. NEXT STEPS / RESPONSIBILITIES

None noted.

XV. NEXT MEETING:

- October 21, 2024, 7:00 pm – Regular Meeting in the Library Theater with 6:30am Executive Session.

XVI. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 7:45 pm.

Motion by: B. Cook

Second by: J. Fahey

Discussion:

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

Against:

Abstained:

The Chappaqua Library Board of Trustees

195 South Greeley Avenue

Chappaqua, NY 10514

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

Email: chaboard@wlsmail.org

Chappaqua Central School District Public Library

Monthly Treasurer's Report

September 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants





Treasurer's Report for September 2024
Meeting Date: October 21, 2024

We have prepared the September 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, September 2024:

- Revenue Collected – 26.96% of the School District Tax Levy planned revenue has been collected and approximately \$20,638.00 in excess planned revenue collected from other sources.
- Expenses – 22.02% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of September 30, 2024.

- Total Assets: \$2,097,836
- See Page 5 for Assets, Liabilities and Fund Balance summary

We have include in the report below the checks prepared by the Library on September 1st through September 30th. We have not examined the supporting documentation.

We have prepared the bank reconciliations for the Library's related bank statements for September 2024. The bank accounts for all funds have been reconciled to the Library's books. The first half balance of the tax levy will be on October 10th. The second half balance will be on December 10th. There are 11 checks that are outstanding totaling \$7,044. The Library should continue to contact the vendors and reissue payment if needed. We performed the monthly testing in September 2024. The summary of our observations are below. We have entered this year's budget into QuickBooks.

Sincerely,
Nawrocki Smith LLP
Treasurer

Chappaqua Central School District Public Library
Treasurer's Report Summary
September 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	\$ 974,991.00	\$ (2,642,111.00)	26.96%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 191.00	\$ (59.00)	76.40%
.4110	Fines	\$ 13,000.00	\$ 13,000.00	\$ 3,457.16	\$ (9,542.84)	26.59%
.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	\$ 22,481.62	\$ (12,518.38)	64.23%
.4130	Lost and Paid	\$ -	\$ -	\$ 39.99	\$ 39.99	100.00%
.4140	Theater Rentals	\$ -	\$ -	\$ 50.00	\$ 50.00	100.00%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 3,548.43	\$ 3,548.43	100.00%
	Fund Balance/Reserves	\$ -	\$ -			
	Various Other Income	\$ -	\$ -	\$ 20,638.40	\$ 20,638.40	100.00%
Total Revenues		\$ 3,669,352.00	\$ 3,669,352.00	\$ 1,030,457.60	\$ (2,638,894.40)	28.08%

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	\$ 417,633.97	\$ (1,479,843.03)	22.01%
Benefits						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 186.31	\$ (797.69)	18.93%
.6120	Health Insurance	\$ 532,036.00	\$ 532,036.00	\$ 153,609.65	\$ (378,426.35)	28.87%
.6130	Medicare Reimbursement	\$ 66,192.00	\$ 66,192.00	\$ 13,761.28	\$ (52,430.72)	20.79%
.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	\$ 28,137.61	\$ (96,740.39)	22.53%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ -	\$ (15,000.00)	0.00%
Library Materials				\$ -		
.7100	Books	\$ 83,600.00	\$ 83,600.00	\$ 14,855.80	\$ (68,744.20)	17.77%
.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	\$ 1,460.39	\$ (12,249.61)	10.65%
.7400	Recordings	\$ 21,714.00	\$ 21,714.00	\$ 2,034.20	\$ (19,679.80)	9.37%
Operating Expenses				\$ -		
.8010	Building Maint. & Repair	\$ 49,300.00	\$ 49,300.00	\$ 2,781.14	\$ (46,518.86)	5.64%
.8020	Building Service Contracts	\$ 84,180.00	\$ 84,180.00	\$ 44,570.89	\$ (39,609.11)	52.95%
.8070	Custodial Supplies	\$ 11,000.00	\$ 11,000.00	\$ 2,412.19	\$ (8,587.81)	21.93%
.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	\$ 2,384.57	\$ (20,615.43)	10.37%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ 136.54	\$ (22,163.46)	0.61%
.9310	Insurance	\$ 29,000.00	\$ 29,000.00	\$ 34,659.59	\$ 5,659.59	119.52%
.9110	IT & Support	\$ 105,792.00	\$ 105,792.00	\$ 53,057.88	\$ (52,734.12)	50.15%
.9490	Misellaneous Expense			\$ 247.94		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 4,251.57	\$ (15,248.43)	21.80%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 930.38	\$ (6,499.62)	12.52%
.9430	Printing	\$ 12,370.00	\$ 12,370.00	\$ 982.00	\$ (11,388.00)	7.94%
.9210	Professional Fees	\$ 109,946.00	\$ 109,946.00	\$ 1,409.00	\$ (108,537.00)	1.28%
.9600	Programs	\$ 33,100.00	\$ 33,100.00	\$ 5,296.03	\$ (27,803.97)	16.00%
.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	\$ 6,174.00	\$ 6,174.00	\$ 2,989.75	\$ (3,184.25)	48.42%
.9440	Travel	\$ 2,000.00	\$ 2,000.00	\$ 174.16	\$ (1,825.84)	8.71%
.8080	Water	\$ 2,000.00	\$ 2,000.00	\$ 548.80	\$ (1,451.20)	27.44%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement- exp	\$ -	\$ -	\$ 2,677.00	\$ 2,677.00	100.00%
Total Expenditures		\$ 3,669,352.00	\$ 3,669,352.00	\$ 807,875.87	\$ (2,861,476.13)	22.02%
Fund Net Income: Fiscal Year to Date				\$ 222,581.73		

Budget to Actual Notes:

3 Months = 25.00% of the year

- 1) **Insurance (.9310)** - Yearly insurance payments were made in September
- 2) **Building Service Contracts (.8020)** - NS expenses should be moved to Professional Fees
- 3) **IT & Support (.9110)** - First six months of service was paid in August
- 4) **Telephone & Internet (.9330)** - Verizon bills paid in July from prior fiscal year
- 5) **Health Insurance (.6150)**- NS recommends monitoring expense code

Fund Balance Sheet

Balance Sheet Summary	30-Sep-23	30-Sep-24
Valley - Checking	\$ 582,726.27	\$ 626,719.58
Valley - Money Market	\$ 1,027,218.11	\$ 1,086,980.82
Valley - MMA Capital	\$ 311,880.94	\$ 324,018.58
ICS - Checking	\$ -	\$ -
ICS - Money Market	\$ -	\$ -
ICS - MMA Capital	\$ -	\$ -
Other Current	\$ 63,614.70	\$ 60,116.71
Total Assets	\$ 1,985,440.02	\$ 2,097,835.69
Accounts Payable	\$ 3,241.25	\$ 3,508.01
Other Current	\$ 353,642.21	\$ 352,202.02
Total Liabilities	\$ 356,883.46	\$ 355,710.03
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	\$ 358,225.13	\$ 222,581.73
Total Equity	\$ 1,628,556.56	\$ 1,742,125.66
Total Liabilities & Equity	\$ 1,985,440.02	\$ 2,097,835.69

Payroll – 10 transactions were tested for the 8/23/24 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 August 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
- 7 of the 10 transactions do not have approval signatures

Purchasing Card – 34 transactions were tested for June 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:

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

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

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	09/03/2024	AFLAC	1001 · Valley- Checking_6387		-242.10
Bill	NG396	03/26/2024		6120 · Health Insurance	-242.10	242.10
TOTAL					-242.10	242.10
Bill Pmt -Check	ACH	09/03/2024	Paylocity	1001 · Valley- Checking_6387		-363.82
Bill	11254...	08/05/2024		6190 · Payroll Expenses	-363.82	363.82
TOTAL					-363.82	363.82
Bill Pmt -Check	ACH	09/03/2024	Valley Bank CARD ...	1001 · Valley- Checking_6387		-4,932.72
Bill	09262...	08/26/2024		9620 · Teen Programming	-19.62	19.98
				9440 · Travel and Miscellaneous	-49.10	50.00
				9430 · Printing and Reproduction	-677.28	689.73
				9610 · Adult Programming	-785.15	799.59
				7310 · Periodicals	-171.84	175.00
				9110 · Westlynx / Technology	-376.75	383.68
				9440 · Travel and Miscellaneous	-97.37	99.16
				9110 · Westlynx / Technology	-58.91	60.00
				9430 · Printing and Reproduction	-283.98	289.20
				9410 · Office Supplies	-329.88	335.94
				7110 · Books - Adult Fiction	-371.48	378.31
				7180 · Books - Young Adult	-366.45	373.19
				7120 · Books - Adult Non-Fiction	-66.78	68.01
				8070 · Custodial Supplies	-65.57	66.77
				9411 · Library Supplies	-195.67	199.27
				9630 · Childrens Programming	-154.91	157.76
				7150 · Books - Juvenile	-168.40	171.50
				7140 · Books - Adult Learn	-224.17	228.29
				7490 · Recordings - YA DVD	-176.25	179.49
				9620 · Teen Programming	-219.64	223.68
				7910 · Other Materials	-42.11	42.89
				9430 · Printing and Reproduction	-31.41	31.98
TOTAL					-4,932.72	5,023.42
Bill Pmt -Check	ACH	09/04/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-2,549.92
Bill	09062...	09/04/2024		2250 · 457(b) Withholding	-2,549.92	2,549.92
TOTAL					-2,549.92	2,549.92
Bill Pmt -Check	ACH	09/20/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-3,820.86
Bill	09202...	09/20/2024		2250 · 457(b) Withholding	-3,820.86	3,820.86
TOTAL					-3,820.86	3,820.86
Check	dm	09/18/2024	Square	1001 · Valley- Checking_6387		-57.98
				4110 · Fines	-57.98	57.98
TOTAL					-57.98	57.98
Check	PRT 9/6	09/05/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-16,264.03
				2210 · Federal Withholding Tax	-4,610.27	4,610.27
				6110 · FICA / Medicare	-9,187.39	9,187.39
				2220 · NY State Withholding Tax	-2,301.26	2,301.26
				2230 · NY City Withholding Tax	-165.11	165.11
TOTAL					-16,264.03	16,264.03
Check	PRT 10	09/27/2024	NYS Retirement	1001 · Valley- Checking_6387		-1,301.49
				6170 · Retirement Expense	-1,301.49	1,301.49
TOTAL					-1,301.49	1,301.49

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	PRT 9/...	09/19/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-17,160.30
				2210 · Federal Withholding Tax	-4,868.29	4,868.29
				6110 · FICA / Medicare	-9,714.19	9,714.19
				2220 · NY State Withholding Tax	-2,405.51	2,405.51
				2230 · NY City Withholding Tax	-172.31	172.31
TOTAL					-17,160.30	17,160.30
Check	PRT 9/...	09/19/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-44,076.62
				6010 · Salaries - Librarians	-38,772.35	38,772.35
				6020 · Salaries - Clerks	-27,611.24	27,611.24
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-930.43	930.43
				2210 · Federal Withholding Tax	4,868.29	-4,868.29
				6110 · FICA / Medicare	4,857.06	-4,857.06
				2220 · NY State Withholding Tax	2,405.51	-2,405.51
				2230 · NY City Withholding Tax	-172.31	-172.31
				6150 · Disability Expense	48.99	-48.99
				2250 · 457(b) Withholding	3,820.86	-3,820.86
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	671.69	-671.69
				1001 · Valley- Checking_6387	2,320.58	-2,320.58
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	250.00	-250.00
TOTAL					-44,076.62	44,076.62
Check	PRT 9/...	09/05/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-42,332.56
				6010 · Salaries - Librarians	-37,114.26	37,114.26
				6020 · Salaries - Clerks	-25,570.43	25,570.43
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-1,185.29	1,185.29
				2210 · Federal Withholding Tax	4,610.27	-4,610.27
				6110 · FICA / Medicare	4,593.73	-4,593.73
				2220 · NY State Withholding Tax	2,301.26	-2,301.26
				2230 · NY City Withholding Tax	165.11	-165.11
				6150 · Disability Expense	49.51	-49.51
				2250 · 457(b) Withholding	2,549.92	-2,549.92
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	629.80	-629.80
				1001 · Valley- Checking_6387	2,815.71	-2,815.71
				6120 · Health Insurance	186.68	-186.68
TOTAL					-42,332.56	42,332.56
Bill Pmt -Check	10988	09/19/2024	Ameriwide Screener...	1001 · Valley- Checking_6387		-80.00
Bill	09182...	09/18/2024		9210 · Professional Fees	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	10989	09/19/2024	Ann M Fisher	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	10990	09/19/2024	Aristomenis Koloka...	1001 · Valley- Checking_6387		-476.00
Bill	064	09/18/2024		9630 · Childrens Programming	-476.00	476.00
TOTAL					-476.00	476.00
Bill Pmt -Check	10991	09/19/2024	Atlantic Westchester	1001 · Valley- Checking_6387		-330.00
Bill	77846	09/19/2024		8010 · Building Maintenance & Repairs	-330.00	330.00
TOTAL					-330.00	330.00

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10992	09/19/2024	Automated Control ...	1001 · Valley- Checking_6387		-163.00
Bill	00494...	09/18/2024		8020 · Building Service Contracts	-163.00	163.00
TOTAL					-163.00	163.00
Bill Pmt -Check	10993	09/19/2024	Baker & Taylor	1001 · Valley- Checking_6387		-5,022.84
Bill	50189...	09/18/2024		7110 · Books - Adult Fiction	-57.42	57.42
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-13.05	13.05
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-10.00	10.00
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-7.33	7.33
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-8.57	8.57
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-12.61	12.61
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-29.48	29.48
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-22.03	22.03
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-85.60	85.60
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-100.58	100.58
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-337.36	337.36
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-6.62	6.62
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-124.85	124.85
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-221.43	221.43
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-32.44	32.44
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-195.63	195.63
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-26.94	26.94
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-22.05	22.05
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-13.76	13.76
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-8.71	8.71
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-346.61	346.61
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-12.44	12.44
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-16.48	16.48
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-347.37	347.37
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-6.72	6.72
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-139.85	139.85
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-11.51	11.51
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-101.44	101.44
Bill	50189...	09/18/2024		7150 · Books - Juvenile	-52.45	52.45
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-43.25	43.25
Bill	50189...	09/18/2024		7150 · Books - Juvenile	-11.52	11.52
Bill	50189...	09/18/2024		7150 · Books - Juvenile	-264.18	264.18
Bill	50189...	09/18/2024		7120 · Books - Adult Non-Fiction	-175.59	175.59
				7140 · Books - Adult Learn	-29.23	29.23
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-104.80	104.80
				7140 · Books - Adult Learn	-16.98	16.98
Bill	50189...	09/18/2024		7120 · Books - Adult Non-Fiction	-176.87	176.87
				7140 · Books - Adult Learn	-17.10	17.10
Bill	50190...	09/18/2024		7120 · Books - Adult Non-Fiction	-18.55	18.55
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-19.14	19.14
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-22.14	22.14
Bill	50189...	09/18/2024		7110 · Books - Adult Fiction	-108.19	108.19
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-71.91	71.91
Bill	50189...	09/18/2024		7110 · Books - Adult Fiction	-439.09	439.09
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-81.75	81.75
Bill	50189...	09/18/2024		7110 · Books - Adult Fiction	-292.19	292.19
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-30.61	30.61
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-142.24	142.24
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-72.54	72.54
Bill	50190...	09/18/2024		7110 · Books - Adult Fiction	-160.45	160.45
				7140 · Books - Adult Learn	-11.99	11.99
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-268.51	268.51
Bill	50190...	09/18/2024		7150 · Books - Juvenile	-39.73	39.73
TOTAL					-5,022.84	5,022.84
Bill Pmt -Check	10994	09/19/2024	Berger Hardware	1001 · Valley- Checking_6387		-44.06
Bill	628373	09/18/2024		8070 · Custodial Supplies	-44.06	44.06
TOTAL					-44.06	44.06
Bill Pmt -Check	10995	09/19/2024	Blackstone Publishi...	1001 · Valley- Checking_6387		-354.27
Bill	2164044	09/18/2024		7420 · Recordings - Adult Audiobooks	-70.50	70.50

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2165762	09/18/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
Bill	2165428	09/18/2024		7420 · Recordings - Adult Audiobooks	-235.07	235.07
Bill	2166385	09/18/2024		7420 · Recordings - Adult Audiobooks	-1.50	1.50
Bill	2166395	09/18/2024		7420 · Recordings - Adult Audiobooks	-7.95	7.95
TOTAL					-354.27	354.27
Bill Pmt -Check	10996	09/19/2024	Brodart Co.	1001 · Valley- Checking_6387		-294.53
Bill	642147	09/18/2024		9411 · Library Supplies	-294.53	294.53
TOTAL					-294.53	294.53
Bill Pmt -Check	10997	09/19/2024	Chappaqua Paint an...	1001 · Valley- Checking_6387		-8.10
Bill	23536	09/18/2024		8010 · Building Maintenance & Repairs	-8.10	8.10
TOTAL					-8.10	8.10
Bill Pmt -Check	10998	09/19/2024	ConEdison	1001 · Valley- Checking_6387		-89.60
Bill		09/19/2024		8050 · Fuel	-89.60	89.60
TOTAL					-89.60	89.60
Bill Pmt -Check	10999	09/19/2024	DNR Laboratories	1001 · Valley- Checking_6387		-254.06
Bill	2024-0...	09/19/2024		8010 · Building Maintenance & Repairs	-254.06	254.06
TOTAL					-254.06	254.06
Bill Pmt -Check	11000	09/19/2024	Doris B Lowenfels	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11001	09/19/2024	ECubed	1001 · Valley- Checking_6387		-245.00
Bill	9247	09/19/2024		9330 · Telephone and Internet	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Check	11002	09/19/2024	Elaine Webber	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11003	09/19/2024	Francis E Martini	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11004	09/19/2024	Geraldine Carpino	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11005	09/19/2024	Guardian	1001 · Valley- Checking_6387		-1,968.99
Bill	09192...	09/19/2024		6120 · Health Insurance	-1,968.99	1,968.99
TOTAL					-1,968.99	1,968.99
Bill Pmt -Check	11006	09/19/2024	Gwen B Guthrie	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-524.10	524.10
Bill Pmt -Check	11007	09/19/2024	J.Vasquez Landsca...	1001 · Valley- Checking_6387		-3,600.00
Bill	09192...	09/19/2024		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
Bill Pmt -Check	11008	09/19/2024	Jamie Gordon	1001 · Valley- Checking_6387		-146.00
Bill	09192...	09/19/2024		9630 · Childrens Programming	-146.00	146.00
TOTAL					-146.00	146.00
Bill Pmt -Check	11009	09/19/2024	Janice A Cleland	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11010	09/19/2024	Jennifer Daddio	1001 · Valley- Checking_6387		-25.00
Bill	09192...	09/19/2024		9440 · Travel and Miscellaneous	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	11011	09/19/2024	John Alcott	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11012	09/19/2024	Judith Kroehler	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11013	09/19/2024	Judy Lauder	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11014	09/19/2024	Julie Ann Polasko	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11015	09/19/2024	Lois H Siwicki	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11016	09/19/2024	Loretta-Jo Lunetta	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11017	09/19/2024	Marguerite K Gaillard	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11018	09/19/2024	Marie Trzcinski	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-524.10	524.10
Bill Pmt -Check	11019	09/19/2024	Martha Alcott	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11020	09/19/2024	Mary L Platt	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11021	09/19/2024	Mount Pleasant Pub...	1001 · Valley- Checking_6387		-20.00
Bill	09182...	09/18/2024		9480 · Suspense	-20.00	20.00
TOTAL					-20.00	20.00
Bill Pmt -Check	11022	09/19/2024	Nalco Water	1001 · Valley- Checking_6387		-953.58
Bill	8396410	09/19/2024		8020 · Building Service Contracts	-350.00	350.00
Bill	8396411	09/19/2024		8020 · Building Service Contracts	-350.00	350.00
Bill	8389453	09/19/2024		8020 · Building Service Contracts	-253.58	253.58
TOTAL					-953.58	953.58
Bill Pmt -Check	11023	09/19/2024	NawrockiSmith	1001 · Valley- Checking_6387		-3,150.00
Bill	64431	09/19/2024		8020 · Building Service Contracts	-1,800.00	1,800.00
Bill	64558	09/19/2024		8020 · Building Service Contracts	-1,350.00	1,350.00
TOTAL					-3,150.00	3,150.00
Bill Pmt -Check	11024	09/19/2024	New Castle-Stanwo...	1001 · Valley- Checking_6387		-548.80
Bill	09192...	09/19/2024		8080 · Water	-548.80	548.80
TOTAL					-548.80	548.80
Bill Pmt -Check	11025	09/19/2024	New Rochelle Publi...	1001 · Valley- Checking_6387		-17.99
Bill	09182...	09/18/2024		9480 · Suspense	-17.99	17.99
TOTAL					-17.99	17.99
Bill Pmt -Check	11026	09/19/2024	NYS Department of ...	1001 · Valley- Checking_6387		-2,271.24
Bill	09192...	09/19/2024		6190 · Payroll Expenses	-2,271.24	2,271.24
TOTAL					-2,271.24	2,271.24
Bill Pmt -Check	11027	09/19/2024	NYS Employees He...	1001 · Valley- Checking_6387		-54,728.47
Bill	610	09/19/2024		6120 · Health Insurance	-54,728.47	54,728.47
TOTAL					-54,728.47	54,728.47
Bill Pmt -Check	11028	09/19/2024	Pamela Thornton	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11030	09/19/2024	Robert Platt	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11031	09/19/2024	Roger Pollak	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11032	09/19/2024	Sani-Pro Disposal	1001 · Valley- Checking_6387		-1,064.43
Bill	955611	09/19/2024		8020 · Building Service Contracts	-1,064.43	1,064.43
TOTAL					-1,064.43	1,064.43
Bill Pmt -Check	11033	09/19/2024	Sondra Tower	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11034	09/19/2024	Stamford Museum ...	1001 · Valley- Checking_6387		-125.00
Bill	09192...	09/19/2024		9810 · Friends Reimbursement - exp	-125.00	125.00
TOTAL					-125.00	125.00
Bill Pmt -Check	11035	09/19/2024	Susan Mosher	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11036	09/19/2024	Teresa Bueti	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11037	09/19/2024	Terry L Martini	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11038	09/19/2024	The Hudson River M...	1001 · Valley- Checking_6387		-300.00
Bill	09192...	09/19/2024		9810 · Friends Reimbursement - exp	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	11039	09/19/2024	The Journal News	1001 · Valley- Checking_6387		-879.39
Bill	09192...	09/19/2024		7310 · Periodicals	-879.39	879.39
TOTAL					-879.39	879.39
Bill Pmt -Check	11040	09/19/2024	The Libray Store	1001 · Valley- Checking_6387		-25.89
Bill	706166	09/19/2024		9630 · Childrens Programming	-25.89	25.89
TOTAL					-25.89	25.89
Bill Pmt -Check	11041	09/19/2024	Thomas J Fisher	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11042	09/19/2024	Utica National Insur...	1001 · Valley- Checking_6387		-21,292.59
Bill	09192...	09/19/2024		9310 · Insurance	-21,292.59	21,292.59
TOTAL					-21,292.59	21,292.59

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11043	09/19/2024	Verizon 00001	1001 · Valley- Checking_6387		-103.36
Bill	09192...	09/19/2024		9330 · Telephone and Internet	-103.36	103.36
TOTAL					-103.36	103.36
Bill Pmt -Check	11044	09/19/2024	Verizon 0001-70	1001 · Valley- Checking_6387		-108.13
Bill	09192...	09/19/2024		9330 · Telephone and Internet	-108.13	108.13
TOTAL					-108.13	108.13
Bill Pmt -Check	11046	09/19/2024	William C Link	1001 · Valley- Checking_6387		-1,650.00
Bill	09192...	09/19/2024		8020 · Building Service Contracts	-1,650.00	1,650.00
TOTAL					-1,650.00	1,650.00
Bill Pmt -Check	11047	09/19/2024	William V Guthrie	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11048	09/19/2024	Joan Skahan	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11049	09/19/2024	Robert Kroehler	1001 · Valley- Checking_6387		-524.10
Bill	09192...	09/19/2024		6130 · Medicare Reimbursement	-524.10	524.10
TOTAL					-524.10	524.10
Bill Pmt -Check	11050	09/19/2024	Westchester County...	1001 · Valley- Checking_6387		-250.00
Bill	09182...	09/18/2024		6190 · Payroll Expenses	-250.00	250.00
TOTAL					-250.00	250.00
Bill Pmt -Check	11051	09/19/2024	WB Mason	1001 · Valley- Checking_6387		-642.06
Bill	24823...	09/19/2024		8070 · Custodial Supplies	-352.35	352.35
Bill	24867...	09/19/2024		8070 · Custodial Supplies	-63.89	63.89
				9410 · Office Supplies	-64.79	64.79
Bill	24851...	09/19/2024		9410 · Office Supplies	-37.66	37.66
Bill	24799...	09/19/2024		8070 · Custodial Supplies	-106.45	106.45
Bill	24799...	09/19/2024		9610 · Adult Programming	-9.74	9.74
Bill	24809...	09/19/2024		9410 · Office Supplies	-0.99	0.99
Bill	24817...	09/19/2024		9410 · Office Supplies	-6.19	6.19
TOTAL					-642.06	642.06
Bill Pmt -Check	11052	09/19/2024	Dengrove Studios	1001 · Valley- Checking_6387		-300.00
Bill	50436	09/19/2024		9610 · Adult Programming	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	11053	09/19/2024	Verizon 0001-75	1001 · Valley- Checking_6387		-132.06
Bill	09192...	09/19/2024		9330 · Telephone and Internet	-132.06	132.06
TOTAL					-132.06	132.06
Bill Pmt -Check	11054	09/19/2024	Portchester Public ...	1001 · Valley- Checking_6387		-16.98
Bill	09182...	09/18/2024		9480 · Suspense	-4.99	4.99

Chappaqua Central School District Public Library (new)

Check Detail

September 2024

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill	09182...	09/18/2024		9480 · Suspense	-11.99	11.99
TOTAL					-16.98	16.98
Bill Pmt -Check	11055	09/20/2024	Teresa Bueti	1001 · Valley- Checking_6387		-208.52
Bill	09192...	09/19/2024		9810 · Friends Reimbursement - exp	-75.00	75.00
Bill	09192...	09/19/2024		9810 · Friends Reimbursement - exp	-72.00	72.00
				9630 · Childrens Programming	-61.52	61.52
TOTAL					-208.52	208.52
Bill Pmt -Check	11056	09/20/2024	Julie Ann Polasko	1001 · Valley- Checking_6387		-31.12
Bill	08302...	08/30/2024		9630 · Childrens Programming	-15.88	15.88
Bill	09192...	09/19/2024		9630 · Childrens Programming	-15.24	15.24
TOTAL					-31.12	31.12

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

	Sep 30, 24	Sep 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · Valley- Checking_6387	626,719.58	582,726.27	43,993.31	7.6%
1002 · Valley - M.M - 1594	1,086,980.82	1,027,218.11	59,762.71	5.8%
1003 · Valley - MMA Cap 3018	324,018.58	311,880.94	12,137.64	3.9%
Total Checking/Savings	2,037,718.98	1,921,825.32	115,893.66	6.0%
Accounts Receivable				
11000 · Accounts Receivable	-4,270.01	3,931.02	-8,201.03	-208.6%
Total Accounts Receivable	-4,270.01	3,931.02	-8,201.03	-208.6%
Other Current Assets				
12000 · Undeposited Funds	4,703.04	0.00	4,703.04	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	64,386.72	59,683.68	4,703.04	7.9%
Total Current Assets	2,097,835.69	1,985,440.02	112,395.67	5.7%
TOTAL ASSETS	2,097,835.69	1,985,440.02	112,395.67	5.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	3,135.88	2,835.25	300.63	10.6%
Total Accounts Payable	3,135.88	2,835.25	300.63	10.6%
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%
2190 · Garnishments	250.00	0.00	250.00	100.0%
2210 · Federal Withholding Tax	2,007.81	2,007.81	0.00	0.0%
2250 · 457(b) Withholding	7,816.73	9,506.92	-1,690.19	-17.8%
Total Other Current Liabilities	352,202.02	353,642.21	-1,440.19	-0.4%
Total Current Liabilities	355,710.03	356,883.46	-1,173.43	-0.3%
Total Liabilities	355,710.03	356,883.46	-1,173.43	-0.3%
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 · Schlienger 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 September 30, 2024

	Sep 30, 24	Sep 30, 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	222,581.73	358,225.13	-135,643.40	-37.9%
Total Equity	1,742,125.66	1,628,556.56	113,569.10	7.0%
TOTAL LIABILITIES & EQUITY	2,097,835.69	1,985,440.02	112,395.67	5.7%

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

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9311 - Insurance Income	10,714.77	0.00	10,714.77	100.0%
4000 - Support and Revenue				
4010 - School District Tax	974,991.00	3,617,102.00	-2,642,111.00	27.0%
4020 - Local Library Aid	5,060.00	4,000.00	1,060.00	126.5%
4030 - Donations	191.00	250.00	-59.00	76.4%
4110 - Fines	3,457.16	13,000.00	-9,542.84	26.6%
4130 - Lost and Paid	39.99			
4140 - Theater Rental	50.00	0.00	50.00	100.0%
4310 - Interest Income	22,481.62	35,000.00	-12,518.38	64.2%
4810 - Other Income	7,902.25	0.00	7,902.25	100.0%
4000 - Support and Revenue - Other	2,021.38			
Total 4000 - Support and Revenue	1,016,194.40	3,669,352.00	-2,653,157.60	27.7%
Total Income	1,026,909.17	3,669,352.00	-2,642,442.83	28.0%
Gross Profit	1,026,909.17	3,669,352.00	-2,642,442.83	28.0%
Expense				
6000 - Personnel Costs				
6010 - Salaries - Librarians	226,730.81	1,080,981.00	-854,250.19	21.0%
6020 - Salaries - Clerks	156,405.07	656,837.00	-500,431.93	23.8%
6030 - Salaries - Custodians	14,766.26	95,609.00	-80,842.74	15.4%
6040 - Salaries - Pages	7,644.76	64,050.00	-56,405.24	11.9%
6110 - FICA / Medicare	28,137.61	124,878.00	-96,740.39	22.5%
6120 - Health Insurance	153,609.65	532,036.00	-378,426.35	28.9%
6130 - Medicare Reimbursement	13,761.28	66,192.00	-52,430.72	20.8%
6140 - Workers Compensation Insurance	0.00	15,000.00	-15,000.00	0.0%
6150 - Disability Expense	186.31	984.00	-797.69	18.9%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	1,265.44	237,401.00	-236,135.56	0.5%
6190 - Payroll Expenses	12,087.07	0.00	12,087.07	100.0%
6000 - Personnel Costs - Other	0.00	0.00	0.00	0.0%
Total 6000 - Personnel Costs	614,594.26	2,875,468.00	-2,260,873.74	21.4%
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	4,282.09	0.00	4,282.09	100.0%
7120 - Books - Adult Non-Fiction	2,514.46	0.00	2,514.46	100.0%
7130 - Books - Adult - JIC	0.00	0.00	0.00	0.0%
7140 - Books - Adult Learn	318.59	0.00	318.59	100.0%
7150 - Books - Juvenile	6,216.78	0.00	6,216.78	100.0%
7170 - Books - Standing Order	0.00	0.00	0.00	0.0%
7180 - Books - Young Adult	1,523.88	0.00	1,523.88	100.0%
7100 - Books - Other	0.00	83,600.00	-83,600.00	0.0%
Total 7100 - Books	14,855.80	83,600.00	-68,744.20	17.8%
7210 - Databases	0.00	0.00	0.00	0.0%
7250 - Electronic Materials	10,278.37	76,000.00	-65,721.63	13.5%
7310 - Periodicals	1,460.39	13,710.00	-12,249.61	10.7%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	1,830.23	0.00	1,830.23	100.0%

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

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
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	203.97	0.00	203.97	100.0%
7400 · Recordings - Other	0.00	21,714.00	-21,714.00	0.0%
Total 7400 · Recordings	2,034.20	21,714.00	-19,679.80	9.4%
7910 · Other Materials	1,421.88			
Total 7000 · Materials	30,050.64	195,024.00	-164,973.36	15.4%
8000 · Facilities and Occupancy				
8010 · Building Maintenance & Repairs	2,466.14	49,300.00	-46,833.86	5.0%
8020 · Building Service Contracts	44,570.89	84,180.00	-39,609.11	52.9%
8030 · Grounds Maintenance	315.00	0.00	315.00	100.0%
8040 · Electricity	4,587.22	62,000.00	-57,412.78	7.4%
8050 · Fuel	136.54	22,300.00	-22,163.46	0.6%
8060 · Sewer Tax	0.00	7,018.00	-7,018.00	0.0%
8070 · Custodial Supplies	2,412.19	11,000.00	-8,587.81	21.9%
8080 · Water	548.80	2,000.00	-1,451.20	27.4%
Total 8000 · Facilities and Occupancy	55,036.78	237,798.00	-182,761.22	23.1%
9000 · Administrative Expenses				
9110 · Westltx / Technology	53,057.88	105,792.00	-52,734.12	50.2%
9210 · Professional Fees	1,409.00	109,946.00	-108,537.00	1.3%
9310 · Insurance	34,659.59	29,000.00	5,659.59	119.5%
9320 · Equipment Maintenance	962.69	23,000.00	-22,037.31	4.2%
9330 · Telephone and Internet	2,989.75	6,174.00	-3,184.25	48.4%
9410 · Office Supplies				
9411 · Library Supplies	2,216.09	9,500.00	-7,283.91	23.3%
9410 · Office Supplies - Other	2,035.48	10,000.00	-7,964.52	20.4%
Total 9410 · Office Supplies	4,251.57	19,500.00	-15,248.43	21.8%
9420 · Postage and Shipping	930.38	7,430.00	-6,499.62	12.5%
9430 · Printing and Reproduction	982.00	12,370.00	-11,388.00	7.9%
9440 · Travel and Miscellaneous				
9445 · Professional Development	556.20	12,250.00	-11,693.80	4.5%
9440 · Travel and Miscellaneous - Other	174.16	2,000.00	-1,825.84	8.7%
Total 9440 · Travel and Miscellaneous	730.36	14,250.00	-13,519.64	5.1%
9450 · Director's Contingency	0.00	500.00	-500.00	0.0%
9460 · Development	0.00	0.00	0.00	0.0%
9480 · Suspense	147.94	0.00	147.94	100.0%
9490 · Miscellaneous Expense	100.00	0.00	100.00	100.0%
9600 · Program Expenses				
9610 · Adult Programming	2,654.71	0.00	2,654.71	100.0%
9620 · Teen Programming	523.28	0.00	523.28	100.0%
9630 · Childrens Programming	2,118.04	0.00	2,118.04	100.0%
9600 · Program Expenses - Other	0.00	33,100.00	-33,100.00	0.0%
Total 9600 · Program Expenses	5,296.03	33,100.00	-27,803.97	16.0%
Total 9000 · Administrative Expenses	105,517.19	361,062.00	-255,544.81	29.2%

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

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Total Expense	805,198.87	3,669,352.00	-2,864,153.13	21.9%
Net Ordinary Income	221,710.30	0.00	221,710.30	100.0%
Other Income/Expense				
9910 · Friends Reimbursement - inc	3,548.43	0.00	3,548.43	100.0%
Total Other Income	3,548.43	0.00	3,548.43	100.0%
Other Expense				
9810 · Friends Reimbursement - exp	2,677.00	0.00	2,677.00	100.0%
Total Other Expense	2,677.00	0.00	2,677.00	100.0%
Net Other Income	871.43	0.00	871.43	100.0%
Net Income	222,581.73	0.00	222,581.73	100.0%

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						567,419.18
Cleared Transactions						
Checks and Payments - 28 items						
Bill Pmt -Check	06/11/2024	10823	Joan Skahan	X	-524.10	-524.10
Bill Pmt -Check	07/22/2024	10903	Ling Li	X	-200.00	-724.10
Bill Pmt -Check	07/22/2024	10895	Chappaqua Rotary ...	X	-150.00	-874.10
Bill Pmt -Check	08/19/2024	10962	J.Vasquez Landsca...	X	-3,600.00	-4,474.10
Bill Pmt -Check	08/19/2024	10949	ARCO Cleaning	X	-1,840.00	-6,314.10
Bill Pmt -Check	08/19/2024	10943	AFLAC	X	-726.30	-7,040.40
Bill Pmt -Check	08/19/2024	10973	Scott Smith	X	-600.00	-7,640.40
Bill Pmt -Check	08/19/2024	10952	Barbara Bernstein	X	-360.00	-8,000.40
Bill Pmt -Check	08/19/2024	10963	Joan Kuhn	X	-46.70	-8,047.10
Bill Pmt -Check	08/19/2024	10960	Greenburgh Public L...	X	-31.00	-8,078.10
Bill Pmt -Check	08/19/2024	10961	Irvington Public Libr...	X	-2.99	-8,081.09
Bill Pmt -Check	08/20/2024	10982	Greenburgh Public L...	X	-6.00	-8,087.09
Bill Pmt -Check	08/21/2024	10987	William C Link	X	-1,912.50	-9,999.59
Bill Pmt -Check	09/03/2024	ACH	Valley Bank CARD ...	X	-4,932.72	-14,932.31
Bill Pmt -Check	09/03/2024	ACH	Paylocity	X	-363.82	-15,296.13
Bill Pmt -Check	09/03/2024	ACH	AFLAC	X	-242.10	-15,538.23
Bill Pmt -Check	09/04/2024	ACH	NYS Deferred Comp...	X	-2,549.92	-18,088.15
Check	09/05/2024	PRT 9...	Paylocity Payroll	X	-42,332.56	-60,420.71
Check	09/05/2024	PRT 9/6	Paylocity Taxes	X	-16,264.03	-76,684.74
Check	09/05/2024	PRT 9...	Paylocity Payroll	X	-2,815.71	-79,500.45
Check	09/18/2024	dm	Square	X	-57.98	-79,558.43
Check	09/19/2024	PRT 9...	Paylocity Payroll	X	-44,076.62	-123,635.05
Check	09/19/2024	PRT 9...	Paylocity Taxes	X	-17,160.30	-140,795.35
Check	09/19/2024	PRT 9...	Paylocity Payroll	X	-2,320.58	-143,115.93
Bill Pmt -Check	09/19/2024	11010	Jennifer Daddio	X	-25.00	-143,140.93
Bill Pmt -Check	09/20/2024	ACH	NYS Deferred Comp...	X	-3,820.86	-146,961.79
Bill Pmt -Check	09/20/2024	11055	Teresa Bueti	X	-208.52	-147,170.31
Check	09/27/2024	PRT 10	NYS Retirement	X	-1,301.49	-148,471.80
Total Checks and Payments					-148,471.80	-148,471.80
Deposits and Credits - 24 items						
Deposit	09/03/2024			X	47.34	47.34
Deposit	09/04/2024			X	20.35	67.69
Deposit	09/06/2024			X	34.18	101.87
Deposit	09/09/2024			X	35.72	137.59
Deposit	09/09/2024			X	69.63	207.22
Deposit	09/09/2024			X	11,453.67	11,660.89
Deposit	09/09/2024			X	315,829.00	327,489.89
Deposit	09/10/2024			X	72.88	327,562.77
Deposit	09/11/2024			X	17.33	327,580.10
Deposit	09/12/2024			X	1.29	327,581.39
Deposit	09/13/2024			X	20.35	327,601.74
Deposit	09/16/2024			X	238.95	327,840.69
Deposit	09/16/2024			X	359.99	328,200.68
Deposit	09/16/2024			X	509.98	328,710.66
Bill Pmt -Check	09/19/2024	11014	Julie Ann Polasko	X	0.00	328,710.66
Bill Pmt -Check	09/19/2024	11036	Teresa Bueti	X	0.00	328,710.66
Deposit	09/19/2024			X	58.72	328,769.38
Deposit	09/23/2024			X	4.77	328,774.15
Deposit	09/23/2024			X	90.66	328,864.81
Deposit	09/24/2024			X	73.80	328,938.61
Deposit	09/26/2024			X	9.64	328,948.25
Deposit	09/30/2024			X	4.77	328,953.02
Deposit	09/30/2024			X	6.57	328,959.59
Deposit	09/30/2024			X	2,775.08	331,734.67
Total Deposits and Credits					331,734.67	331,734.67
Total Cleared Transactions					183,262.87	183,262.87
Cleared Balance					183,262.87	750,682.05
Uncleared Transactions						
Checks and Payments - 83 items						
Bill Pmt -Check	12/20/2022	9719	OverDrive		-4,402.91	-4,402.91

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...		-1,395.00	-5,797.91
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-5,930.96
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-5,955.96
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-6,110.71
Bill Pmt -Check	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	06/28/2024	10873	Nora Gross		-60.31	-9,197.75
Bill Pmt -Check	07/22/2024		Baker & Taylor		-225.59	-9,423.34
Bill Pmt -Check	07/22/2024	10891	Beatrix Farrand Gar...		-200.00	-9,623.34
Bill Pmt -Check	07/22/2024	10912	North Castle Public ...		-21.00	-9,644.34
Bill Pmt -Check	08/19/2024	10969	Ossining Public Libr...		-3.99	-9,648.33
Bill Pmt -Check	09/19/2024	11027	NYS Employees He...		-54,728.47	-64,376.80
Bill Pmt -Check	09/19/2024	11042	Utica National Insur...		-21,292.59	-85,669.39
Bill Pmt -Check	09/19/2024	10993	Baker & Taylor		-5,022.84	-90,692.23
Bill Pmt -Check	09/19/2024	11007	J.Vasquez Landsca...		-3,600.00	-94,292.23
Bill Pmt -Check	09/19/2024	11023	NawrockiSmith		-3,150.00	-97,442.23
Bill Pmt -Check	09/19/2024	11026	NYS Department of ...		-2,271.24	-99,713.47
Bill Pmt -Check	09/19/2024	11005	Guardian		-1,968.99	-101,682.46
Bill Pmt -Check	09/19/2024	11046	William C Link		-1,650.00	-103,332.46
Bill Pmt -Check	09/19/2024	11032	Sani-Pro Disposal		-1,064.43	-104,396.89
Bill Pmt -Check	09/19/2024	11022	Nalco Water		-953.58	-105,350.47
Bill Pmt -Check	09/19/2024	11039	The Journal News		-879.39	-106,229.86
Bill Pmt -Check	09/19/2024	11051	WB Mason		-642.06	-106,871.92
Bill Pmt -Check	09/19/2024	11024	New Castle-Stanwo...		-548.80	-107,420.72
Bill Pmt -Check	09/19/2024	10989	Ann M Fisher		-524.10	-107,944.82
Bill Pmt -Check	09/19/2024	11047	William V Guthrie		-524.10	-108,468.92
Bill Pmt -Check	09/19/2024	11000	Doris B Lowenfels		-524.10	-108,993.02
Bill Pmt -Check	09/19/2024	11002	Elaine Webber		-524.10	-109,517.12
Bill Pmt -Check	09/19/2024	11041	Thomas J Fisher		-524.10	-110,041.22
Bill Pmt -Check	09/19/2024	11003	Francis E Martini		-524.10	-110,565.32
Bill Pmt -Check	09/19/2024	11019	Martha Alcott		-524.10	-111,089.42
Bill Pmt -Check	09/19/2024	11018	Marie Trzcinski		-524.10	-111,613.52
Bill Pmt -Check	09/19/2024	11016	Loretta-Jo Lunetta		-524.10	-112,137.62
Bill Pmt -Check	09/19/2024	11015	Lois H Siwicki		-524.10	-112,661.72
Bill Pmt -Check	09/19/2024	11013	Judy Lauder		-524.10	-113,185.82
Bill Pmt -Check	09/19/2024	11012	Judith Kroehler		-524.10	-113,709.92
Bill Pmt -Check	09/19/2024	11011	John Alcott		-524.10	-114,234.02
Bill Pmt -Check	09/19/2024	11048	Joan Skahan		-524.10	-114,758.12
Bill Pmt -Check	09/19/2024	11049	Robert Kroehler		-524.10	-115,282.22
Bill Pmt -Check	09/19/2024	11030	Robert Platt		-524.10	-115,806.32
Bill Pmt -Check	09/19/2024	11004	Geraldine Carpino		-524.10	-116,330.42
Bill Pmt -Check	09/19/2024	11028	Pamela Thornton		-524.10	-116,854.52
Bill Pmt -Check	09/19/2024	11006	Gwen B Guthrie		-524.10	-117,378.62
Bill Pmt -Check	09/19/2024	11020	Mary L Platt		-524.10	-117,902.72
Bill Pmt -Check	09/19/2024	11037	Terry L Martini		-524.10	-118,426.82
Bill Pmt -Check	09/19/2024	11035	Susan Mosher		-524.10	-118,950.92
Bill Pmt -Check	09/19/2024	11009	Janice A Cleland		-524.10	-119,475.02
Bill Pmt -Check	09/19/2024	11033	Sondra Tower		-524.10	-119,999.12
Bill Pmt -Check	09/19/2024	11031	Roger Pollak		-524.10	-120,523.22
Bill Pmt -Check	09/19/2024	11017	Marguerite K Gaillard		-524.10	-121,047.32
Bill Pmt -Check	09/19/2024	10990	Aristomenis Kolokat...		-476.00	-121,523.32
Bill Pmt -Check	09/19/2024	10995	Blackstone Publishing		-354.27	-121,877.59
Bill Pmt -Check	09/19/2024	10991	Atlantic Westchester		-330.00	-122,207.59
Bill Pmt -Check	09/19/2024	11052	Dengrove Studios		-300.00	-122,507.59
Bill Pmt -Check	09/19/2024	11038	The Hudson River M...		-300.00	-122,807.59
Bill Pmt -Check	09/19/2024	10996	Brodart Co.		-294.53	-123,102.12
Bill Pmt -Check	09/19/2024	10999	DNR Laboratories		-254.06	-123,356.18
Bill Pmt -Check	09/19/2024	11050	Westchester County...		-250.00	-123,606.18
Bill Pmt -Check	09/19/2024	11001	ECubed		-245.00	-123,851.18
Bill Pmt -Check	09/19/2024	10992	Automated Control L...		-163.00	-124,014.18

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/19/2024	11008	Jamie Gordon		-146.00	-124,160.18
Bill Pmt -Check	09/19/2024	11053	Verizon 0001-75		-132.06	-124,292.24
Bill Pmt -Check	09/19/2024	11034	Stamford Museum &...		-125.00	-124,417.24
Bill Pmt -Check	09/19/2024	11044	Verizon 0001-70		-108.13	-124,525.37
Bill Pmt -Check	09/19/2024	11043	Verizon 00001		-103.36	-124,628.73
Bill Pmt -Check	09/19/2024	10998	ConEdison		-89.60	-124,718.33
Bill Pmt -Check	09/19/2024	10988	Ameriwide Screener...		-80.00	-124,798.33
Bill Pmt -Check	09/19/2024	10994	Berger Hardware		-44.06	-124,842.39
Bill Pmt -Check	09/19/2024	11040	The Libray Store		-25.89	-124,868.28
Bill Pmt -Check	09/19/2024	11021	Mount Pleasant Publ...		-20.00	-124,888.28
Bill Pmt -Check	09/19/2024	11025	New Rochelle Public...		-17.99	-124,906.27
Bill Pmt -Check	09/19/2024	11054	Portchester Public Li...		-16.98	-124,923.25
Bill Pmt -Check	09/19/2024	10997	Chappaqua Paint an...		-8.10	-124,931.35
Bill Pmt -Check	09/20/2024	11056	Julie Ann Polasko		-31.12	-124,962.47
Total Checks and Payments					-124,962.47	-124,962.47
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					-123,962.47	-123,962.47
Register Balance as of 09/30/2024					59,300.40	626,719.58
New Transactions						
Checks and Payments - 3 items						
Check	10/03/2024	PRT 1...	Paylocity Payroll		-45,449.83	-45,449.83
Check	10/03/2024	PRT 1...	Paylocity Taxes		-17,536.97	-62,986.80
Check	10/03/2024	PRT 1...	Paylocity Payroll		-2,394.90	-65,381.70
Total Checks and Payments					-65,381.70	-65,381.70
Deposits and Credits - 1 item						
Deposit	10/07/2024				387.00	387.00
Total Deposits and Credits					387.00	387.00
Total New Transactions					-64,994.70	-64,994.70
Ending Balance					-5,694.30	561,724.88

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1002 · Valley - M.M - 1594, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,082,765.14
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2024			X	4,215.68	4,215.68
Total Deposits and Credits					4,215.68	4,215.68
Total Cleared Transactions					4,215.68	4,215.68
Cleared Balance					4,215.68	1,086,980.82
Register Balance as of 09/30/2024					4,215.68	1,086,980.82
Ending Balance					4,215.68	1,086,980.82

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1003 · Valley - MMA Cap 3018, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						322,761.93
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2024			X	1,256.65	1,256.65
Total Deposits and Credits					1,256.65	1,256.65
Total Cleared Transactions					1,256.65	1,256.65
Cleared Balance					1,256.65	324,018.58
Register Balance as of 09/30/2024					1,256.65	324,018.58
Ending Balance					1,256.65	324,018.58



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Director's Report October 2024

Announcements and Correspondence

- We've received a letter from Senator Harckham's office that CPL has been selected to receive a grant in the amount of \$10,769. We have reached out to the Senator's office to confirm the constraints of the grant. Amy believes that we cannot use it for building items (such as the work on the Children's Room) based on the conversation she had with the Senator's office when they first reached out to us about this. I'm also reaching out to Statewide Financial Services to fill out whatever they require for their prequalification process. More information to come.
- We received work from the New York State Education Department that the New York State Construction Grant for work on the new A/V equipment has been approved in the amount of \$45,469. We should be receiving 90% of the funds shortly. The balance will be paid when the SED receives the final closing documentation and approval. I hope to be working on this in the next few weeks.
- The Circulation Department wanted me to pass on that their monthly department meetings have been an enormous help in keeping everyone in the loop and updated. Marge Perlin has specifically said that these have been a game changer for her department.
- We have received a request for an accommodation by, a staff member, due to changes in operations that will be explained more in the personnel section of this report. This person has included a recommendation from one of her doctors. Everything is in order and we will honor this request.
- All Department Heads have received business cards that were created by our branding committee. They are beautiful!
- I have been inducted into the Rotary Club of Chappaqua. I'm happy to be in the company of people who care so deeply about service and hope that I can contribute in a meaningful way.

- The Children's Room and our YA Librarian, participated in the Chappaqua Book Festival, which was very successful. I was unable to attend due to a conflict, but Robbin and the rest of the team had it covered.
- The New Castle Historic Society asked several months ago if we would be willing to donate some artwork that has been in the Library for some time and has not been hung in the Library for many years. These include watercolors by James Renwick Thomson and a drawing of the old feed store in Chappaqua (the artist's name appears to be George Thomas Shanton). The Board has seemed agreeable to this when I asked about it in the past, and there seems to be no record of why we need to keep them here. Our curator, Larry D'Amico, agrees that it would be best for the pieces if they were kept and cared for by the Historical Society. So if the Board is still agreeable, I'd like to move forward with this. ****To be discussed at the Board Meeting.***

Buildings and Grounds

- Bees: We are having issues with bees getting in through the rotting wood on the outside of the theater, as well as through an exterior wall up on the roof, where large nests are located. They have made their way into light fixtures in the Children's Room and getting into the Children's Room. JP McHale treated the areas on Friday, October 4, and Bill continued to treat the week of October 7 as they are still active.
- Facilities Use Policy and Application
This was reviewed by our attorney, who had one small tweak. This is included in the Board packet and is ****ready to be voted on at the next Trustees meeting on October 21.***
- Building Assessment
Lothrop and their team were here on September 27. Bill Link was with them the entire day and was a big help. The team reported initial findings to me at the end of that day. There are definite things that will need to be addressed, but none of it (at least my impression from the conversation) is catastrophic. Lothrop will help us to prioritize what is urgent and what can be pushed down the road. I will have more to report soon.
- Children's Room Redesign
 - Robbin and I met with Sabrina Crowley, from Sabrina's Murals and we discussed the possibility of her creating something for the Children's Room. Her fees are very reasonable. Robbin will be discussing this option with the Friends when she meets with them on October 9.
 - Lothrop provided a Rough Order of Magnitude so that we had a sense of cost. To correct the issues with the lighting above the Children's Reference Desk will cost approximately \$45K. On top of the furnishings and other design components, the entire project could go to around \$128k. The Friends do not have this much money to spend on the project. I have contacted Senator Harckham's office to see if there are any grants that we might be able to receive. I would also like the chance to discuss the possibility of the Library paying for the lighting part of this project.

- Stratagem:
 - Amy has completed working on the key cards. We still need to get them rolled out.
 - Stratagem was here recently and removed the motion detector from the theater lobby because the contract only included 4 motion detectors and we had 5. Bill Link and I both feel strongly that we need one in this location and we will be contacting Stratagem to get an estimate to have a fifth one installed.
- Goodnough Painting: The Robert Goodnough painting that has been hanging in the theater lobby is going to be moved to the front of the Library above the periodicals. In order to make it pop off of the wall more, we are going to stain that section of the wall white. Larry D'Amico is also going to have the canvas restretched and possibly reframed, as it has been warping in its current frame.
 - If the staining is attractive enough, we may do other walls, which would brighten up the interior walls and the main space of the Library. ***May want to have a discussion about this at the Board meeting***

Personnel

- Marge Perlin, Robbin Friedman and I have updated the Employee Handbook and sent it to the Personnel Committee for review.
- We are going to begin reorganizing the way Adult Services is working.:
 - Joan Kuhn will be working more collaboratively with the Adult Reference Department on programming. I have told the Adult Staff that when Joan retires, we will replace her with another full time adult librarian, but they will all be responsible for sharing programming duties.
 - Larry D'Amico will work less with Joan on her programs and focus more on the gallery installations and programming that he does.
 - Regular remote work for this department will cease in January. I have let Joan, Larry, and the Adult Reference Staff know that in the new year, their work must be done on site. There will always be exceptions, such as webinars, virtual conferences, and the occasional need to work from home in order to catch up, but instance will have to be approved by me before it happens.
 - Right now, the CR aims to work from home one day per month, but this rarely happens as they are so busy. I am ok with this continuing to be a goal.
 - As mentioned above, a staff person has requested an accommodation to continue to work from home one day per week beyond January 1st and has a letter from her doctor supporting this need. We will honor this request.
- One of our Adult Services Librarians, who were hired from a competitive Civil Service list, has been eligible to be a salaried employee with benefits, but up until now has opted to be an hourly employee. This employee came to me a couple of months ago and would now like the option of becoming a salaried employee, at 21 hours per week, and opting into our health

benefits. Because of the hiring practices of the past, this employee is entitled to this. Fortunately, when the 2024-2025 budget was worked on, there was an extra employee included on this budget line for this reason, so it will not impact our overall budget.

- Moving forward, Chappaqua Library will not be hiring people in this category any more. In order to be eligible for benefits, salaried employees will be required to work 35 hours a week.
- I met with my mentor, Karen LaRocca-Fels, of the Ossining Public Library. She has been a great source of information and support. Over the last nine years that she has been at Ossining, she has reorganized the staff in ways that I believe will work well for CPL moving forward. This will be a long range plan and nothing will be rolled out quickly.
 - In our conversation, she did say that in order to give competitive raises and keep up with rising costs of healthcare and retirement contributions, she has had to learn to do more with less. I believe that CPL will most likely need to follow the same course of action.
- The Library would like to acknowledge the separations of the following employees and thank them for their service: Ben Millerman and Aimee Gutierrez .

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 Patti Colombo from Volunteer New York and Teresa Lombardi from ARC speak to staff during a Thursday morning training to discuss hows and whys of the operations of agencies in Westchester that serve adults with disabilities and how that trickles down to libraries. It was informative and I believe the staff found it to be so as well. One item that came out it was that we can think about providing more programming to this population. The Adult Services team has been tasked with this and they will be meeting to find a pathway forward.



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Children's Room -- September 2024 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
9/4/24	Theater storytime (0-5)	90
9/4/24	Bouncing Babies (0-1)	28
9/5/24	Parking Lot storytime (0-5)	113
9/5/24	Nursery Rhyme Time (2-3)	10
9/5/24	Back to School Bingo (Gr. K-2)	8
9/6/24	Song Circle online (0-5)	15
9/6/24	Bouncing Babies (0-1)	34
9/7/24	Saturday Storytime (0-5)	22
9/9/24	Movers and Shakers (0-1)	31
9/9/24	Theater storytime (0-5)	57
9/9/24	Teddy Bear Tea Party (Gr. K-2)	14
9/11/24	Theater storytime (0-5)	42
9/11/24	Bouncing Babies (0-1)	34
9/11/24	Adult/Middle Schooler book discussion (Gr. 5-7 with an adult)	4
9/12/24	Parking Lot storytime (0-5)	93
9/12/24	Nursery Rhyme Time (2-3)	9
9/13/24	Song Circle online (0-5)	12
9/13/24	Bouncing Babies (0-1)	25
9/13/24	Roald Dahl Day Friday Film (all ages with an adult)	31
9/16/24	Movers and Shakers (0-1)	32
9/16/24	Theater storytime (0-5)	49
9/16/24	Messy Art (2-5)	18



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9/18/24	Theater storytime (0-5)	78
9/18/24	Bouncing Babies (0-1)	32
9/18/24	Jr. Garden Club (Gr. K-6)	9
9/19/24	Parking Lot storytime (0-5)	73
9/19/24	Nursery Rhyme Time (2-3)	10
9/19/24	Afternoon Film (All ages)	8
9/12/24	Comics Crew (Gr. 4-6)	6
9/20/24	Song Circle online (0-5)	18
9/20/24	Bouncing Babies (0-2)	38
9/23/24	Movers and Shakers (0-1)	35
9/23/24	Theater storytime (0-5)	39
9/24/24	Messy Art (2-5)	29
9/25/24	Theater storytime (0-5)	46
9/25/24	Bouncing Babies (0-1)	39
9/26/24	Parking Lot storytime (0-5)	71
9/26/24	Nursery Rhyme Time (2-3)	15
9/26/24	Rubber Duck Parachute Challenge (Gr. 3-6)	5
9/27/24	Song Circle online (0-5)	18
9/27/24	Bouncing Babies (0-1)	53
9/30/24	Mover and Shakers (0-1)	37
9/30/24	Theater storytime (0-5)	36
		1466



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Professional Development

TCB: CCSD Webinar: "When To Worry About A Child's Worries And What To Do About Them"

REF: Attended ALSC Institute in Denver September 19-21 (Session highlights include How the Science of Reading is Having an Impact on Public Libraries, Towards Inclusive Early Literacy Services for Children in Informal Childcare, and Let's Play! Engaging Programs for Babies Beyond Storytime)

JAP: SCLA Webinar: "Podcasts as Programming: Reaching Busy Parents on Their Time"

Outreach

We had a tent at the Chappaqua Children's Book Festival, staffed by all five children's librarians, Cathy, and Zoya throughout the day. We talked with community members and helped attendees navigate the tents and find creators to suit their specific interests and reading levels, with over 85 readers advisory conversations at the tent.

Successes

After a request from a patron, we began offering one of our monthly afternoon early childhood programs as a repeat on a Tuesday morning. We had great turnout and a lot of enthusiasm for the addition. We are also offering monthly Storybook Dance programs to build on the success of those programs from this summer.

For Banned Books Week this year, Julie Ann and Debra created a thought-provoking display. Banned and challenged books from the collection are covered in a white flap, with a description of the complaint included in the challenge. For example, patrons lift a flap reading "portrays witchcraft in a positive light" to discover Tomie dePaola's picture book *Strega Nona*. Patrons of all ages commented on the surprising reasons for challenges and enjoyed checking out the books to read at home.



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Young Adult – September 2024-Catherine Paulsen

- **New displays-Back to School, Hispanic Heritage**
- **Booklists-Books to read before Hispanic Heritage**
- **YA Programs**
- **Badminton continues**
- **Book marks.**
- **Winter seed sowing**
- **Tacos**
- **Special Needs Reading Group**
- **Deserted (D & D like game**
- **Garden planning for winter garden September for Spring bloom**
- **Community Day pumpkin Craft**
- **Last Summer Reading Raffle/ Frizzle the frog is hibernating. Frosty coming in December**

Two new volunteers Athena Zang and Adela Wang. They will be doing crafts with the teens..

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.**



ADULT PROGRAMS SEPTEMBER 2024

Adult Programs 2024	Day	Date	Time	Att.
Mandarin Conversation Club	Tues	9/3/2024	7:00 PM	9
Italian Conversation Club	Wed	9/4/2024	1:00 PM	4
Author talk: Jansma	Wed	9/4/2024	7:00 PM	80
Bridge Club	Sat	9/7/2024	10:00 AM	12
BBYNR	Mon	9/9/2024	2:00 PM	8
Mandarin Conversation Club	Tues	9/10/2024	7:00 PM	7
Italian Conversation Club	Wed	9/11/2024	1:00 PM	4
Bridge Club	Sat	9/14/2024	10:00 AM	11
FPDG-Nuclear proliferation	Mon	9/16/2024	10:00 AM	63
Mandarin Conversation Club	Tues	9/17/2024	7:00 PM	8
Italian Conversation Club	Wed	9/18/2024	1:00 PM	5
Bridge Club	Sat	9/21/2024	10:00 AM	16
WAFKA-Karate Kid	Sat	9/21/2024	2:00 PM	23
Mandarin Conversation Club	Tues	9/24/2024	7:00 PM	6
Italian Conversation Club	Wed	9/25/2024	1:00 PM	5
Great Books BD	Wed	9/25/2024	7:00 PM	11
Art series with Larry D'Amico	Fri	9/27/2024	2:00 AM	10
Bridge Club	Sat	9/28/2024	10:00 AM	17
FPDG: NATO	Mon	9/30/2024	10:00 AM	37
Opera Appreciation Club	Mon	9/30/2024	2:00 PM	9
Writing Workshop	Mon	9/30/2024	7:30 PM	9
Mandarin Conversation Club	Tues	10/1/2024	7:00 PM	6



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Adult Services Department -- October 2024 Report Denise Mincin

The book displays for September:

Banned Books Week

Deaf Awareness Month

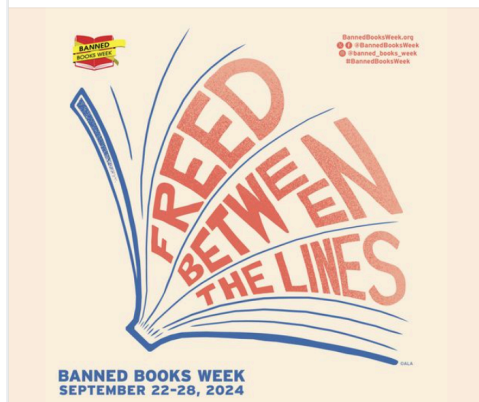
Hispanic-American Heritage Month - featuring books authored by the Spanish-American community

Glass display case:

Play-aways: informational display for patron use.

Social Media

The Chappaqua Library supports everyone's freedom to choose what they want to read. [#Bannedbooksweek2024](#)



Post Insights

Total Insights

See more details about your post.

Post Impressions ⓘ

177

Post reach ⓘ

176

Engagement ⓘ

17



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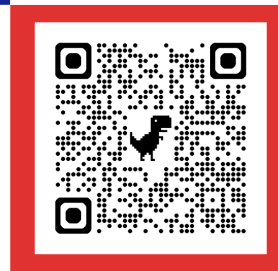
Throughout the year, we remind people to register to vote, and in September we made a push through flyers in the library and on social media:

Change your name since the last election?
It's time to update your voter registration

Are you registered to vote?

Scan code to register or visit the Information Desk for an application.

Applications to vote in the General Election must be received by the county by 10/26.



Chappaqua Library @ChapLib · Sep 17
As many as 1 in 4 eligible Americans are not registered to vote or don't know if they are registered. Be part of the solution and get your community #VoteReady today on #NationalVoterRegistrationDay <http://bit.ly/2024nvrdreg>

1 in 4 people
Aren't registered to vote
 or
Aren't sure they're registered

NATIONAL VOTER REGISTRATION DAY

2
DAYS AWAY

SEPT 17  **2024**

Learn more: NationalVoterRegistrationDay.org #nationalvoterregistrationday
 get [#voteready](#)



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Professional Dev.	Meetings	Outreach
Macmillan Winter 2025 Lib. Preview	All Staff Meeting	Community Day
S&S Fall 2024 Adult Lib. Preview	Reference Staff Meeting	Special Needs / ARC Book Group
Unlock Creative Impact: Elevate Campaigns with Canva and Mailchimp Integration	Department Heads Meeting	Met with The Sharing Shelf: glass display
All Staff Training: The Loft Training Part 3 with Darby Allison-Dugue	DEI Meeting	Children's Book Festival
Prejudice: How to respond to prejudicial comments	Meeting with Director	Neighbors link display for National Hispanic Heritage Month
Harper Collins Library love Fest winter/spring 25 titles	ALA Learning Round Table Meeting	Home Delivery pickup
Crafting and maintaining effective patron policies for community success		
Sexual Harassment Training		



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Professional Dev.	Meetings	Outreach
All Staff Training: Needs of Adults with Disabilities		
Library Journal Fall Mystery preview		
Booklist Romance for all ages		
Managing Difficult Conversations		
NOVELny: Summer Reading Help with Gale Books and Authors webinar		

Discussions began about incorporating Adult Services staff into programming for the library.



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Technical Services – September 2024 Report
Sally Scudo

In addition to routine processing (236 of 465 items added)

- Mending: 31 books and five AV items repaired and returned to circulation.
- Sustainable Shelves: 195 books evaluated, 29 eligible for credit.



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Circulation – September 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	\$606.52	\$275.87	\$51.50	\$50.50	\$49.05	\$1,033.44
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	\$2,404.81	\$697.97	\$137.00	\$255.75	\$194.40	\$3,689.93

September Meetings/Events:
 Sept 5 All Staff mtg
 Sept 5 Dept Heads mtg
 Sept 10 WLS Circ Comm mtg
 Sept 11 Comm Day mtg
 Sept 12 LOFT Cultural Awareness III
 Sept 14 Community Day
 Sept 16 Lothrop Bldg Assess Mtg
 Sept 19 Circ Dept mtg
 Sept 26 ARC Westchester
 Sept 25 Equity mtg

WLS STATS - ITEMS AND PATRONS
 In-building Circulation: 16203
 Loans sent to other libraries: 2402
 Loans received from other libraries: 2209
 New library cards: 128
 Items added to collection: 465
 Items removed from collection: 332



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

CHAPPAQUA LIBRARY USAGE STATS FOR SEPT 2024									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
1	2	3	4	5	6	7			
0	0	415	521	430	420	348	Patrons		
85	28	1252	513	508	424	967	Chkout/Ren		
85	28	1199	596	483	462	829	Check ins		
0	0	213	110	85	59	89	Holds		
1	7	28	49	24	26	22	Unwanted Hlds		
8	9	10	11	12	13	14	Patrons		
385	223	451	410	453	396	436	Chkout/Ren		
282	650	529	744	532	481	800	Check ins		
188	592	511	551	364	427	755	Holds		
25	143	121	206	89	119	96	Unwanted Hlds		
16	10	18	17	46	28	24	Patrons		
15	16	17	18	19	20	21	Chkout/Ren		
386	338	441	342	483	489	393	Check ins		
324	637	448	583	610	568	516	Holds		
271	598	526	613	556	534	490	Unwanted Hlds		
35	105	87	139	92	121	66	Patrons		
11	7	30	38	17	20	28	Chkout/Ren		
22	23	24	25	26	27	28	Check ins		
355	688	408	480	399	203	516	Holds		
439	444	679	474	627	445	723	Unwanted Hlds		
406	464	622	486	602	441	650	Patrons		
36	107	127	67	87	104	114	Chkout/Ren		
21	18	13	12	17	17	17	Check ins		
29	30						Holds		
232	404						Unwanted Hlds		
282	577						Patrons		
274	710						Chkout/Ren		
16	31						Check ins		
							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 day)	11209*	April(30 day)	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 day)	11833*	June(28 day)	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 d)	11761*	Aug(26 days)	11,024	16,599	16,527	2,493	396	19,201	
Sept(27 day)	10430*	Sept(28 day)	11,445	16,171	15,313	2,689	582	18,605	
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)

Facility Use Policies

Purpose

These Policies and Rules Governing Use of the Chappaqua Library Facilities (“Facilities”) are applicable to third-parties’ application, reservation and use of Library facilities, including the Theater and Program Rooms. Application does not guarantee use. Use of library facilities is at the full discretion of the Library Director and may be withheld at any time, for any reason.

Policy

Any user of the Facilities must be familiar with and abide by all applicable policies and rules.

- **Administration:** The Library Director is responsible for the administration and scheduling of the theater, meeting rooms, and all other Facilities in the Library. Third party use must not interfere with the normal operation of the Library during business hours.
- **Eligible Sponsors:** Facilities may be reserved and used for programs, events, and exhibits by Friends of the Chappaqua Library and other not-for-profit educational, cultural, and civic organizations based in the Chappaqua Central School District (“Sponsoring Organization”).
- **Priority of Use:** Priority for use of Facilities shall be given in the following order: 1) the Library; 2) Friends of the Chappaqua Library; 3) other educational, cultural, and civic organizations based in the Chappaqua Central School District.
- **Eligible Activities:** All events must be open to the general public. Facilities may not be used for private parties or for programs or events sponsored by political organizations. Programs or events involving the sale, advertising, solicitation, or promotion of commercial products or services immediately or at a future time are strictly prohibited.
- **Applications:** Applications for use of a Facility must be made four to eight weeks in advance on an official application form and will be reviewed by the Library Director. Applications will not be accepted early. If the application is accepted, the reservation will be scheduled on a first-come, first-served basis, according to Priority of Use. To be valid, a reservation must be confirmed in writing by the Library Director, or a staff member designated by the Director.
- **Cancellation of Reservations:** A reservation may be canceled by the Sponsoring Organization, but if it is not canceled at least 24 hours in advance, then fees already paid will be forfeited. If the Library closes and all scheduled activities are canceled due to unforeseen or emergency circumstances, then fees already paid will be refunded or the reservation rescheduled. The library reserves the right to cancel a reservation, refunding fees already paid, with at least one week’s notice, in the event of a critical need of the space from something of higher priority, as defined above.
- **Sponsor’s Responsibilities:** The Sponsoring Organization must identify an adult member of the Sponsoring Organization who will be present for the entirety of the program or event and who will be responsible for compliance with the rules of the Library (“Responsible Person”). The Sponsoring Organization shall be responsible for the preservation of order and for restoring the Facility to its original condition immediately upon completion of the scheduled activity, which may include cleaning the Facility, putting away or rearranging chairs, tables, and

other equipment, disposing of trash, and otherwise making the Facility ready for the next user. Any Sponsoring Organization violating this rule may forfeit the right to any future use of any Facility and will be liable for any additional costs incurred by the Library in cleaning and restoring the Facility. The Responsible Person must notify the assigned Library staff member when the scheduled activity is over, so that together they can examine the Facility that was used to make certain that the Facility has been properly restored to the Library staff member's satisfaction.

- **Liability and Financial Responsibility:** The Library does not accept any responsibility for the personal safety of any person, either inside or outside the Library, before, during, or after the use of any Facility. The Library is not responsible for damage, loss, or theft of personal property. The Sponsoring Organization and all users shall indemnify and hold the Library harmless from any loss, damage, liability, costs and/or expense, including but not limited to attorney fees, that may arise during or to be caused in any way by the Sponsoring Organization's use of the Facility and compensate the Library for any damages to the Facility, or other property of the Library caused by or resulting from the use of the Facility.
- **Certificate of Insurance:** The Sponsoring Organization must provide a Certificate of Insurance form showing minimum limits of liability coverage, which names the "Chappaqua CSD Public Library" as an additional insured and providing contractual liability for the hold harmless and indemnification provisions of this policy. The Certificate of Insurance must be produced prior to the use of the Facility.
- **Admission Charges and Donations:** Admission to events, programs, and exhibits must be free and open to the general public, but Sponsoring Organizations may collect donations.
- **Publicity:** All publicity and promotional material for a Sponsoring Organization's program, event, or exhibit must include a statement that the activity is open to the public and a disclaimer stating the fact that the activity is not sponsored by the Library and that the Library does not have any relationship to the Sponsoring Organization or the activity.
- **Rental Fees:** Fees for the use of the Facilities are listed on the application form and must be paid upon confirmation of the reservation. Tipping of Library personnel is not permitted.
- **Smoking, Vaping, Drugs and Alcohol:** Smoking, vaping, and the use or sale of drugs or other intoxicants is strictly prohibited inside the Library or on library grounds. Sponsoring organizations are not permitted to sell, serve or consume alcoholic beverages inside the library or on library grounds.
- **Use of Library Equipment:** If Library's equipment is to be used, that must be requested on the application for the reservation. The Library Director reserves the right to prohibit the use of certain library equipment unless a library staff member can be scheduled to operate the library equipment on behalf of the Sponsoring Organization during the program or event. If a library staff member is required, the additional cost of the staff member's time must be paid by the Sponsoring Organization.
- **Food or Beverage:** With permission from the Library Director, the Sponsoring Organization may serve simple refreshments. Requests must be made in advance on the application, and the Library reserves the right to approve the use of Library Facilities but deny permission to serve refreshments. The Library does not provide tablecloths, paper plates, napkins, towels, etc. When such items are used, they must be properly disposed of in containers provided. Equipment must be cleaned and put away, and users must leave the space clean and orderly.
- **Amendments and Changes:** The Library may amend, revoke, or replace any of the forgoing Policies and Rules at any time and for any reason, subject only to the discretion of the Library's Board of Directors and applicable law.