

## JULY

- 7/1: Beginning of fiscal year
- Onboarding of new trustees
- RC/SP: Delivery of retiree data to Danziger Markoff to prepare GASB 75 report for PKFOD
- 1<sup>st</sup> advance payment from CCSD

## AUGUST

- Danziger Markoff to begin work on GASB 75 report
- NS: Financial training for Board
- 2nd advance payment from CCSD
- LD LRS Plan progress report

## SEPTEMBER

- 3rd advance payment from CCSD
- Danziger Markoff to provide GASB 75 report to PKFOD
- PKFOD to begin audit
- Q3 LD Performance Appraisal (Informal)
- 9/9/2023: New Castle Community Day
- 9/30/2023: Chappaqua Children’s Book Festival

## OCTOBER

- Balance of 1st half payment from CCSD
- LD to request budgets from Dept Heads

## NOVEMBER

- LD LRS Plan progress report
- LD to review budget requests with Dept Heads

## DECEMBER

- 2nd half payment from CCSD
- YE LD Performance Appraisal (Formal)
- LD to review budget requests with Dept Heads
- Board approval of salary guidelines for budget

## JANUARY

- New officer slate
- Special Mtg: LD presentation of 1st draft Budget
- PKFOD presentation of draft audit for Board approval
- Final audit to be posted to website

## FEBRUARY

- LD LRS Plan progress report
- Special Mtg: LD presentation of draft Annual Report
- Special Mtg: LD presentation of 2<sup>nd</sup> draft Budget

## MARCH

- NYS Annual Report due to WLS
- Election nominating petition info due to District Clerk (#of seats, terms)
- Trustee flyer on website
- Board approval of final draft proposed budget (3/31/2023)
- LD delivery of draft budget to District Clerk
- Board approval of draft community mailer for printer

## APRIL

- 4/7 – 4/13/2024: National Library week
- Election nominating petitions due to District Clerk from candidates (4/17/2023)
- LD presentation of slides and verbal rehearsal of CCSD BOE budget hearing pres. to President and Finance Officer
- Final slide pres. to District Clerk (4/31/2023)

## MAY

- LD LRS Plan progress report
- 5/1/2024: CCSD BOE Mtg: LD Budget Hearing presentation to community
- 5/2/2024: Community mailing of: 1) Proposed annual budget and 2) Annual Report
- 5/21/2024: Election: Vote on proposed tax levy and trustees
- Friends Book Sale (5/15 – 5/19/2023)
- Library tour for new trustee(s)
- LD/BoT to march in Memorial Day parade

## JUNE

- Board approval of final budget
- Final budget for coming year to be posted to website
- Danziger Markoff to send informational requirements to LD to begin work on GASB 75 report
- Prepare onboarding of new trustees
- 6/30: End of fiscal year

## Chappaqua Library Annual Schedule

July 1:	Beginning of fiscal year
July:	First advance payment from CCSD
August:	Second advance payment from CCSD
September:	Third advance payment from CCSD
September:	New Castle Community Day
October:	Children's Book Festival
October:	Balance of first half from CCSD tax
October:	Budget requests from Dept. Heads to Library Director
November:	Salary guidelines given to Library Director for budget
Nov. & Dec.:	Budget requests discussed at Dept. Heads meetings
December:	Second half from CCSD tax
December:	Draft audit to Board
January:	First draft of budget prepared for January board meeting
February:	First draft of Annual Report to the Community
March:	NYS Annual Report due at WLS
March:	Budget approved at library board meeting
April:	Budget due at school district office for printing
April:	Copies of complete school/library budget available for public
April:	Annual Report to the Community mailed
April:	Friends annual book sale
May:	Public budget hearing
May:	Public vote on school/library budgets and trustees
June 30:	End of fiscal year