<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
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<td>• 7/1: Beginning of fiscal year&lt;br&gt;• Onboarding of new trustees&lt;br&gt;• RC/SP: Delivery of retiree data to Danziger Markoff to prepare GASB 75 report for PKFOD&lt;br&gt;• 1st advance payment from CCSD</td>
<td>• Danziger Markoff to begin work on GASB 75 report&lt;br&gt;• NS: Financial training for Board&lt;br&gt;• 2nd advance payment from CCSD&lt;br&gt;• LD LRS Plan progress report</td>
<td>• 3rd advance payment from CCSD&lt;br&gt;• Danziger Markoff to provide GASB 75 report to PKFOD&lt;br&gt;• PKFOD to begin audit&lt;br&gt;• Q3 LD Performance Appraisal (Informal)&lt;br&gt;• 9/9/2023: New Castle Community Day&lt;br&gt;• 9/30/2023: Chappaqua Children’s Book Festival</td>
<td>• Balance of 1st half payment from CCSD&lt;br&gt;• LD to request budgets from Dept Heads</td>
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<tr>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
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<td>• LD LRS Plan progress report&lt;br&gt;• LD to review budget requests with Dept Heads</td>
<td>• 2nd half payment from CCSD&lt;br&gt;• YE LD Performance Appraisal (Formal)&lt;br&gt;• LD to review budget requests with Dept Heads&lt;br&gt;• Board approval of salary guidelines for budget</td>
<td>• New officer slate&lt;br&gt;• Special Mtg: LD presentation of 1st draft Budget&lt;br&gt;• PKFOD presentation of draft audit for Board approval&lt;br&gt;• Final audit to be posted to website</td>
<td>• LD LRS Plan progress report&lt;br&gt;• Special Mtg: LD presentation of draft Annual Report&lt;br&gt;• Special Mtg: LD presentation of 2nd draft Budget</td>
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<tr>
<th>MARCH</th>
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<th>MAY</th>
<th>JUNE</th>
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<td>• NYS Annual Report due to WLS&lt;br&gt;• Election nominating petition info due to District Clerk (#of seats, terms)&lt;br&gt;• Trustee flyer on website&lt;br&gt;• Board approval of final draft proposed budget (3/31/2023)&lt;br&gt;• LD delivery of draft budget to District Clerk&lt;br&gt;• Board approval of draft community mailer for printer</td>
<td>• 4/7 – 4/13/2024: National Library week&lt;br&gt;• Election nominating petitions due to District Clerk from candidates (4/17/2023)&lt;br&gt;• LD presentation of slides and verbal rehearsal of CCSD BOE budget hearing pres. to President and Finance Officer&lt;br&gt;• Final slide pres. to District Clerk (4/31/2023)</td>
<td>• LD LRS Plan progress report&lt;br&gt;• 5/1/2024: CCSD BOE Mtg: LD Budget Hearing presentation to community&lt;br&gt;• 5/2/2024: Community mailing of: 1) Proposed annual budget and 2) Annual Report&lt;br&gt;• 5/21/2024: Election: Vote on proposed tax levy and trustees&lt;br&gt;• Friends Book Sale (5/15 – 5/19/2023)&lt;br&gt;• Library tour for new trustee(s)&lt;br&gt;• LD/BoT to march in Memorial Day parade</td>
<td>• Board approval of final budget&lt;br&gt;• Final budget for coming year to be posted to website&lt;br&gt;• Danziger Markoff to send informational requirements to LD to begin work on GASB 75 report&lt;br&gt;• Prepare onboarding of new trustees&lt;br&gt;• 6/30: End of fiscal year</td>
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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

2/8/2022