



**DRAFT AGENDA**

**The Chappaqua Library  
Board of Trustees Regular Meeting  
Monday April 15, 2024, 7pm  
Chappaqua Library Theater**

Hybrid format: In-person and by videoconference

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

**Presiding Officer:** Pam Moskowitz, President

**Expected Attendees:**

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

- I. CALL PUBLIC MEETING TO ORDER**
  - A. Emergency Exits
- II. ROLL CALL AND INTRODUCTIONS**
  - A. Quorum achieved?
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF THE ORDER OF THE AGENDA**
- V. PUBLIC COMMENTS**

We welcome public comments, but in respect for each others’ time, we ask that you limit your comments to three minutes in length. Board members may be contacted via email:

[chaboard@chappaqualibrary.org](mailto:chaboard@chappaqualibrary.org). After the public comment period has been completed, Board members may have a discussion among themselves regarding comments presented.

**VI. BOARD ADMINISTRATION**

A. Acceptance of the Minutes of the March 18, 2024 Regular Meeting

**MOTION: I move that the Board** approve the **Minutes of the March 18, 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 Library Budget for the fiscal year 2024-2025

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

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

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

**MOTION: I move that the Board** approve to pay \$10,226.19 net owed for health care payments incorrectly bill from 2021-present.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

**IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT**

**X. PRESIDENT’S REPORT**

**XI. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS**

**XII. COMMITTEE REPORTS**

**A. Standing Committees:**

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

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

**MOTION:** I move that the Board approve the HVAC Preventative Maintenance Contract with Atlantic Westchester for 1 year extension of the existing contract.

**Motion by: J. Fahey**

Second by:

Discussion:

In favor:

Against:

Abstained:

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

**MOTION:** I move that the Board approve the hiring a PTA Librarian I, Susan Polos, at \$32.21 hour. Her appointment date was March 11th, 2024.

**Motion by: J. Harrison**

Second by:

Discussion:

In favor:

Against:

Abstained:

**MOTION:** I move that the Board approve the hiring of Amy Kapraelian as Staff Assistant on a Provisional basis with the annual salary of \$65,005 starting April 15, 2024

**Motion by: J. Harrison**

Second by:

Discussion:

In favor:

Against:

Abstained:

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

**B. Ad-hoc Committees:**

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

**XIV. NEXT STEPS / RESPONSIBILITIES**

**XV. NEXT MEETINGS:**

**XVI. ADJOURNMENT**

**MOTION:** It is moved that the Board: adjourn the public meeting at \_\_\_\_pm.

Motion by:

Second by:

In favor:

Against:

Abstained:

**Board Packet:**

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

**The Chappaqua Library Board of Trustees**

195 South Greeley Avenue

Chappaqua, NY 10514

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

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

Theater doors close at 7:00pm.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING.



**DRAFT MINUTES**  
**The Chappaqua Library**  
**Board of Trustees Regular Meeting**  
**Monday, March 18, 2024, 6:15pm**  
 Chappaqua Library Theater  
 Hybrid format: In-person and by videoconference  
**Presiding Officer:** Pam Moskowitz, President

**Attendees:**

Library Board of Trustees	Library Staff	Invited Guests
<b>In Person:</b>	<b>In Person:</b>	<b>In Person:</b>
Pam Moskowitz, President	Jennifer Daddio, Library Director	
Brian Cook, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer (joined at 6:35pm)	<b>Presenting:</b>	
Jennifer Fahey, Secretary (joined at 6:19pm)		
John Harrison, Member-at-Large		
<b>Videoconference</b> (due to extraordinary circumstance):		<b>Videoconference:</b>
<b>Absent</b> (due to extraordinary circumstance):		

**I. CALL PUBLIC MEETING TO ORDER**

A. P. Moskowitz called the meeting to order at 6:18pm. 3 Trustees were present and a quorum was achieved. Emergency exits were noted. No changes were requested to the Agenda.

**II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL:**

**MOTION:** It was moved that the Board enter Executive Session at 6:18pm to discuss personnel issues:

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Against:

Abstained:

J. Fahey joined at 6:19pm, G. Benack joined at 6:35pm.

**MOTION:** It was moved that the Board exit Executive Session at 6:54pm.

Motion by: P. Moskowitz  
Second by: J. Fahey  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against:  
Abstained:

**MOTION: It was moved that the Board re-enter the public meeting at 7:00pm.** No actions were taken, no motions were made in Executive Session.

Motion by: J. Fahey  
Second by: J. Harrison  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against:  
Abstained:

### III. ROLL CALL AND INTRODUCTIONS

A. Emergency exits were again noted and the Pledge of Allegiance was recited.

### IV. PUBLIC COMMENTS

No public comments were made.

### V. BOARD ADMINISTRATION

A. Acceptance of the Minutes of the February 26, 2024 Regular Meeting

**MOTION: It was moved that the Board approve the Minutes of the February 26, 2024 Regular Meeting as drafted.**

Motion by: J. Fahey  
Second by: B. Cook  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against:  
Abstained:

### VIII. FINANCE

A. January 2024 Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

- It was agreed that NawrockiSmith should send financials directly to the Finance Officer and Library Director.
- P. Moskowitz questioned 15 checks outstanding
- Examination of supporting documentation did not occur – need to ensure NawrockiSmith is provided information to catch up with February report
- Theater grant revenue not yet included/received, J. Daddio will follow up
- J. Fahey noted that the (9/21/2023) NawrockiSmith financial training was video-taped and should be made available for Jennifer Daddio, John Harrison
- J. Fahey reminder that NawrockiSmith had specified that aggregate bills (e.g., Amazon) need to be broken down and itemized to individual financial line items (e.g., books etc.)

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

Motion by: G. Benack

Second by: B. Cook  
Discussion: none  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against:  
Abstained:

#### **IX. FRIENDS OF THE CHAPPAQUA LIBRARY REPORT**

P. Moskowitz invite K. Aocella of Friends to offer any updates.

- 44<sup>th</sup> Annual Young Writers' contest: Fiction, Non-Fiction, Poetry
  - Open to grades 5-12
  - Submissions due 3/29 11:59pm
  - Reception planned for winners and all contestants in courtyard or theater
- 2024 Book Sale:
  - Monday – Tuesday May 13-14th: donations accepted
  - Wednesday May 15th 5:00 – 8:00pm: Member's Preview Sale
  - Thursday – Saturday May 16-18<sup>th</sup>: Public sale
  - Sunday May 18th: All remaining books given away for free

#### **X. PRESIDENT'S REPORT – Pam Moskowitz**

- Have been working on the budget, pleased will not exceed the tax cap. Proposed changes will make the library a stronger organization.

#### **XI. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – Jennifer Daddio**

- Thanks for assistance on budget to: Amy Kaprelian, M. Perlin, C. Reznick, J. Culwell-Block (CCSD), K. Lynch (CCSD)
- Really strong budget to help prepare the Library to be stronger in the future.

#### **XII. COMMITTEE REPORTS**

##### **A. Standing Committees:**

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

- Meetings with B. Cook, J. Daddio on budget as well as J. Culwell-Block.
- J. Culwell-Block very supportive of J. Daddio, Library Director.
- Will work with B. Cook for handing over the baton as Finance Officer

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

- Meeting with B. Link, Facilities Consultant.
- With KGD architect proposals on hold, can we pursue re-carpeting – received proposal approx. \$100K a year ago. Will update proposal. Would update all 1970s carpeting except the Children's area, mesh selected design to complement that of the Children's area. Responding to complaints by patrons and staff – stains, tripping hazards.
- Penthouse electric panel: competent second alternative, unsure if written proposal received.
- J. Harrison again raised window cleaning – determining if duty of janitor or cleaning company.

**MOTION:** It was moved that the Board authorize the Library Director to proceed with the automation of one of the 4 gallery walk bathrooms' entrance (beneficial for those with disabilities, walkers as well as avoids need for Library staff to assist) for \$6,873 + 645 for the Flex-Presence sensor. (Total: \$7,518) from MacKenzie Automatic Doors.

Motion by: J. Fahey  
Second by: B. Cook  
Discussion: There will also be a need to hire an electrician as part of this job but will be a minor expense relatively.  
In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - unanimous  
Against:  
Abstained:

**MOTION: It was moved that the Board** authorize the Library Director to proceed with the Robert M. Spano plumbing proposal to install an Elkay combination water fountain/bottle filler for \$3,800 in the Library's lobby entrance.

Motion by: J. Fahey  
Second by: B. Cook  
Discussion:

- Piggyback proposal not requiring competitive proposals.
- G Benack inquired as to the cost of the filters. J. Fahey agreed to inquire.

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

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

- Looking to strengthen administrative support for the Library
- Amy Kaprelian under consideration as Staff Assistant

**MOTION: It was moved that the Board** authorize the Library Director to proceed with funds not to exceed 10% of annual salary related to procurement/recruiting/screening costs for securing the Staff Assistant replacement.

Motion by: J. Harrison  
Second by: J. Fahey  
Discussion:

- A. Kaprelian has been outstanding
- J. Harrison noted smoothness of Board preparation and public documentation as an example

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

- More developments to follow in strengthening administrative structure.

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

- ALA Core Values – will present for consideration in the April Board meeting

**B. Ad-hoc Committees:**

i. **Communications Committee** – B. Cook  
No major issues for discussion.

**XIII. 2024-2025 BUDGET PROPOSED**

**MOTION: It was moved that the Board** authorize the Library Director to proceed with the presented budget for 2024-2025.

Motion by: P. Moskowitz



Second by: J. Harrison

Discussion:

- J. Harrison underscored not exceeding tax cap
- B. Cook noted bottom line number slightly less.
- J. Fahey: Major investments included? Examples: Children’s Area courtyard, needed building repairs
  - B. Cook: None
- Discussion of fund balance appropriateness and availability for capital expenditure. (Note: In 9/21/2023 meeting/training NawrockiSmith noted that auditors become concerned when the fund balance is less than 50% of the annual budget). (January 2024 Library Fund Balance: \$2,901,507 = 79% of proposed 2024-2025 budgeted expenses (\$3,644,646)).
  - Until 2023-2024 had allocated \$95K of budget to fund balance, ceased in 2023-2024 due to size of fund balance
- CCSD requires the line by line budget by 4/15/2024
- J. Daddio to present proposed budget to community at May 8, 2024 7pm CCSD Board Meeting (Election: May 21, 2024, 7am-9pm)
- Annual Report mailed to public in May prior to election

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

Against:

Abstained:

- It was agreed that a Special Meeting will be required to approve the line-by-line budget prior to the 4/15/2024 deadline.

#### XIV. NEXT MEETINGS:

A. **Regular Meeting:** Monday, April 15, 2024, 7:00pm

B. **Special Meeting:** Monday, April 8, 2024, 7:00pm – Approval of line item budget

#### XV. ADJOURNMENT

**MOTION:** It was moved that the Board adjourn the public meeting at 7:40pm.

Motion by: P. Moskowitz

Second by: G. Benack

In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - 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](mailto:chaboard@wlsmail.org)

**Chappaqua Central School District Public Library**

**Monthly Treasurer's Report**

**February 2024**

**Prepared by:**

**Nawrocki Smith LLP**

**Certified Public Accountants & Business Consultants**





**Treasurer's Report for February 2024**  
Meeting Date: April 15, 2024

We have prepared the February 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, February 2024:

- Revenue Collected – 100.00% of School District Tax Levy planned revenue has been collected and approximately \$35,120 in excess planned revenue collected from other sources.
- Expenses – 65.61% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of February 29, 2024.

- Total Assets: \$2,896,520
- See Page 4 for Assets, Liabilities and Fund Balance summary

We have include in the report below the checks prepared by the Library on March 1<sup>st</sup> through March 30<sup>th</sup>. We have not examined the supporting documentation.

We have prepared the Library's bank statements and the related bank reconciliations for February 2024. The bank accounts for all funds have been reconciled to the Library's books. There are 18 checks that are over 6 months outstanding totaling \$15,592. The Library should contact the vendors and reissue payment if needed. The Library paid the Town of New Castle for the 2023 tax year in April 2023. The Business Office is reaching out to ask about 2024 and any other years that may be due. We did not perform the monthly testing in February due to change in management.

Sincerely,  
Nawrocki Smith LLP  
Treasurer

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

**Fund Revenues: Fiscal Year to Date**

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4010	School District Tax Levy	\$ 3,544,337.00	\$ 3,544,337.00	\$ 3,544,337.00	\$ -	100.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 1,200.00		
.4110	Fines	\$ 12,000.00	\$ 12,000.00	\$ 9,273.21	\$ (2,726.79)	77.28%
.4120	Gallery Commissions	\$ 1,000.00	\$ 1,000.00	\$ -	\$ (1,000.00)	0.00%
.4130	Lost & Paid	\$ 3,500.00	\$ 3,500.00	\$ -	\$ (3,500.00)	0.00%
.4020	Local Library Aid + Misc.	\$ 4,000.00	\$ 4,000.00	\$ -	\$ (4,000.00)	0.00%
.4310	Investment Income	\$ 8,000.00	\$ 8,000.00	\$ 77,804.57	\$ 69,804.57	972.56%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 8,110.42	\$ 8,110.42	100.00%
	Fund Balance/Reserves	\$ 101,251.00	\$ 101,251.00			
	Various Other Income	\$ -	\$ -	\$ 35,120.81	\$ 35,120.81	100.00%
	<b>Total Revenues</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,675,846.01</b>	<b>\$ 1,508.01</b>	<b>100.04%</b>

**Fund Expenditures: Fiscal Year to Date**

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.6000	Salaries & Wages	\$ 1,895,452.00	\$ 1,895,452.00	\$ 1,105,729.01	\$ (789,722.99)	58.34%
<b>Benefits</b>						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 242.21	\$ (741.79)	24.61%
.6120	Health Insurance	\$ 539,041.00	\$ 539,041.00	\$ 307,119.51	\$ (231,921.49)	56.98%
.6130	Medicare Reimbursement	\$ 55,134.00	\$ 55,134.00	\$ 26,292.60	\$ (28,841.40)	47.69%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 248,064.00	\$ 248,064.00	\$ 171,523.90	\$ (76,540.10)	69.15%
.6110	Social Security/FICA	\$ 126,747.00	\$ 126,747.00	\$ 77,506.18	\$ (49,240.82)	61.15%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ 2,402.00	\$ (12,598.00)	16.01%
<b>Library Materials</b>						
				\$ -		
.7100	Books	\$ 78,500.00	\$ 78,500.00	\$ 34,134.94	\$ (44,365.06)	43.48%
.7250	Electronic Materials	\$ 70,000.00	\$ 70,000.00	\$ 34,517.68	\$ (35,482.32)	49.31%
.7310	Periodicals 2)	\$ 13,710.00	\$ 13,710.00	\$ 10,325.04	\$ (3,384.96)	75.31%
.7400	Recordings	\$ 21,713.00	\$ 21,713.00	\$ 10,377.69	\$ (11,335.31)	47.79%
<b>Operating Expenses</b>						
				\$ -		
.8010	Building Maint. & Repair 4)	\$ 49,300.00	\$ 49,300.00	\$ 156,177.79	\$ 106,877.79	316.79%
.8020	Building Service Contracts 3)	\$ 84,180.00	\$ 84,180.00	\$ 144,742.04	\$ 60,562.04	171.94%
.8070	Custodial Supplies 7)	\$ 9,000.00	\$ 9,000.00	\$ 6,660.59	\$ (2,339.41)	74.01%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 38,238.54	\$ (23,761.46)	61.68%
.9320	Equipment Maintenance	\$ 15,000.00	\$ 15,000.00	\$ 4,839.79	\$ (10,160.21)	32.27%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ -	\$ (22,300.00)	0.00%
.9310	Insurance 1)	\$ 29,000.00	\$ 29,000.00	\$ 24,275.48	\$ (4,724.52)	83.71%
.9110	IT & Support 8)	\$ 105,793.00	\$ 105,793.00	\$ 95,749.63	\$ (10,043.37)	90.51%
.9490	Misellaneous Expense 6)	\$ -	\$ -	\$ 17,876.79		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 12,151.99	\$ (7,348.01)	62.32%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 2,229.72	\$ (5,200.28)	30.01%
.9430	Printing	\$ 10,850.00	\$ 10,850.00	\$ 4,536.50	\$ (6,313.50)	41.81%
.9210	Professional Fees	\$ 144,946.00	\$ 144,946.00	\$ 96,167.08	\$ (48,778.92)	66.35%
.9600	Programs	\$ 24,500.00	\$ 24,500.00	\$ 7,292.14	\$ (17,207.86)	29.76%
.8060	Sewer Taxes	\$ 7,000.00	\$ 7,000.00	\$ -	\$ (7,000.00)	0.00%
.9445	Staff & Board Development	\$ 8,750.00	\$ 8,750.00	\$ 605.44	\$ (8,144.56)	6.92%
.9330	Telephone & Internet 5)	\$ 6,144.00	\$ 6,144.00	\$ 9,226.54	\$ 3,082.54	150.17%
.9440	Travel	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8080	Water	\$ 1,800.00	\$ 1,800.00	\$ 1,013.58	\$ (786.42)	56.31%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement	\$ -	\$ -	\$ 8,917.46	\$ 8,917.46	100.00%
	<b>Total Expenditures</b>	<b>\$ 3,674,338.00</b>	<b>\$ 3,674,338.00</b>	<b>\$ 2,410,871.86</b>	<b>\$ (1,263,466.14)</b>	<b>65.61%</b>

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

**\$ 1,264,974.15**

**Budget Codes NS Recommends Monitoring**

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 3) Building Service Contracts (.8020) | 5) Telephone & Internet (.9330) |
| 4) Building Maint. & Repair (.8010)   | 7) Custodial Supplies (.8070)   |

**Budget to Actual Notes:**

**8 Months = 66.67% of the year**

- 1) **Insurance (.9310)** - Yearly bill paid but need to reclassify Workers Comp. portion
- 2) **Periodicals (.7310)** - \$7,966 paid to WT Cox for annual subscriptions in Sept.
- 3) **Building Service Contracts (.8020)**-NS recommends reviewing invoices in the expense
- 4) **Building Maint. & Repair (.8010)**- \$63K was paid to DNR Laboratories in September
- 5) **Telephone (.9330)**- Some databases are expensed under this code
- 6) **Miscellaneous Expense (.9490)**-Amazon bills are being recorded to miscellaneous.
- 7) **Custodial Supplies (.8070)**- \$3,400 was paid to WB Mason in November
- 8) **IT & Support (.9110)** - \$48,913 was paid to Westchester Library System in January  
The bill was paid for IT services for the time period of January through June

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

**Fund Balance Sheet**

Balance Sheet Summary	28-Feb-23	29-Feb-24
Westchester Bank - Checking	\$ 1,685,099.63	\$ 1,468,608.45
Westchester Bank - Money Market	\$ 1,004,545.26	\$ 1,047,894.06
Westchester Bank - MMA Capital	\$ 301,432.15	\$ 315,908.97
Other Current	\$ 63,674.19	\$ 64,108.80
<b>Total Assets</b>	<b>\$ 3,054,751.23</b>	<b>\$ 2,896,520.28</b>
Accounts Payable	\$ 32,815.73	\$ (3,229.51)
Other Current	\$ 342,920.43	\$ 367,296.21
<b>Total Liabilities</b>	<b>\$ 375,736.16</b>	<b>\$ 364,066.70</b>
<b>Fund Balance</b>		
Unrestricted Net Assets	\$ 168,052.65	\$ 168,052.65
Board Designated Net Assets	\$ 20,576.80	\$ 20,576.80
Temporarily Rest. Net Assets	\$ 3,012.06	\$ 3,012.06
Retained Earnings	\$ 257,787.13	\$ 300,010.71
Capital Fund Net Assets	\$ 735,783.21	\$ 735,783.21
Permanently Rest. Net Assets	\$ 40,044.00	\$ 40,044.00
Net Income	\$ 1,453,759.22	\$ 1,264,974.15
<b>Total Equity</b>	<b>\$ 2,679,015.07</b>	<b>\$ 2,532,453.58</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,054,751.23</b>	<b>\$ 2,896,520.28</b>

## Chappaqua Central School District Public Library (new)

### Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>10656</b>	<b>03/18/2024</b>	<b>Amanda Lisk</b>	<b>1001 · Valley- Checking_6387</b>		<b>-375.00</b>
Bill	03022...	03/13/2024		9620 · Teen Programming	-375.00	375.00
TOTAL					-375.00	375.00
<b>Bill Pmt -Check</b>	<b>10657</b>	<b>03/18/2024</b>	<b>Atlantic A Program</b>	<b>1001 · Valley- Checking_6387</b>		<b>-330.73</b>
Bill	82158...	03/13/2024		9320 · Equipment Maintenance	-330.73	330.73
TOTAL					-330.73	330.73
<b>Bill Pmt -Check</b>	<b>10658</b>	<b>03/18/2024</b>	<b>Atlantic Westchester</b>	<b>1001 · Valley- Checking_6387</b>		<b>-856.13</b>
Bill	76125	03/11/2024		8020 · Building Service Contracts	-856.13	856.13
TOTAL					-856.13	856.13
<b>Bill Pmt -Check</b>	<b>10659</b>	<b>03/18/2024</b>	<b>Baker &amp; Taylor</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,052.78</b>
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-35.38	35.38
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-116.89	116.89
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-299.36	299.36
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-118.24	118.24
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-202.53	202.53
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-80.19	80.19
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-134.38	134.38
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-26.75	26.75
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-11.38	11.38
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-15.67	15.67
Bill	50187...	03/13/2024		7150 · Books - Juvenile	-12.01	12.01
TOTAL					-1,052.78	1,052.78
<b>Bill Pmt -Check</b>	<b>10660</b>	<b>03/18/2024</b>	<b>Bedford Hills Free L...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-14.00</b>
Bill	01292...	03/13/2024		9480 · Suspense	-14.00	14.00
TOTAL					-14.00	14.00
<b>Bill Pmt -Check</b>	<b>10661</b>	<b>03/18/2024</b>	<b>Blackstone Publishi...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-39.25</b>
Bill	2133430	03/11/2024		7420 · Recordings - Adult Audiobooks	-39.25	39.25
TOTAL					-39.25	39.25
<b>Bill Pmt -Check</b>	<b>10662</b>	<b>03/18/2024</b>	<b>Bond Schoeneck &amp; ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-335.50</b>
Bill	20008...	03/11/2024		9210 · Professional Fees	-335.50	335.50
TOTAL					-335.50	335.50
<b>Bill Pmt -Check</b>	<b>10663</b>	<b>03/18/2024</b>	<b>Dan Long</b>	<b>1001 · Valley- Checking_6387</b>		<b>-100.00</b>
Bill	02282...	03/13/2024		9610 · Adult Programming	-100.00	100.00
TOTAL					-100.00	100.00
<b>Bill Pmt -Check</b>	<b>10664</b>	<b>03/18/2024</b>	<b>DNR Laboratories</b>	<b>1001 · Valley- Checking_6387</b>		<b>-6,331.00</b>
Bill	2024-0...	03/11/2024		8010 · Building Maintenance & Repairs	-6,331.00	6,331.00
TOTAL					-6,331.00	6,331.00
<b>Bill Pmt -Check</b>	<b>10665</b>	<b>03/18/2024</b>	<b>Eastchester Public ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-13.99</b>
Bill	02062...	03/13/2024		9480 · Suspense	-13.99	13.99
TOTAL					-13.99	13.99

## Chappaqua Central School District Public Library (new)

### Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>10666</b>	<b>03/18/2024</b>	<b>ECubed</b>	<b>1001 · Valley- Checking_6387</b>		<b>-295.00</b>
Bill	9037	03/13/2024		9330 · Telephone and Internet	-295.00	295.00
TOTAL					-295.00	295.00
<b>Bill Pmt -Check</b>	<b>10667</b>	<b>03/18/2024</b>	<b>Hartford Steam Boiler</b>	<b>1001 · Valley- Checking_6387</b>		<b>-210.00</b>
Bill	1288186	03/13/2024		8010 · Building Maintenance & Repairs	-210.00	210.00
TOTAL					-210.00	210.00
<b>Bill Pmt -Check</b>	<b>10668</b>	<b>03/18/2024</b>	<b>J.Vasquez Landsca...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,600.00</b>
Bill	022924	03/11/2024		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
<b>Bill Pmt -Check</b>	<b>10669</b>	<b>03/18/2024</b>	<b>Katonah Museum of...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-60.00</b>
Bill	03042...	03/13/2024		9810 · Friends Reimbursement - exp	-60.00	60.00
TOTAL					-60.00	60.00
<b>Bill Pmt -Check</b>	<b>10670</b>	<b>03/18/2024</b>	<b>Midwest Tape</b>	<b>1001 · Valley- Checking_6387</b>		<b>-204.34</b>
Bill	50515...	03/13/2024		7430 · Recordings - Adult DVD	-204.34	204.34
TOTAL					-204.34	204.34
<b>Bill Pmt -Check</b>	<b>10671</b>	<b>03/18/2024</b>	<b>Nalco Water</b>	<b>1001 · Valley- Checking_6387</b>		<b>-23.05</b>
Bill	8317890	03/13/2024		8020 · Building Service Contracts	-23.05	253.58
TOTAL					-23.05	253.58
<b>Bill Pmt -Check</b>	<b>10672</b>	<b>03/18/2024</b>	<b>NawrockiSmith</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,800.00</b>
Bill	62743	03/11/2024		8020 · Building Service Contracts	-1,800.00	1,800.00
TOTAL					-1,800.00	1,800.00
<b>Bill Pmt -Check</b>	<b>10673</b>	<b>03/18/2024</b>	<b>New Castle-Stanwo...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-300.40</b>
Bill	03272...	03/13/2024		8080 · Water	-300.40	300.40
TOTAL					-300.40	300.40
<b>Bill Pmt -Check</b>	<b>10674</b>	<b>03/18/2024</b>	<b>North Castle Public ...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-7.00</b>
Bill	01182...	03/13/2024		9480 · Suspense	-7.00	7.00
TOTAL					-7.00	7.00
<b>Bill Pmt -Check</b>	<b>10675</b>	<b>03/18/2024</b>	<b>NYS Deferred Comp...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-189.88</b>
Bill	01112...	03/11/2024		2250 · 457(b) Withholding	-189.88	189.88
TOTAL					-189.88	189.88
<b>Bill Pmt -Check</b>	<b>10676</b>	<b>03/18/2024</b>	<b>NYS Employees He...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-41,260.11</b>
Bill	604	03/13/2024		6120 · Health Insurance	-41,260.11	41,260.11
TOTAL					-41,260.11	41,260.11
<b>Bill Pmt -Check</b>	<b>10677</b>	<b>03/18/2024</b>	<b>OverDrive</b>	<b>1001 · Valley- Checking_6387</b>		<b>-5,932.14</b>
Bill	01322...	03/13/2024		7250 · Electronic Materials	-561.06	561.06
Bill	01322...	03/13/2024		7250 · Electronic Materials	-158.36	158.36
Bill	01322...	03/13/2024		7250 · Electronic Materials	-2,527.32	2,527.32

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

**Check Detail**

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	01322...	03/13/2024		7250 · Electronic Materials	-1,335.95	1,335.95
Bill	01322...	03/13/2024		7250 · Electronic Materials	-377.44	377.44
Bill	7250	03/13/2024		7250 · Electronic Materials	-41.00	41.00
Bill	01322...	03/13/2024		7250 · Electronic Materials	-262.96	262.96
Bill	01322...	03/18/2024		7250 · Electronic Materials	-514.99	514.99
Bill	01322...	03/18/2024		7250 · Electronic Materials	-153.06	153.06
TOTAL					-5,932.14	5,932.14
<b>Bill Pmt -Check</b>	<b>10678</b>	<b>03/18/2024</b>	<b>Paylocity</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,160.86</b>
Bill	11230...	03/11/2024		9210 · Professional Fees	-203.83	203.83
Bill	11219...	03/18/2024		9210 · Professional Fees	-206.16	206.16
Bill	11222...	03/18/2024		9210 · Professional Fees	-203.83	203.83
Bill	11224...	03/18/2024		9210 · Professional Fees	-338.55	338.55
Bill	11226...	03/18/2024		9210 · Professional Fees	-208.49	208.49
TOTAL					-1,160.86	1,160.86
<b>Bill Pmt -Check</b>	<b>10679</b>	<b>03/18/2024</b>	<b>Randstad</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,325.78</b>
Bill	R3432...	02/29/2024		9210 · Professional Fees	-1,337.02	1,337.02
Bill	R3438...	03/11/2024		9210 · Professional Fees	-1,988.76	1,988.76
TOTAL					-3,325.78	3,325.78
<b>Bill Pmt -Check</b>	<b>10680</b>	<b>03/18/2024</b>	<b>Robbin Friedman</b>	<b>1001 · Valley- Checking_6387</b>		<b>-227.79</b>
Bill	03012...	03/13/2024		9630 · Childrens Programming	-227.79	227.79
TOTAL					-227.79	227.79
<b>Bill Pmt -Check</b>	<b>10681</b>	<b>03/18/2024</b>	<b>ShelterPoint Life</b>	<b>1001 · Valley- Checking_6387</b>		<b>-603.90</b>
Bill	022124	03/11/2024		6150 · Disability Expense	-603.90	603.90
TOTAL					-603.90	603.90
<b>Bill Pmt -Check</b>	<b>10682</b>	<b>03/18/2024</b>	<b>Solomon R. Guggen...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-500.00</b>
Bill	03132...	03/13/2024		9810 · Friends Reimbursement - exp	-500.00	500.00
TOTAL					-500.00	500.00
<b>Bill Pmt -Check</b>	<b>10683</b>	<b>03/18/2024</b>	<b>Stone Barns Center</b>	<b>1001 · Valley- Checking_6387</b>		<b>-65.00</b>
Bill	03132...	03/13/2024		9810 · Friends Reimbursement - exp	-65.00	65.00
TOTAL					-65.00	65.00
<b>Bill Pmt -Check</b>	<b>10684</b>	<b>03/18/2024</b>	<b>Storm King Art Cent...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-250.00</b>
Bill	03132...	03/13/2024		9810 · Friends Reimbursement - exp	-250.00	250.00
TOTAL					-250.00	250.00
<b>Bill Pmt -Check</b>	<b>10685</b>	<b>03/18/2024</b>	<b>The New York Times</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,952.00</b>
Bill	04566...	03/13/2024		7310 · Periodicals	-936.00	936.00
Bill	367AE...	03/13/2024		7310 · Periodicals	-3,016.00	3,016.00
TOTAL					-3,952.00	3,952.00
<b>Bill Pmt -Check</b>	<b>10686</b>	<b>03/18/2024</b>	<b>Verizon 0001-37</b>	<b>1001 · Valley- Checking_6387</b>		<b>-169.99</b>
Bill	03132...	03/13/2024		9330 · Telephone and Internet	-169.99	169.99
TOTAL					-169.99	169.99
<b>Bill Pmt -Check</b>	<b>10687</b>	<b>03/18/2024</b>	<b>Verizon 0001-75</b>	<b>1001 · Valley- Checking_6387</b>		<b>-129.99</b>



## Chappaqua Central School District Public Library (new)

### Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	03132...	03/13/2024		9330 · Telephone and Internet	-129.99	129.99
TOTAL					-129.99	129.99
<b>Bill Pmt -Check</b>	<b>10688</b>	<b>03/18/2024</b>	<b>WB Mason</b>	<b>1001 · Valley- Checking_6387</b>		<b>-36.34</b>
Bill	24448...	03/13/2024		9410 · Office Supplies	-36.34	36.34
TOTAL					-36.34	36.34
<b>Bill Pmt -Check</b>	<b>10689</b>	<b>03/18/2024</b>	<b>William C Link</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,675.00</b>
Bill	02122...	03/11/2024		8020 · Building Service Contracts	-1,725.00	1,725.00
Bill	03032...	03/11/2024		8020 · Building Service Contracts	-1,950.00	1,950.00
TOTAL					-3,675.00	3,675.00
<b>Bill Pmt -Check</b>	<b>10690</b>	<b>03/18/2024</b>	<b>Yonkers Public Libr...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-12.99</b>
Bill	02162...	03/13/2024		9480 · Suspense	-12.99	12.99
TOTAL					-12.99	12.99
<b>Bill Pmt -Check</b>	<b>10691</b>	<b>03/29/2024</b>	<b>Amy Kaprelian</b>	<b>1001 · Valley- Checking_6387</b>		<b>-41.28</b>
Bill	032924	03/29/2024		9410 · Office Supplies	-10.83	10.83
				9420 · Postage and Shipping	-30.45	30.45
TOTAL					-41.28	41.28
<b>Bill Pmt -Check</b>	<b>10692</b>	<b>03/29/2024</b>	<b>Atlantic Tomorrow's...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-467.00</b>
Bill	797130	03/29/2024		9630 · Childrens Programming	-467.00	467.00
TOTAL					-467.00	467.00
<b>Bill Pmt -Check</b>	<b>10693</b>	<b>03/29/2024</b>	<b>Berger Hardware</b>	<b>1001 · Valley- Checking_6387</b>		<b>-74.65</b>
Bill	629348	03/29/2024		8070 · Custodial Supplies	-35.07	35.07
Bill	629248	03/29/2024		8070 · Custodial Supplies	-39.58	39.58
TOTAL					-74.65	74.65
<b>Bill Pmt -Check</b>	<b>10694</b>	<b>03/29/2024</b>	<b>ConEdison</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,346.04</b>
Bill	03262...	03/25/2024		8040 · Electricity	-3,346.04	3,346.04
TOTAL					-3,346.04	3,346.04
<b>Bill Pmt -Check</b>	<b>10695</b>	<b>03/29/2024</b>	<b>J.Vasquez Landsca...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,600.00</b>
Bill	032924	03/29/2024		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
<b>Bill Pmt -Check</b>	<b>10696</b>	<b>03/29/2024</b>	<b>Jamie Gordon</b>	<b>1001 · Valley- Checking_6387</b>		<b>-240.00</b>
Bill	03282...	03/28/2024		9630 · Childrens Programming	-240.00	240.00
TOTAL					-240.00	240.00
<b>Bill Pmt -Check</b>	<b>10697</b>	<b>03/29/2024</b>	<b>Jennifer Daddio</b>	<b>1001 · Valley- Checking_6387</b>		<b>-232.00</b>
Bill	03292...	03/29/2024		9110 · Westlynx / Technology	-232.00	232.00
TOTAL					-232.00	232.00
<b>Bill Pmt -Check</b>	<b>10698</b>	<b>03/29/2024</b>	<b>NawrockiSmith</b>	<b>1001 · Valley- Checking_6387</b>		<b>-1,592.50</b>
Bill	62913	03/29/2024		8020 · Building Service Contracts	-1,312.50	1,312.50

## Chappaqua Central School District Public Library (new)

### Check Detail

March 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	62661	03/29/2024		8020 · Building Service Contracts	-280.00	280.00
TOTAL					-1,592.50	1,592.50
<b>Bill Pmt -Check</b>	<b>10699</b>	<b>03/29/2024</b>	<b>New York Power Au...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-3,930.55</b>
Bill	032524	03/25/2024		8040 · Electricity	-3,930.55	3,930.55
TOTAL					-3,930.55	3,930.55
<b>Bill Pmt -Check</b>	<b>10700</b>	<b>03/29/2024</b>	<b>NYS Deferred Comp...</b>	<b>1001 · Valley- Checking_6387</b>		<b>-9,325.79</b>
Bill	03192...	03/19/2024		2250 · 457(b) Withholding	-4,548.65	4,548.65
Bill	03252...	03/25/2024		2250 · 457(b) Withholding	-4,777.14	4,777.14
TOTAL					-9,325.79	9,325.79
<b>Bill Pmt -Check</b>	<b>10701</b>	<b>03/29/2024</b>	<b>Paylocity</b>	<b>1001 · Valley- Checking_6387</b>		<b>-365.54</b>
Bill	11232...	03/25/2024		9210 · Professional Fees	-365.54	365.54
TOTAL					-365.54	365.54
<b>Bill Pmt -Check</b>	<b>10702</b>	<b>03/29/2024</b>	<b>Randstad</b>	<b>1001 · Valley- Checking_6387</b>		<b>-6,197.38</b>
Bill	R3435...	03/26/2024		9210 · Professional Fees	-1,473.52	1,473.52
Bill	R3441...	03/26/2024		9210 · Professional Fees	-1,770.94	1,770.94
Bill	R3420...	03/26/2024		9210 · Professional Fees	-1,243.00	1,243.00
Bill	R3427...	03/26/2024		9210 · Professional Fees	-1,709.92	1,709.92
TOTAL					-6,197.38	6,197.38
<b>Bill Pmt -Check</b>	<b>10703</b>	<b>03/29/2024</b>	<b>Sani-Pro Disposal</b>	<b>1001 · Valley- Checking_6387</b>		<b>-709.62</b>
Bill	927086	03/29/2024		8020 · Building Service Contracts	-709.62	709.62
TOTAL					-709.62	709.62
<b>Bill Pmt -Check</b>	<b>10704</b>	<b>03/29/2024</b>	<b>Teresa Bueti</b>	<b>1001 · Valley- Checking_6387</b>		<b>-225.43</b>
Bill	03182...	03/29/2024		9810 · Friends Reimbursement - exp	-225.43	225.43
TOTAL					-225.43	225.43

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

1002 · Valley - M.M - 1594, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,047,894.06
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	03/31/2024			X	3,943.92	3,943.92
Total Deposits and Credits					3,943.92	3,943.92
Total Cleared Transactions					3,943.92	3,943.92
Cleared Balance					3,943.92	1,051,837.98
Register Balance as of 02/29/2024					3,943.92	1,051,837.98
<b>Ending Balance</b>					<b>3,943.92</b>	<b>1,051,837.98</b>

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

1003 · Valley - MMA Cap 3018, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						314,439.75
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	12/31/2023			X	1,183.44	1,183.44
Total Deposits and Credits					1,183.44	1,183.44
Total Cleared Transactions					1,183.44	1,183.44
Cleared Balance					1,183.44	315,623.19
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2023				285.78	285.78
Total Deposits and Credits					285.78	285.78
Total Uncleared Transactions					285.78	285.78
Register Balance as of 02/29/2024					1,469.22	315,908.97
<b>Ending Balance</b>					<b>1,469.22</b>	<b>315,908.97</b>

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

1001 · Valley- Checking\_6387, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,836,437.00
<b>Cleared Transactions</b>						
<b>Checks and Payments - 60 items</b>						
Bill Pmt -Check	11/13/2023	10412	Baker & Taylor	X	-4,129.34	-4,129.34
Bill Pmt -Check	11/13/2023	10448	Mount Vernon Publi...	X	-12.99	-4,142.33
Bill Pmt -Check	12/18/2023	10478	Postmaster - White ...	X	-310.00	-4,452.33
Bill Pmt -Check	12/31/2023	10503	Joan Skahan	X	-494.70	-4,947.03
Bill Pmt -Check	01/20/2024	10591	Brodart Co.	X	-749.30	-5,696.33
Bill Pmt -Check	01/22/2024	10580	Westchester Library ...	X	-53,075.00	-58,771.33
Bill Pmt -Check	01/22/2024	10573	The Hartford	X	-2,402.00	-61,173.33
Bill Pmt -Check	01/22/2024	10551	Minuteman Press	X	-2,114.00	-63,287.33
Bill Pmt -Check	01/22/2024	10581	William C Link	X	-1,650.00	-64,937.33
Bill Pmt -Check	01/22/2024	10567	Plastic Fulfillment Inc	X	-697.88	-65,635.21
Bill Pmt -Check	01/22/2024	10559	Office Dynamics, Inc.	X	-500.00	-66,135.21
Bill Pmt -Check	01/22/2024	10539	ECubed	X	-245.00	-66,380.21
Bill Pmt -Check	01/22/2024	10525	AFLAC	X	-242.10	-66,622.31
Bill Pmt -Check	01/22/2024	10563	Petalune Inc	X	-125.00	-66,747.31
Bill Pmt -Check	01/22/2024	10546	Julie Ann Polasko	X	-91.92	-66,839.23
Bill Pmt -Check	01/22/2024	10541	Guardian	X	-72.10	-66,911.33
Bill Pmt -Check	01/22/2024	10549	Larry D'Amico	X	-58.50	-66,969.83
Bill Pmt -Check	01/22/2024	10575	Town of New Castle ...	X	-50.00	-67,019.83
Bill Pmt -Check	01/22/2024	10538	Dobbs Ferry Public ...	X	-30.00	-67,049.83
Bill Pmt -Check	01/22/2024	10547	Katonah Village Libr...	X	-27.99	-67,077.82
Bill Pmt -Check	01/22/2024	10556	North Castle Public ...	X	-18.00	-67,095.82
Bill Pmt -Check	01/22/2024	10572	The Field Library	X	-16.95	-67,112.77
Bill Pmt -Check	01/22/2024	10570	Somers Library	X	-16.00	-67,128.77
Bill Pmt -Check	01/22/2024	10560	Ossining Public Libr...	X	-15.95	-67,144.72
Bill Pmt -Check	01/22/2024	10540	Greenburgh Public L...	X	-13.00	-67,157.72
Bill Pmt -Check	01/25/2024	10584	NYS Deferred Comp...	X	-3,373.90	-70,531.62
Bill Pmt -Check	01/26/2024	10587	OverDrive	X	-4,675.40	-75,207.02
Bill Pmt -Check	01/26/2024	10589	Sentry Custom Secu...	X	-1,675.00	-76,882.02
Bill Pmt -Check	01/26/2024	10588	Pitney Bowes	X	-137.61	-77,019.63
Bill Pmt -Check	02/02/2024	10602	Randstad	X	-2,938.00	-79,957.63
Bill Pmt -Check	02/02/2024	10601	Paylocity	X	-1,442.88	-81,400.51
Bill Pmt -Check	02/02/2024	10595	EBSCO	X	-1,063.28	-82,463.79
Bill Pmt -Check	02/02/2024	10600	Nalco Water	X	-934.11	-83,397.90
Bill Pmt -Check	02/02/2024	10592	Baker & Taylor	X	-743.68	-84,141.58
Bill Pmt -Check	02/02/2024	10596	Environmental Maint...	X	-540.00	-84,681.58
Bill Pmt -Check	02/02/2024	10603	Rowman & Littlefield...	X	-235.24	-84,916.82
Bill Pmt -Check	02/02/2024	10605	WB Mason	X	-154.41	-85,071.23
Bill Pmt -Check	02/02/2024	10599	Midwest Tape	X	-139.90	-85,211.13
Bill Pmt -Check	02/02/2024	10604	Verizon 0001-75	X	-130.02	-85,341.15
Bill Pmt -Check	02/02/2024	10597	General Code	X	-81.29	-85,422.44
Bill Pmt -Check	02/02/2024	10594	Blackstone Publishing	X	-78.50	-85,500.94
Bill Pmt -Check	02/02/2024	10598	Joan Kuhn	X	-29.97	-85,530.91
Bill Pmt -Check	02/02/2024	10593	Benjamin Fine	X	-13.46	-85,544.37
Bill Pmt -Check	02/08/2024	10614	NYS Employees He...	X	-54,252.70	-139,797.07
Check	02/08/2024	PRT2/9	Paylocity Payroll	X	-46,579.16	-186,376.23
Check	02/08/2024	PRT2/...	Paylocity Taxes	X	-17,988.07	-204,364.30
Bill Pmt -Check	02/08/2024	10606	Atlantic Westchester	X	-2,887.50	-207,251.80
Check	02/08/2024	PRT2/9	Paylocity Payroll	X	-1,296.54	-208,548.34
Bill Pmt -Check	02/08/2024	10609	ECubed	X	-245.00	-208,793.34
Bill Pmt -Check	02/08/2024	10610	Playaway Products ...	X	-183.72	-208,977.06
Bill Pmt -Check	02/08/2024	10612	The Libray Store	X	-90.00	-209,067.06
Bill Pmt -Check	02/08/2024	10613	WB Mason	X	-78.55	-209,145.61
Bill Pmt -Check	02/08/2024	10608	Blackstone Publishing	X	-78.50	-209,224.11
Bill Pmt -Check	02/08/2024	10611	Susan Grunthal	X	-24.99	-209,249.10
Bill Pmt -Check	02/09/2024	10615	Baker & Taylor	X	-2,054.44	-211,303.54
Check	02/09/2024	PRT 2...	NYS Retirement	X	-1,194.22	-212,497.76
Bill Pmt -Check	02/09/2024	10616	OverDrive	X	-452.71	-212,950.47
Check	02/22/2024	PRT2/...	Paylocity Payroll	X	-42,404.28	-255,354.75
Check	02/22/2024	PRT2/...	Paylocity Taxes	X	-16,258.06	-271,612.81
Check	02/22/2024	PRT2/...	Paylocity Payroll	X	-3,288.04	-274,900.85
<b>Total Checks and Payments</b>					<b>-274,900.85</b>	<b>-274,900.85</b>
<b>Deposits and Credits - 20 items</b>						
Deposit	02/02/2024			X	20.74	20.74

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

1001 · Valley- Checking\_6387, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	02/05/2024			X	6.82	27.56
Deposit	02/05/2024			X	16.35	43.91
Deposit	02/06/2024			X	24.93	68.84
Deposit	02/07/2024			X	22.78	91.62
Deposit	02/08/2024			X	33.69	125.31
Deposit	02/09/2024			X	18.11	143.42
Deposit	02/12/2024			X	7.40	150.82
Deposit	02/12/2024			X	53.15	203.97
Deposit	02/13/2024			X	29.21	233.18
Deposit	02/20/2024			X	43.33	276.51
Deposit	02/20/2024			X	95.82	372.33
Deposit	02/21/2024			X	45.19	417.52
Deposit	02/22/2024			X	14.51	432.03
Deposit	02/23/2024			X	8.81	440.84
Deposit	02/26/2024			X	18.31	459.15
Deposit	02/27/2024			X	6.72	465.87
Deposit	02/28/2024			X	7.20	473.07
Deposit	02/29/2024			X	21.90	494.97
Deposit	02/29/2024			X	6,281.09	6,776.06
Total Deposits and Credits					6,776.06	6,776.06
Total Cleared Transactions					-268,124.79	-268,124.79
Cleared Balance					-268,124.79	1,568,312.21
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 61 items</b>						
Bill Pmt -Check	12/21/2021	8903	Judy Lauder		-445.50	-445.50
Bill Pmt -Check	04/19/2022	9145	Town of New Castle		-1,200.00	-1,645.50
Bill Pmt -Check	04/19/2022	9125	Diane DeBellis		-40.00	-1,685.50
Bill Pmt -Check	06/06/2022	9303	Morningstar Inc.		-1,457.00	-3,142.50
Bill Pmt -Check	06/06/2022	9285	Joan Kuhn		-72.96	-3,215.46
Bill Pmt -Check	08/09/2022	9430	ID Cards Unlimited		-833.30	-4,048.76
Bill Pmt -Check	09/30/2022	9556	Marie Trzcinski		-510.30	-4,559.06
Bill Pmt -Check	10/18/2022	9608	Teresa Bueti		-124.25	-4,683.31
Bill Pmt -Check	11/15/2022	9648	iPROMOTEu		-805.89	-5,489.20
Bill Pmt -Check	12/20/2022	9719	OverDrive		-4,402.91	-9,892.11
Bill Pmt -Check	02/13/2023	9845	Demco		-349.30	-10,241.41
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...		-1,395.00	-11,636.41
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-11,769.46
Bill Pmt -Check	05/08/2023	10049	Grey House Publishi...		-1,395.00	-13,164.46
Bill Pmt -Check	06/07/2023	10077	Baker & Taylor		-2,302.11	-15,466.57
Bill Pmt -Check	07/17/2023	10205	Robbin Friedman		-60.77	-15,527.34
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-15,552.34
Bill Pmt -Check	08/14/2023	10245	Teresa Bueti		-40.00	-15,592.34
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-15,747.09
Bill Pmt -Check	10/23/2023	10383	Nithya Anand		-6.25	-15,753.34
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-15,821.32
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-15,829.31
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-16,324.01
Bill Pmt -Check	01/22/2024	10555	New Castle Commu...		-300.00	-16,624.01
Bill Pmt -Check	01/22/2024	10552	Mount Kisco Public ...		-3.99	-16,628.00
Bill Pmt -Check	02/23/2024	10633	NawrockiSmith		-3,150.00	-19,778.00
Bill Pmt -Check	02/23/2024	10626	DNR Laboratories		-3,090.00	-22,868.00
Bill Pmt -Check	02/23/2024	10627	Guardian		-3,071.84	-25,939.84
Bill Pmt -Check	02/23/2024	10624	ConEdison		-2,122.67	-28,062.51
Bill Pmt -Check	02/23/2024	10634	OverDrive		-1,998.06	-30,060.57
Bill Pmt -Check	02/23/2024	10640	Randstad		-1,693.64	-31,754.21
Bill Pmt -Check	02/23/2024	10618	Baker & Taylor		-803.59	-32,557.80
Bill Pmt -Check	02/23/2024	10647	WB Mason		-790.69	-33,348.49
Bill Pmt -Check	02/23/2024	10635	Paylocity		-780.29	-34,128.78
Bill Pmt -Check	02/23/2024	10643	Sani-Pro Disposal		-709.62	-34,838.40
Bill Pmt -Check	02/23/2024	10619	Bank of America		-515.39	-35,353.79
Bill Pmt -Check	02/23/2024	10648	Westchester Library ...		-412.00	-35,765.79
Bill Pmt -Check	02/23/2024	10644	Steffi Nossen Schoo...		-300.00	-36,065.79
Bill Pmt -Check	02/23/2024	10623	Christina Shih		-200.00	-36,265.79
Bill Pmt -Check	02/23/2024	10628	James Farley		-200.00	-36,465.79
Bill Pmt -Check	02/23/2024	10638	Playaway Products ...		-194.97	-36,660.76

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

**1001 - Valley- Checking\_6387, Period Ending 02/29/2024**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	02/23/2024	10621	Blackstone Publishing		-158.99	-36,819.75
Bill Pmt -Check	02/23/2024	10642	Robbin Friedman		-156.75	-36,976.50
Bill Pmt -Check	02/23/2024	10625	Daily News		-139.75	-37,116.25
Bill Pmt -Check	02/23/2024	10629	JP McHale		-125.52	-37,241.77
Bill Pmt -Check	02/23/2024	10620	Berger Hardware		-117.00	-37,358.77
Bill Pmt -Check	02/23/2024	10646	Verizon 0001-70		-107.26	-37,466.03
Bill Pmt -Check	02/23/2024	10649	William Costanzo		-100.00	-37,566.03
Bill Pmt -Check	02/23/2024	10631	Midwest Tape		-52.96	-37,618.99
Bill Pmt -Check	02/23/2024	10636	Pitney Bowes		-41.10	-37,660.09
Bill Pmt -Check	02/23/2024	10641	Richard Feingold		-40.00	-37,700.09
Bill Pmt -Check	02/23/2024	10639	Pound Ridge Library		-40.00	-37,740.09
Bill Pmt -Check	02/23/2024	10645	Teresa Bueti		-37.02	-37,777.11
Bill Pmt -Check	02/23/2024	10630	Julie Ann Polasko		-31.47	-37,808.58
Bill Pmt -Check	02/23/2024	10617	Anjelica Ramirez		-22.00	-37,830.58
Bill Pmt -Check	02/23/2024	10622	Catherine Paulsen		-2.99	-37,833.57
Bill Pmt -Check	02/27/2024	10650	Amazon		-3,191.73	-41,025.30
Bill Pmt -Check	02/29/2024	10651	DNR Laboratories		-56,979.23	-98,004.53
Bill Pmt -Check	02/29/2024	10655	NawrockiSmith		-1,347.50	-99,352.03
Bill Pmt -Check	02/29/2024	10653	Randstad		-1,337.02	-100,689.05
Bill Pmt -Check	02/29/2024	10654	Mercy Garland		-23.52	-100,712.57
Total Checks and Payments					-100,712.57	-100,712.57
<b>Deposits and Credits - 2 items</b>						
Deposit	02/06/2024				1,000.00	1,000.00
Deposit	02/23/2024				8.81	1,008.81
Total Deposits and Credits					1,008.81	1,008.81
Total Uncleared Transactions					-99,703.76	-99,703.76
Register Balance as of 02/29/2024					-367,828.55	1,468,608.45
<b>New Transactions</b>						
<b>Checks and Payments - 55 items</b>						
Check	03/07/2024	PRT 3...	Paylocity Payroll		-39,292.94	-39,292.94
Check	03/07/2024	PRT 3/8	Paylocity Taxes		-15,167.67	-54,460.61
Check	03/07/2024	PRT 3...	Paylocity Payroll		-1,512.34	-55,972.95
Bill Pmt -Check	03/18/2024	10676	NYS Employees He...		-41,260.11	-97,233.06
Bill Pmt -Check	03/18/2024	10664	DNR Laboratories		-6,331.00	-103,564.06
Bill Pmt -Check	03/18/2024	10677	OverDrive		-5,932.14	-109,496.20
Bill Pmt -Check	03/18/2024	10685	The New York Times		-3,952.00	-113,448.20
Bill Pmt -Check	03/18/2024	10689	William C Link		-3,675.00	-117,123.20
Bill Pmt -Check	03/18/2024	10668	J.Vasquez Landsc...		-3,600.00	-120,723.20
Bill Pmt -Check	03/18/2024	10679	Randstad		-3,325.78	-124,048.98
Bill Pmt -Check	03/18/2024	10672	NawrockiSmith		-1,800.00	-125,848.98
Bill Pmt -Check	03/18/2024	10678	Paylocity		-1,160.86	-127,009.84
Bill Pmt -Check	03/18/2024	10659	Baker & Taylor		-1,052.78	-128,062.62
Bill Pmt -Check	03/18/2024	10658	Atlantic Westchester		-856.13	-128,918.75
Bill Pmt -Check	03/18/2024	10681	ShelterPoint Life		-603.90	-129,522.65
Bill Pmt -Check	03/18/2024	10682	Solomon R. Guggen...		-500.00	-130,022.65
Bill Pmt -Check	03/18/2024	10656	Amanda Lisk		-375.00	-130,397.65
Bill Pmt -Check	03/18/2024	10662	Bond Schooneck & ...		-335.50	-130,733.15
Bill Pmt -Check	03/18/2024	10657	Atlantic A Program		-330.73	-131,063.88
Bill Pmt -Check	03/18/2024	10673	New Castle-Stanwo...		-300.40	-131,364.28
Bill Pmt -Check	03/18/2024	10666	ECubed		-295.00	-131,659.28
Bill Pmt -Check	03/18/2024	10684	Storm King Art Center		-250.00	-131,909.28
Bill Pmt -Check	03/18/2024	10680	Robbin Friedman		-227.79	-132,137.07
Bill Pmt -Check	03/18/2024	10667	Hartford Steam Boiler		-210.00	-132,347.07
Bill Pmt -Check	03/18/2024	10670	Midwest Tape		-204.34	-132,551.41
Bill Pmt -Check	03/18/2024	10675	NYS Deferred Comp...		-189.88	-132,741.29
Bill Pmt -Check	03/18/2024	10686	Verizon 0001-37		-169.99	-132,911.28
Bill Pmt -Check	03/18/2024	10687	Verizon 0001-75		-129.99	-133,041.27
Bill Pmt -Check	03/18/2024	10663	Dan Long		-100.00	-133,141.27
Bill Pmt -Check	03/18/2024	10683	Stone Barns Center		-65.00	-133,206.27
Bill Pmt -Check	03/18/2024	10669	Katonah Museum of...		-60.00	-133,266.27
Bill Pmt -Check	03/18/2024	10661	Blackstone Publishing		-39.25	-133,305.52
Bill Pmt -Check	03/18/2024	10688	WB Mason		-36.34	-133,341.86
Bill Pmt -Check	03/18/2024	10671	Nalco Water		-23.05	-133,364.91

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

1001 · Valley- Checking\_6387, Period Ending 02/29/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	03/18/2024	10660	Bedford Hills Free Li...		-14.00	-133,378.91
Bill Pmt -Check	03/18/2024	10665	Eastchester Public L...		-13.99	-133,392.90
Bill Pmt -Check	03/18/2024	10690	Yonkers Public Library		-12.99	-133,405.89
Bill Pmt -Check	03/18/2024	10674	North Castle Public ...		-7.00	-133,412.89
Check	03/21/2024	PRT 3...	Paylocity Payroll		-42,212.72	-175,625.61
Check	03/21/2024	PRT 3...	Paylocity Taxes		-15,740.47	-191,366.08
Check	03/21/2024	PRT 3...	Paylocity Payroll		-1,138.12	-192,504.20
Bill Pmt -Check	03/29/2024	10700	NYS Deferred Comp...		-9,325.79	-201,829.99
Bill Pmt -Check	03/29/2024	10702	Randstad		-6,197.38	-208,027.37
Bill Pmt -Check	03/29/2024	10699	New York Power Aut...		-3,930.55	-211,957.92
Bill Pmt -Check	03/29/2024	10695	J.Vasquez Landsca...		-3,600.00	-215,557.92
Bill Pmt -Check	03/29/2024	10694	ConEdison		-3,346.04	-218,903.96
Bill Pmt -Check	03/29/2024	10698	NawrockiSmith		-1,592.50	-220,496.46
Bill Pmt -Check	03/29/2024	10703	Sani-Pro Disposal		-709.62	-221,206.08
Bill Pmt -Check	03/29/2024	10692	Atlantic Tomorrow's ...		-467.00	-221,673.08
Bill Pmt -Check	03/29/2024	10701	Paylocity		-365.54	-222,038.62
Bill Pmt -Check	03/29/2024	10696	Jamie Gordon		-240.00	-222,278.62
Bill Pmt -Check	03/29/2024	10697	Jennifer Daddio		-232.00	-222,510.62
Bill Pmt -Check	03/29/2024	10704	Teresa Bueti		-225.43	-222,736.05
Bill Pmt -Check	03/29/2024	10693	Berger Hardware		-74.65	-222,810.70
Bill Pmt -Check	03/29/2024	10691	Amy Kaprelian		-41.28	-222,851.98
Total Checks and Payments					-222,851.98	-222,851.98
<b>Deposits and Credits - 1 item</b>						
Deposit	03/22/2024				5,911.00	5,911.00
Total Deposits and Credits					5,911.00	5,911.00
Total New Transactions					-216,940.98	-216,940.98
<b>Ending Balance</b>					<b>-584,769.53</b>	<b>1,251,667.47</b>





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

## Director's Report April 2024

### Announcements and Correspondence

- Joan Kuhn and I met with Jill Shapiro, Town Administrator for the Town of New Castle. It was a great first meeting and I am looking forward to collaborating with her moving forward.
- I received a call from a patron who complimented the service he received from Chin-Say Erdrich and Robin Stettinisch on a Sunday afternoon.
- During the earthquake on Friday, April 5th, Staff moved quickly and efficiently to evacuate the building. Julie Ann Polasko, had the brilliance of doing a "Parking Lot Story Time," while everyone was standing around. After no after shocks were felt for 10 minutes, everyone returned to the building.
- On Monday, April 8th, we hosted several programs related to the eclipse and had over 200 people attend programming and view the eclipse in our courtyard. Joan and the Children's Room Staff did an amazing job organizing all of the activities and the rest of the staff were lovely and graceful fielding calls, in person questions directing people to the various things happening in the building. It was a great day and the sense of community and fellowship was strongly felt that day.
- Tuesday, April 9 was National Library Workers Day and Staff was treated to gorgeous flowers and a fruit platter from the Library Board as well as cookies and chocolate. The Staff was very grateful and enjoyed all of it.
- LevittFuirst was able to extend our Director and Officers Insurance to renew in September to coincide with other policies that renew at that time. I've signed the proposal changes form and returned to them.

### Buildings and Grounds

Meetings with Bill Link: Bill, Amy and I will be meeting weekly on Wednesdays to go over the list of building items that need attention.

- Per a conversation with Bill and the B & G committee, I've asked Lothrop for an idea of what a full building assessment would cost. I believe we need to have this in hand in order to create a plan of action for updating the building in order of priority. After we have a sense of the cost, Bill can help create a formal scope of work and then we can proceed from there.
- Bill was able to locate the paperwork from Tremco, the company who repaired the roof in 2021 and it was confirmed that there is a 20 year warranty on the work that was done. We are working to gather information on all work that was done in recent years as well as the documentation from the architectural firms that the Library was in touch with about potential projects to also help us create a plan moving forward.

Ceiling/Roof: Staff noticed a ceiling tile located between the Circulation and Adult Reference Desks that was brown and cracked from water damaged. David Mangual carefully broke the tile and removed the debris to avoid having it possibly fall on someone. Bill Link came by to assess and there appears to be a leak coming from the roof. He has contacted Tremco and is waiting to hear when they will come by for a service call. In the meantime, garbage cans and caution tape are blocking the area affected by this so no one walks underneath.

#### Stratagem:

- Amy and I have requested a meeting with Dean Caplicki to go over everything related to the recent work they have done in the building, from the scope of work to the bills, so that we have a clearer understanding about what the work was, the cost, etc.
- A technician came in to train myself and three other staff members to be able to create card pass keys for employees and there were too many technical problems in order for them to train us. We were sent an email with some basic instructions and Amy and I are going to attempt to create some.

The Atlantic Westchester Maintenance Agreement has been signed and returned so we are set for another year.

## Financials

- Marge has been working on getting all Admin work related to Personnel and Benefits in order and has been doing a great job digging and getting us caught up!
- The 2024-2025 Budget is complete and ready to be presented to the CCSD. The total budget that we are asking for the New Castle Community to vote on is \$3,669,352. ***This will require a Board vote.***

## Personnel

- Susan Polos was hired as a PTA Librarian I and her first day was March 27, 2024. She will be working solely in the Children's Room on an as needed basis. Her hourly rate is \$32.21. ***This will require a Board vote.***
- Amy Kaprelian has been appointed to Staff Assistant provisionally until there is another test for Staff Assistant offered. Her annual salary will be \$65,005. Her first day as a Chappaqua Employee is April 15, 2024. ***This will require a Board vote.***
- I'm waiting to hear back from the Westchester County Department of Human Resources about some additional personnel changes that we'd like to make and will report on any updates as they happen.



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

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

**Programs and attendance**

Date	Program	Attendees
3/1/24	Playcare Pajama and Pancakes (2-4)	60
3/1/24	Song Circle online (0-5)	22
3/1/24	Bouncing Babies (0-2)	24
3/2/24	Saturday Storytime (0-5)	60
3/4/24	Movers and Shakers (0-1)	45
3/4/24	Theater storytime (0-5)	51
3/4/24	Dungeons & Dragons (Gr. 4-6)	6
3/5/24	Free Play for 1s and 2s (1-2)	18
3/6/24	Theater storytime (0-5)	49
3/6/24	Bouncing Babies (0-1)	26
3/7/24	Theater storytime (0-5)	64
3/7/24	Nursery Rhyme Time (2-3)	6
3/7/24	LGBTQ+ Committee Queer Vocab 101 (All ages)	14
3/8/24	Song Circle online (0-5)	14
3/8/24	Bouncing Babies (0-1)	21
3/11/24	Movers and Shakers (0-1)	51
3/11/24	Theater storytime (0-5)	56
3/11/24	Dungeons & Dragons (Gr. 4-6)	6
3/12/24	Free Play for 1s and 2s (1-2)	18
3/13/24	Theater storytime (0-5)	44
3/13/24	Bouncing Babies (0-1)	27
3/13/24	Jr. Garden Club (Gr. K-6)	11
3/13/24	Spicy Sparkle Dragon Blast (Gr. 5-7 with adult)	6



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

3/14/24	Theater storytime (0-5)	51
3/14/24	Nursery Rhyme Time (2-3)	4
3/15/24	Song Circle online (0-5)	19
3/15/24	Bouncing Babies (0-2)	19
3/16/24	Chappaqua Challenge (Gr. 4-6)	8
3/18/24	Movers and Shakers (0-1)	48
3/18/24	Theater storytime (0-5)	55
3/18/24	Series Starters (Gr. 2-3)	2
3/18/24	Dungeons & Dragons (Gr. 4-6)	6
3/19/24	Free Play for 1s and 2s (1-2)	14
3/20/24	Theater storytime (0-5)	37
3/20/24	Bouncing Babies (0-1)	41
3/20/24	Cooking 4 Kids (All ages)	5
3/21/24	Theater storytime (0-5)	77
3/21/24	Nursery Rhyme Time (2-3)	6
3/21/24	Messy Art (2-5)	41
3/22/24	Song Circle online (0-5)	23
3/22/24	Bouncing Babies (0-2)	35
3/25/24	Movers and Shakers (0-1)	68
3/25/24	Theater storytime (0-5)	59
3/25/24	Crafts with Zoya (Gr. K-6)	7
3/25/24	Dungeons & Dragons (Gr. 4-6)	6
3/26/24	Vroom Vroom (2-5)	20
3/27/24	Theater storytime (0-5)	40
3/27/24	Bouncing Babies (0-1)	33
3/27/24	Egg Drop (Gr. 3-6)	16
3/28/24	Theater storytime (0-5)	79



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

3/28/24	Nursery Rhyme Time (2-3)	19
3/28/24	Comics Crew (Gr. 4-6)	3
3/29/24	Song Circle online (0-5)	21
3/29/24	Bouncing Babies (0-2)	28
		1589

### **Professional Development**

JAP: Eclipse Soundscapes & Dark Skies webinar; Eclipse Soundscapes Observer Role Training webinar  
MRG: ReadSquared refresher webinar  
REF: 2024 Power Up: A Leadership Conference For Youth Services Managers & Staff

### **Outreach**

Mercy and Robbin visited Playcare preschool for their annual pancakes and pajamas day, offering storytimes for classes of 2, 3, and 4 year olds.

### **Successes**

We had a great group for our annual Egg Drop program, with six teams designing, testing and reiterating contraptions to protect an egg dropped from eight feet high. The teams learned a lot between the two rounds, improving the success rate from 17% to 67% for the second time attempt. We tried a new project for our regular Messy Art program and had a blast with shaving cream paper marbling. We look forward to doing the program again over the summer when we can spread out to accommodate even more attendees. We started a second series of Dungeons & Dragons for 4-6 graders. Our regular participants have grown as players and learned to support each other throughout the game. Many thanks to our fabulous Dungeon Master, Tony!

### **Kind words from patrons**

"We love everything! Thank you, you're doing an awesome job." –from a patron who attended Zoom Cooking 4 Kids the day before



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

**Young Adult – March 2024**  
**Catherine Paulsen**

---

**Young Adult Programs**

**New displays-Women’s History/ Spring Break reads**

**Babysitting Training**

**St Patrick’s Day Craft-Shamrocks**

**Badminton Tournament**

**Spring Flower styrofoam Stamps**

**Movie Wonka with wonka chocolate bars**

**indoor seed planting**

**Seed sharing**

**Garden planning**

- 

**Volunteer Updates**

**New volunteer , Amelia Gargala HS sophomore**

- 

**Book Ordering**

**I am weeding the YA fiction and replenishing with new books and or replacing books in bad condition.**

- 

**Special Needs Adult Programs**

**Book Club Tuesdays at 2:00. We are planning to watch the movie Wonder when we finish the book. 8 in group with two aides**



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

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

**Denise Mincin**

The staff has been very busy changing our email addresses in the dozens of accounts that we have individually and as the Reference Department.

The **books displays** this month:

March is **National Developmental Disabilities Awareness Month** (DDAM) and many of the books on display were borrowed by patrons.

The **Ireland/St. Patrick's Day** display was a hats off to Irish history.

March is **National Craft Month** and there was a big display of books with various ideas, from *Knit Your Own Dog* to *Origami* to *Earringology*.

### **Community Outreach**

We brought out a display case that had been sitting in storage to the front of the Library near the doors. We were so excited to have many of Jennifer Daddio's beautiful pottery pieces as our first display. Displays are planned with several community organizations to populate the display case on a monthly basis.

### **Social Media**

The Twitter/X post for audiobooks about Women's History Month garnered a lot of attention. Fifteen hundred people saw the post.

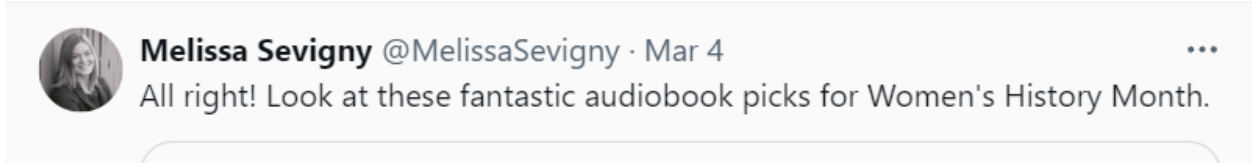
Authors Barbara Butcher *What the Dead Know*, Terry GreeneSterling whose book *Illegal: Life and Death in Arizona's Immigration War Zone* was not even featured in the post, Kate Zernike *The exceptions: Nancy Hopkins, MIT, and the fight for women in science*, and Melissa Sevigny *Brave the Wild River*, all "Liked" the post.

Melissa Sevigny - author of *Brave the Wild River* commented:





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



Kate Zernike shared the post with her followers.

<https://x.com/ChappLib/status/1764734305249435893?s=20>

Then the New Nonfiction Twitter/X post of March 29th had 1,760 views! It was reposted by Sarah McCammon, Political Correspondent @NPR and NYT Bestselling Author, *The Exvangelicals*.

Abrahm Lustgarten - reporter investigating climate @ProPublica and @NYTMag, and author of *On the Move*, Jason De León - Anthropologist and author of *Soldiers and Kings*, and Sarah McCammon all "Liked" the post.

<https://x.com/ChappLib/status/1773730080789024893?s=20>

Professional Dev.	Meetings	Outreach
CPR, NARCAN, AED Training	Board Meeting	Home Delivery
PRH Morning Book Buzz	Reference Staff Meeting	Sustainability Advisory Board meeting re: display
Booklist Spring Book Club Picks	All Staff Meeting	Into the Light/Break the Mold community outreach meeting
Supporting Mental Health in Older Adults with Complex Needs	EDI Meeting	Sustainability Advisory Board display



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

Professional Dev.	Meetings	Outreach
Matchmaking with MacmillanLibrary (recorded)		
Library Boards and Intellectual Freedom (recording)		
Staff PD: Emergency Preparedness		
YA Graphic Novels SLJ		
YA Graphic Novels SLJ Part 2		



## ADULT PROGRAMS REPORT MARCH 2024

March 2024 program	day	date	time	att.	zoom	live	
Spanish Conversation Club	Fri	3/1/2024	11:00 AM	4	0		
Bridge Club	Sat	3/2/2024	10:00 AM	16		0	
Opera Appreciation Club	Mon	3/4/2024	2:00 PM	5		0	
Writing Workshop	Mon	3/4/2024	7:30 PM	7	0		
Mandarin Conversation Club	Tues	3/5/2024	7:00 PM	7	0		
Italian Conversation Club	Wed	3/6/2024	1:00 PM	8		0	
Remarkable Women of Westchester	Thurs	3/7/2024	7:00 PM	26	0		
Spanish Conversation Club	Fri	3/7/2024	11:00 AM	9	0		
Art series: Weaving	Fri	3/8/1934	2:00 PM	21	0		
Bridge Club	Sat	3/9/2023	10:00 AM	17		0	
FPDG-Africa	Mon	3/11/2024	10:00 AM	30			
Opera Appreciation Club	Mon	3/11/2024	2:00 PM	10		0	
What is Women's Work	Tues	3/12/2024	6:30 PM	7	0		
Mandarin Conversation Club	Tues	3/12/2024	7:00 PM	8	0		
Italian Conversation Club	Wed	3/13/2023	1:00 PM	5		0	
Those Bombastic Blonde Bombshel	Wed	3/13/2024	11:00 AM	11	0		
Book Lovers	Thur	3/14/2024	1:00 PM	7	0		
Spanish Conversation Club	Fri	3/15/2023	11:00 AM	4	0		
Bridge Club	Sat	3/16/2024	10:00 AM	12		0	
Opera Appreciation Club	Mon	3/18/2024	2:00 PM	4		0	
BBYNR	Mon	3/18/2024	2:00 PM	12			
Mandarin Conversation Club	Tues	3/19/2024	7:00 PM	9	0		
Italian Conversation Club	Wed	3/20/2024	2:00 PM	11		0	
Great Books BD	Wed	3/20/2024	7:00 PM	12		0	
Spanish Conversation Club	Fri	3/22/2024	11:00 AM	7	0		
Art Series: Jennifer Holzer	Fri	3/24/2024	2:00 PM	21	0		
Bridge Club	Sat	3/23/2024	10:00 AM	14		0	
FPDG-China & South Seas	Mon	3/25/2024	10:00 AM	86	0		
Mandarin Conversation Club	Tues	3/26/2024	7:00 PM	7	0		
The Crossing, B. Goldfarb. Author	Wed	3/27/2024	7:00 PM	100	0		
Author talk: Art in Flower	Thur	3/28/2004	7:00 PM	93	0		
Bridge Club	Sat	3/30/2024	10:00 AM	16		0	



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

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

March brought expected volume with regard to circulation and foot traffic. Two potential disruptions passed without note. The first was the grand purge of expired patrons conducted by WLS. Inactive patrons were notified via email, and many called or came in to renew their accounts. Old accounts were put into an “inactive” status and will be deleted after 30 days. WLS will continue this process on an ongoing basis. Covid closures were the reason this had not happened for several years.

Staff emails were migrated from @wlsmail.org to @chappaqualibrary.org. This transition was relatively easy, but it will take time to make sure all internal and external communications are working correctly.

Personnel: The Employee Cost of Health Care report was completed for 2023 and past years going back to 2020. Health care billing was brought up to date.

Month	Fines	L&P
July 2023	\$573.10	\$121.84
August 2023	\$917.13	\$400.85
Sept 2023	\$763.66	\$371.47
Oct 2023	\$625.13	\$306.82
Nov 2023	\$789.86	\$308.79
Dec 2023	\$522.36	\$108.95
Jan 2024	\$729.81	\$216.90
Feb 2024	\$879.02	\$187.91
March 2024	\$721.68	\$361.57
April 2024		
May 2024		
June 2024		
<b>TOTAL</b>	<b>\$6,521.75</b>	<b>\$2,385.10</b>

**March Meetings/Events:**  
 March 7 All Staff Meeting  
 March 12 Circulation Committee Meeting  
 March 14 Staff Training: CPR and Narcan  
 March 20 WLS Tech Meeting  
 March 21 Staff Training: Preparedness  
 March 28 Circ Challenge

**WLS STATS - ITEMS AND PATRONS**  
 In-building Circulation: 17022  
 Loans sent to other libraries: 2555  
 Loans received from other libraries: 1962  
 New library cards: 87  
 Items added to collection: 588  
 Items removed from collection: 668



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

CHAPPAQUA LIBRARY USAGE STATS FOR MAR 2024								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					432	563	Patrons	
					479	1095	Chkout/Ren	
					644	814	Check ins	
					93	107	Holds	
					19	29	Unwanted Hlds	
3	4	5	6	7	8	9		
248	419	402	392	380	329	389	Patrons	
427	594	379	423	491	409	857	Chkout/Ren	
334	623	373	577	498	454	662	Check ins	
49	81	75	81	95	85	99	Holds	
22	15	8	21	15	19	12	Unwanted Hlds	
10	11	12	13	14	15	16		
240	451	357	460	382	124	631	Patrons	
626	408	608	602	562	380	674	Chkout/Ren	
499	522	628	634	574	420	597	Check ins	
37	91	90	113	96	49	98	Holds	
17	20	4	20	23	28	23	Unwanted Hlds	
17	18	19	20	21	22	23		
245	431	357	477	479	148	568	Patrons	
396	571	517	470	640	547	917	Chkout/Ren	
368	595	573	564	523	633	896	Check ins	
32	70	109	60	119	96	88	Holds	
19	56	13	16	18	8	15	Unwanted Hlds	
24	25	26	27	28	29	30		
242	491	402	460	457	432	365	Patrons	
494	566	402	405	708	535	746	Chkout/Ren	
445	552	481	510	608	527	836	Check ins	
53	86	84	81	118	74	66	Holds	
9	22	10	20	18	17	15	Unwanted Hlds	
31								
0	Back door (Tech work for Theatre Renovation)					N/A	Patrons	
50							Chkout/Ren	
50							Check ins	
0							Holds	
1							Unwanted Hlds	
2023	Patrons	2024	Patrons	Ckout/Ren	Check in	Holds	Unwanted Hlds	Circulation**
Jan(29 days)	9608	Jan(28 days)	11348*	15,797	14,622	2,680	528	18,726
Feb(27 days)	9715*	Feb(27 days)	10510*	15,909	15,168	2,413	493	18,432
Mar(31 days)	11016*	Mar(30 days)	11,753	16,928	16,964	2,475	552	19,577
April(30 days)	11209*							
May(29 days)	8867							
June(28 days)	11833*							
July(25 days)	10943*							
August(26 days)	11761*							
Sept(27 days)	10430*							
Oct(30 days)	9496							
Nov(27 days)	10649							
Dec(28 days)	10,389							

\*includes backdoor

\*\*from WLS dashboard (includes CHA items sent to other libraries)



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

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

March brought expected volume with regard to circulation and foot traffic. Two potential disruptions passed without note. The first was the grand purge of expired patrons conducted by WLS. Inactive patrons were notified via email, and many called or came in to renew their accounts. Old accounts were put into an “inactive” status and will be deleted after 30 days. WLS will continue this process on an ongoing basis. Covid closures were the reason this had not happened for several years.

Staff emails were migrated from @wlsmail.org to @chappaqualibrary.org. This transition was relatively easy, but it will take time to make sure all internal and external communications are working correctly.

Personnel: The Employee Cost of Health Care report was completed for 2023 and past years going back to 2020. Health care billing was brought up to date.

Month	Fines	L&P
July 2023	\$573.10	\$121.84
August 2023	\$917.13	\$400.85
Sept 2023	\$763.66	\$371.47
Oct 2023	\$625.13	\$306.82
Nov 2023	\$789.86	\$308.79
Dec 2023	\$522.36	\$108.95
Jan 2024	\$729.81	\$216.90
Feb 2024	\$879.02	\$187.91
March 2024	\$721.68	\$361.57
April 2024		
May 2024		
June 2024		
<b>TOTAL</b>	<b>\$6,521.75</b>	<b>\$2,385.10</b>

**March Meetings/Events:**  
 March 7 All Staff Meeting  
 March 12 Circulation Committee Meeting  
 March 14 Staff Training: CPR and Narcan  
 March 20 WLS Tech Meeting  
 March 21 Staff Training: Preparedness  
 March 28 Circ Challenge

**WLS STATS - ITEMS AND PATRONS**  
 In-building Circulation: 17022  
 Loans sent to other libraries: 2555  
 Loans received from other libraries: 1962  
 New library cards: 87  
 Items added to collection: 588  
 Items removed from collection: 668



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

CHAPPAQUA LIBRARY USAGE STATS FOR MAR 2024								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					432	563	Patrons	
					479	1095	Checkout/Ren	
					644	814	Check ins	
					93	107	Holds	
					19	29	Unwanted Hlds	
3	4	5	6	7	8	9		
248	419	402	392	380	329	389	Patrons	
427	594	379	423	491	409	857	Checkout/Ren	
334	623	373	577	498	454	662	Check ins	
49	81	75	81	95	85	99	Holds	
22	15	8	21	15	19	12	Unwanted Hlds	
10	11	12	13	14	15	16		
240	451	357	460	382	124	631	Patrons	
626	408	608	602	562	380	674	Checkout/Ren	
499	522	628	634	574	420	597	Check ins	
37	91	90	113	96	49	98	Holds	
17	20	4	20	23	28	23	Unwanted Hlds	
17	18	19	20	21	22	23		
245	431	357	477	479	148	568	Patrons	
396	571	517	470	640	547	917	Checkout/Ren	
368	595	573	564	523	633	896	Check ins	
32	70	109	60	119	96	88	Holds	
19	56	13	16	18	8	15	Unwanted Hlds	
24	25	26	27	28	29	30		
242	491	402	460	457	432	365	Patrons	
494	566	402	405	708	535	746	Checkout/Ren	
445	552	481	510	608	527	836	Check ins	
53	86	84	81	118	74	66	Holds	
9	22	10	20	18	17	15	Unwanted Hlds	
31								
0	Back door (Tech work for Theatre Renovation)					N/A	Patrons	
50							Checkout/Ren	
50							Check ins	
0							Holds	
1							Unwanted Hlds	
2023	Patrons	2024	Patrons	Ckout/Ren	Check in	Holds	Unwanted Hlds	Circulation**
Jan(29 days)	9608	Jan(28 days)	11348*	15,797	14,622	2,680	528	18,726
Feb(27 days)	9715*	Feb(27 days)	10510*	15,909	15,168	2,413	493	18,432
Mar(31 days)	11016*	Mar(30 days)	11,753	16,928	16,964	2,475	552	19,577
April(30 days)	11209*							
May(29 days)	8867							
June(28 days)	11833*							
July(25 days)	10943*							
August(26 da)	11761*							
Sept(27 days)	10430*							
Oct(30 days)	9496							
Nov(27 days)	10649							
Dec(28 days)	10,389							

\*includes backdoor

\*\*from WLS dashboard (includes CHA items sent to other libraries)