



AGENDA

The Chappaqua Library

Board of Trustees Regular Meeting

Monday November 18, 2024, 7pm

Chappaqua Library Theater

Hybrid format: In-person and by videoconference

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

Presiding Officer: 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 October 21, 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 September **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, October 21, 2024, 6:30 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:
Pam Moskowitz, 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):		
Brian Cook, Vice President		

I. CALL EXECUTIVE MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 6:30pm in the Library Director's office.
- B. Discussion of potential modification of NawrockiSmith services.
- C. Discussion of change in officer roles effective January 2025. P. Moskowitz volunteered to remain as President. J.Fahey complemented her service but urged each Trustee to serve as President due to the benefits of the experience and the reduced time commitment due to the strength of our Library Director, Assistant Director and Library Director's assistant management team.
- D. Reminder on Trustee training.

II. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:00pm, confirmed a quorum and identified the Emergency Exits and the Board recited the Pledge of Allegiance.
- B. Jennifer Coulter, the Library Director for Pound Ridge Library and the Head of Children's Services for the Irvington Library were welcomed as guests.

III. APPROVAL OF THE ORDER OF THE AGENDA

- A. As per the Executive Meeting discussion it was agreed that an additional Finance motion would be made.

IV. PUBLIC COMMENTS

- A. No public comments were made.

V. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the September 23, 2024 Regular Meeting

MOTION: It was moved that the Board approve the **Minutes of the September 23, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: J. Harrison

Discussion: none

In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz - *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 **September 2024 Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack Second by: P. Moskowitz

Discussion: J. Daddio has clarified for NawrockiSmith that our Library does not use purchase orders. However, the Library Director reviews and signs all invoices.

It was noted that 11 checks remain outstanding but J. Daddio noted that some people don't cash checks timely.

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

Against:

Abstained:

- B. NawrockiSmith duties revision.

MOTION: It was moved that the Board authorize the Library Director to reduce the NawrockiSmith on-site visits from monthly (as initiated in 10/2023 to conduct bookkeeping activities not addressed by the prior Library Director's management team) to quarterly, effective immediately.

Motion by: G. Benack

Second by: J. Fahey

Discussion: J. Daddio believes that NawrockiSmith agrees that the Library has demonstrated progress in its bookkeeping practices and processes. The next onsite visit will now be in January 2025. It was clarified that monthly Treasurer's reports will still be provided but the monthly onsite activities specified as:

- Credit Card utilization and supporting documents
- Test purchasing, disbursements and claim supporting documents
- Test payroll transactions
- Test cash receipts/handling
- Test HR files
- Test Leave accruals, Vacation
- Other as needed.

in October 2023 for an additional \$1,350 per month are no longer needed with such frequency due to the capabilities of the J. Daddio led management team.

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

Against:

Abstained:

IX. **PRESIDENT'S REPORT** –P.Moskowitz

- Lothrop (architect firm selected for Building Assessment and design for Children's Area) meeting held, attended by G.Benack, J. Harrison, P. Moskowitz of Trustees.
- NYS construction grant funds received for Theater Equipment Upgrade (as previously announced in 2023)
- September 28, 2024: Library staff assisted with the Chappaqua Children's Book Festival
- All 23 Library policies are now reviewed, and revised and updated as needed, over the last 3 years as a stated goal of the 2022 Long-Range Strategic Plan
- Employee Handbook modifications proposed further to work of committee in 2023 and 3 Trustees will meet with J.Daddio and team on November 5, 2024 to review and discuss. Possible November 2024 Motion.

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

- \$10,769 bullet aid secured with assistance from NYS Senator Pete Harckham. Likely not applicable to Children's Area re-design.
- Circulation Department noted appreciation for Thursday morning monthly meetings to foster collaboration.
 - 1st Thursday of month: All-Staff meeting
 - 2nd Thursday of month: Staff Training
 - 3rd Thursday of month: Dept Meeting
 - 4th Thursday of month: Staff Training
 - 5th Thursday of month (when applicable): Group get-together
- Facilities Use Policy rewrite reviewed with all department heads
- R Goodnough painting over Theater entrance will be moved to main Library over periodicals. J.Fahey: Same artist as for the red sculpture out front.
- Personnel separations: Ben Millerman and Aimee Gutierrez, both wished well.
- J. Harrison: Bees? J. Daddio: Began appearing in Children's Area. Openings in façade visible from roof. Actually had to close the Children's Area for a period. (Librarians posted at entrance and retrieved needed books.) McHale addressed.
- J. Vasquez will secure and plant a magnolia tree near the Library front entrance in the empty corner, for \$750.
- G. Benack questioned the potential expense for revised lighting above the Children's Area Reference Desk. Discussed needed lighting modifications in Children's Area.

XI. **COMMITTEE REPORTS**

A. **Standing Committees:**

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

- Nothing additional.

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

MOTION: It was moved that the Board authorize the Library Director to **transfer any Library owned artwork not currently on display** to the New Castle Historical Society for safekeeping and exhibition.

- Motion by: J. Fahey
- Second by: P. Moskowitz
- Discussion: P. Moskowitz: Other artwork? J. Daddio: large American Indian art piece previously discussed by the Board, found to be objectionable and agreed to be disposed.
- In favor: G. Benack, J. Fahey, J. Harrison, P. Moskowitz - *unanimous*
- Against:
- Abstained:

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

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

MOTION: It was moved that the Board authorize the Library Director to proceed with the **revised Facilities Use Policy** as drafted.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: J. Harrison noted the importance of policies as stressed in a training he attended. P. Moskowitz: Blending 3 policies into one? J. Daddio: Yes. J. Harrison: What if a highly objectionable group or cause sought access? Can we decline?. J. Daddio: Yes. Example: Excellent “Careers in STEM” presentation this weekend but declining future high school projects due to *extensive* staff time required.

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

Against:

Abstained:

B. Ad-hoc Committees:

i. **Communications Committee** – P. Moskowitz for B. Cook

- Nothing to report.

XIV. NEXT STEPS / RESPONSIBILITIES

None noted.

XV. NEXT MEETING:

- November 5, 2024, 3:30pm - Special Meeting: Review of Employee Handbook proposed changes
- November 18, 2024, 7:00 pm – Regular Meeting in the Library Theater

XVI. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 7:33 pm.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

In favor: G. Benack, 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

Chappaqua Central School District Public Library

Monthly Treasurer's Report

October 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants





Treasurer's Report for October 2024
Meeting Date: November 18, 2024

We have prepared the October 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, October 2024:

- Revenue Collected – 50.00% of the School District Tax Levy planned revenue has been collected and approximately \$20,027.00 in excess planned revenue collected from other sources.
- Expenses – 29.53% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of October 31, 2024.

- Total Assets: \$2,668,293
- See Page 5 for Assets, Liabilities and Fund Balance summary

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

We have prepared the bank reconciliations for the Library's related bank statements for October 2024. The bank accounts for all funds have been reconciled to the Library's books. The first half balance of the tax levy was collected on October 10th. The second half balance will be on December 10th. There are 13 checks that are outstanding totaling \$8,752. The Library should continue to contact the vendors and reissue payment if needed. We performed the monthly testing in October 2024. The summary of our observations are below. Starting in January NS monthly testing will be performed quarterly.

Sincerely,
Nawrocki Smith LLP
Treasurer

Chappaqua Central School District Public Library
Treasurer's Report Summary
October 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	\$ 1,808,551.00	\$ (1,808,551.00)	50.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 191.00	\$ (59.00)	76.40%
.4110	Fines	\$ 13,000.00	\$ 13,000.00	\$ 4,341.47	\$ (8,658.53)	33.40%
.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	\$ 31,618.71	\$ (3,381.29)	90.34%
.4130	Lost and Paid	\$ -	\$ -	\$ 39.99	\$ 39.99	100.00%
.4140	Theater Rentals	\$ -	\$ -	\$ 50.00	\$ 50.00	100.00%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 3,508.43	\$ 3,508.43	100.00%
	Fund Balance/Reserves	\$ -	\$ -	\$ -	\$ -	
	Various Other Income	\$ -	\$ -	\$ 20,026.63	\$ 20,026.63	100.00%
	Total Revenues	\$ 3,669,352.00	\$ 3,669,352.00	\$ 1,873,387.23	\$ (1,795,964.77)	51.05%

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	\$ 560,525.13	\$ (1,336,951.87)	29.54%
Benefits						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 80.20	\$ (903.80)	8.15%
.6120	Health Insurance 5)	\$ 532,036.00	\$ 532,036.00	\$ 197,728.81	\$ (334,307.19)	37.16%
.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	\$ 5,180.52	\$ (232,220.48)	2.18%
.6110	Social Security/FICA	\$ 124,878.00	\$ 124,878.00	\$ 38,061.27	\$ (86,816.73)	30.48%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ -	\$ (15,000.00)	0.00%
Library Materials				\$ -		
.7100	Books	\$ 83,600.00	\$ 83,600.00	\$ 21,781.43	\$ (61,818.57)	26.05%
.7250	Electronic Materials	\$ 76,000.00	\$ 76,000.00	\$ 25,613.23	\$ (50,386.77)	33.70%
.7310	Periodicals	\$ 13,710.00	\$ 13,710.00	\$ 3,176.40	\$ (10,533.60)	23.17%
.7400	Recordings	\$ 21,714.00	\$ 21,714.00	\$ 3,121.45	\$ (18,592.55)	14.38%
Operating Expenses				\$ -		
.8010	Building Maint. & Repair	\$ 49,300.00	\$ 49,300.00	\$ 6,683.98	\$ (42,616.02)	13.56%
.8020	Building Service Contracts 2)	\$ 84,180.00	\$ 84,180.00	\$ 46,079.09	\$ (38,100.91)	54.74%
.8070	Custodial Supplies	\$ 11,000.00	\$ 11,000.00	\$ 3,159.84	\$ (7,840.16)	28.73%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 21,201.57	\$ (40,798.43)	34.20%
.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	\$ 257.01	\$ (22,042.99)	1.15%
.9310	Insurance 1)	\$ 29,000.00	\$ 29,000.00	\$ 37,889.59	\$ 8,889.59	130.65%
.9110	IT & Support 3)	\$ 105,792.00	\$ 105,792.00	\$ 54,751.26	\$ (51,040.74)	51.75%
.9490	Misellaneous Expense			\$ 321.92		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 5,265.52	\$ (14,234.48)	27.00%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 1,067.99	\$ (6,362.01)	14.37%
.9430	Printing	\$ 12,370.00	\$ 12,370.00	\$ 2,048.20	\$ (10,321.80)	16.56%
.9210	Professional Fees	\$ 109,946.00	\$ 109,946.00	\$ 16,915.82	\$ (93,030.18)	15.39%
.9600	Programs	\$ 33,100.00	\$ 33,100.00	\$ 6,459.19	\$ (26,640.81)	19.51%
.8060	Sewer Taxes	\$ 7,018.00	\$ 7,018.00	\$ -	\$ (7,018.00)	0.00%
.9445	Staff & Board Development	\$ 12,250.00	\$ 12,250.00	\$ 1,306.20	\$ (10,943.80)	10.66%
.9330	Telephone & Internet 4)	\$ 6,174.00	\$ 6,174.00	\$ 3,474.80	\$ (2,699.20)	56.28%
.9440	Travel	\$ 2,000.00	\$ 2,000.00	\$ 199.16	\$ (1,800.84)	9.96%
.8080	Water	\$ 2,000.00	\$ 2,000.00	\$ 548.80	\$ (1,451.20)	27.44%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement- exp	\$ -	\$ -	\$ 4,453.60	\$ 4,453.60	100.00%
	Total Expenditures	\$ 3,669,352.00	\$ 3,669,352.00	\$ 1,083,497.83	\$ (2,585,854.17)	29.53%

Fund Net Income: Fiscal Year to Date

\$ 789,889.40

Budget to Actual Notes:

4 Months = 33.33% of the year

- 1) **Insurance (.9310)** - Yearly insurance payments were made in October
- 2) **Building Service Contracts (.8020)** - NS recommends monitoring expense code
- 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	31-Oct-23	31-Oct-24
Valley - Checking	\$ 1,002,287.71	\$ 1,192,709.83
Valley - Money Market	\$ 1,031,148.65	\$ 1,090,893.66
Valley - MMA Capital	\$ 313,179.75	\$ 325,184.96
ICS - Checking	\$ -	\$ -
ICS - Money Market	\$ -	\$ -
ICS - MMA Capital	\$ -	\$ -
Other Current	\$ 61,917.36	\$ 59,504.94
Total Assets	\$ 2,408,533.47	\$ 2,668,293.39
Accounts Payable	\$ 5,631.81	\$ 2,985.06
Other Current	\$ 350,839.41	\$ 355,875.00
Total Liabilities	\$ 356,471.22	\$ 358,860.06
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	\$ 781,730.82	\$ 789,889.40
Total Equity	\$ 2,052,062.25	\$ 2,309,433.33
Total Liabilities & Equity	\$ 2,408,533.47	\$ 2,668,293.39

Payroll – 10 transactions were tested for the 9/20/24 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 September 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:

- 2 of the 10 transactions did not have approval signatures

Purchasing Card – 80 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:

- 8 of the transactions did not have approval signatures
- 8 of the transactions had insufficient supporting 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
October 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	10/04/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-3,915.08
Bill	10042...	10/04/2024		6170 · Retirement Expense	-3,915.08	3,915.08
TOTAL					-3,915.08	3,915.08
Bill Pmt -Check	ACH	10/04/2024	Paylocity	1001 · Valley- Checking_6387		-207.51
Bill	11256...	10/04/2024		6190 · Payroll Expenses	-207.51	207.51
TOTAL					-207.51	207.51
Bill Pmt -Check	ACH	10/09/2024	AFLAC	1001 · Valley- Checking_6387		-242.10
Bill	490575	09/28/2024		2250 · 457(b) Withholding	-242.10	242.10
TOTAL					-242.10	242.10
Bill Pmt -Check	ACH	10/18/2024	NYS Deferred Comp...	1001 · Valley- Checking_6387		-3,563.44
Bill	10182...	10/15/2024		2250 · 457(b) Withholding	-3,563.44	3,563.44
TOTAL					-3,563.44	3,563.44
Bill Pmt -Check	ACH	10/18/2024	Paylocity	1001 · Valley- Checking_6387		-362.84
Bill	11258...	10/18/2024		6190 · Payroll Expenses	-362.84	362.84
TOTAL					-362.84	362.84
Bill Pmt -Check	ACH	10/28/2024	Valley Bank CARD ...	1001 · Valley- Checking_6387		-5,546.08
Bill	10182...	10/18/2024		7150 · Books - Juvenile	-481.41	481.41
				9630 · Childrens Programming	-59.11	59.11
				8070 · Custodial Supplies	-95.20	95.20
				7460 · Recordings - Juvenile DVD	-7.97	7.97
				9810 · Friends Reimbursement - exp	-82.44	82.44
				7110 · Books - Adult Fiction	-466.99	466.99
				7120 · Books - Adult Non-Fiction	-91.37	91.37
				7140 · Books - Adult Learn	-137.38	137.38
				9410 · Office Supplies	-26.77	26.77
				7430 · Recordings - Adult DVD	-6.80	6.80
				7130 · Books - Adult - JIC	-80.53	80.53
				7310 · Periodicals	-414.00	414.00
				7310 · Periodicals	-463.99	463.99
				7310 · Periodicals	-44.98	44.98
				9430 · Printing and Reproduction	-469.50	469.50
				7310 · Periodicals	-526.50	526.50
				9110 · Westlynx / Technology	-1,249.70	1,249.70
				9110 · Westlynx / Technology	-60.00	60.00
				9110 · Westlynx / Technology	-383.68	383.68
				9411 · Library Supplies	-397.76	397.76
TOTAL					-5,546.08	5,546.08
Bill Pmt -Check	ACH	10/28/2024	Pitney Bowes	1001 · Valley- Checking_6387		-137.61
Bill	33197...	10/28/2024		9420 · Postage and Shipping	-137.61	137.61
TOTAL					-137.61	137.61
Bill Pmt -Check	ACH	10/31/2024	AFLAC	1001 · Valley- Checking_6387		-242.10
Bill	0903202	09/03/2024		6120 · Health Insurance	-242.10	242.10
TOTAL					-242.10	242.10
Bill Pmt -Check	ACH	10/31/2024	Guardian	1001 · Valley- Checking_6387		-1,968.99
Bill	10162...	10/09/2024		6120 · Health Insurance	-1,968.99	1,968.99

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-1,968.99	1,968.99
Check	PRT 1...	10/03/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-17,536.97
				2210 · Federal Withholding Tax	-4,929.08	4,929.08
				6110 · FICA / Medicare	-9,994.53	9,994.53
				2220 · NY State Withholding Tax	-2,428.44	2,428.44
				2230 · NY City Withholding Tax	-184.92	184.92
TOTAL					-17,536.97	17,536.97
Check	PRT 11	10/22/2024	NYS Retirement	1001 · Valley- Checking_6387		-1,403.82
				6170 · Retirement Expense	-1,403.82	1,403.82
TOTAL					-1,403.82	1,403.82
Check	PRT 1...	10/17/2024	Paylocity Taxes	1001 · Valley- Checking_6387		-17,312.38
				2210 · Federal Withholding Tax	-4,875.40	4,875.40
				6110 · FICA / Medicare	-9,852.77	9,852.77
				2220 · NY State Withholding Tax	-2,411.90	2,411.90
				2230 · NY City Withholding Tax	-172.31	172.31
TOTAL					-17,312.38	17,312.38
Check	PRT 1...	10/03/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-45,449.83
				6010 · Salaries - Librarians	-40,159.47	40,159.47
				6020 · Salaries - Clerks	-27,667.69	27,667.69
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-1,318.38	1,318.38
				2210 · Federal Withholding Tax	4,929.08	-4,929.08
				6110 · FICA / Medicare	4,997.29	-4,997.29
				2220 · NY State Withholding Tax	2,428.44	-2,428.44
				2230 · NY City Withholding Tax	184.92	-184.92
				6150 · Disability Expense	53.04	-53.04
				2250 · 457(b) Withholding	3,915.08	-3,915.08
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	720.85	-720.85
				1001 · Valley- Checking_6387	2,394.90	-2,394.90
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	250.00	-250.00
TOTAL					-45,449.83	45,449.83
Check	PRT10...	10/17/2024	Paylocity Payroll	1001 · Valley- Checking_6387		-45,145.70
				6010 · Salaries - Librarians	-40,196.50	40,196.50
				6020 · Salaries - Clerks	-26,850.98	26,850.98
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-1,172.27	1,172.27
				2210 · Federal Withholding Tax	4,875.40	-4,875.40
				6110 · FICA / Medicare	4,926.35	-4,926.35
				2220 · NY State Withholding Tax	2,411.90	-2,411.90
				2230 · NY City Withholding Tax	172.31	-172.31
				6150 · Disability Expense	53.07	-53.07
				2250 · 457(b) Withholding	3,563.44	-3,563.44
				6120 · Health Insurance	5,981.42	-5,981.42
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	682.97	-682.97
				1001 · Valley- Checking_6387	2,316.50	-2,316.50
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	250.00	-250.00
TOTAL					-45,145.70	45,145.70
Bill Pmt -Check	11057	10/16/2024	Angel Velasquez	1001 · Valley- Checking_6387		-350.00
Bill	10112...	10/11/2024		9600 · Program Expenses	-350.00	350.00
TOTAL					-350.00	350.00

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11058	10/16/2024	Assa Abloy	1001 · Valley- Checking_6387		-295.57
Bill	SCI78...	10/07/2024		8010 · Building Maintenance & Repairs	-295.57	295.57
TOTAL					-295.57	295.57
Bill Pmt -Check	11059	10/16/2024	Baker & Taylor	1001 · Valley- Checking_6387		-5,988.70
Bill	50191...	09/30/2024		7150 · Books - Juvenile	-11.62	11.62
Bill	50191...	09/30/2024		7150 · Books - Juvenile	-201.09	201.09
Bill	50191...	09/30/2024		7150 · Books - Juvenile	-15.64	15.64
Bill	50191...	09/30/2024		7150 · Books - Juvenile	-62.40	62.40
Bill	50190...	09/30/2024		7150 · Books - Juvenile	-26.86	26.86
Bill	50190...	09/30/2024		7150 · Books - Juvenile	-33.86	33.86
Bill	50190...	09/30/2024		7150 · Books - Juvenile	-52.36	52.36
Bill	50191...	09/30/2024		7150 · Books - Juvenile	-52.02	52.02
Bill	50191...	10/07/2024		7150 · Books - Juvenile	-11.84	11.84
Bill	50191...	10/07/2024		7150 · Books - Juvenile	-171.31	171.31
Bill	50190...	10/07/2024		7150 · Books - Juvenile	-45.77	45.77
Bill	50190...	10/07/2024		7140 · Books - Adult Learn	-26.78	26.78
				7120 · Books - Adult Non-Fiction	-58.61	58.61
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-42.55	42.55
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-75.60	75.60
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-211.54	211.54
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-176.40	176.40
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-81.25	81.25
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-267.44	267.44
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-24.59	24.59
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-234.19	234.19
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-110.51	110.51
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-6.62	6.62
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-95.53	95.53
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-15.07	15.07
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-215.96	215.96
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-38.24	38.24
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-207.23	207.23
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-89.74	89.74
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-115.58	115.58
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-18.55	18.55
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-6.01	6.01
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-95.56	95.56
Bill	50190...	10/07/2024		7120 · Books - Adult Non-Fiction	-215.78	215.78
Bill	50191...	10/08/2024		7120 · Books - Adult Non-Fiction	-534.76	534.76
				7140 · Books - Adult Learn	-10.19	10.19
Bill	50190...	10/08/2024		7110 · Books - Adult Fiction	-106.33	106.33
Bill	50191...	10/08/2024		7110 · Books - Adult Fiction	-36.54	36.54
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-307.73	307.73
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-100.85	100.85
Bill	50190...	10/11/2024		7110 · Books - Adult Fiction	-83.75	83.75
Bill	50190...	10/11/2024		7110 · Books - Adult Fiction	-92.82	92.82
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-113.59	113.59
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-104.67	104.67
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-168.60	168.60
Bill	50191...	10/11/2024		7110 · Books - Adult Fiction	-38.43	38.43
Bill	50190...	10/11/2024		7120 · Books - Adult Non-Fiction	-25.08	25.08
Bill	50190...	10/11/2024		7120 · Books - Adult Non-Fiction	-26.94	26.94
Bill	50191...	10/11/2024		7120 · Books - Adult Non-Fiction	-207.02	207.02
Bill	50191...	10/11/2024		7120 · Books - Adult Non-Fiction	-127.08	127.08
Bill	50191...	10/11/2024		7120 · Books - Adult Non-Fiction	-139.86	139.86
Bill	50191...	10/11/2024		7120 · Books - Adult Non-Fiction	-166.72	166.72
Bill	50191...	10/11/2024		7150 · Books - Juvenile	-6.42	6.42
Bill	50191...	10/11/2024		7150 · Books - Juvenile	-236.14	236.14
Bill	50191...	10/15/2024		7150 · Books - Juvenile	-172.70	172.70
Bill	50191...	10/15/2024		7150 · Books - Juvenile	-10.60	10.60
Bill	50191...	10/15/2024		7150 · Books - Juvenile	-9.70	9.70
Bill	50191...	10/15/2024		7150 · Books - Juvenile	-16.54	16.54
Bill	50191...	10/15/2024		7150 · Books - Juvenile	-31.54	31.54
TOTAL					-5,988.70	5,988.70
Bill Pmt -Check	11060	10/16/2024	Better Building Con...	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11061	10/16/2024	Bond Schoeneck & ...	1001 · Valley- Checking_6387		-152.50

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	20045...	10/15/2024		9210 · Professional Fees	-152.50	152.50
TOTAL					-152.50	152.50
Bill Pmt -Check	11062	10/16/2024	Brodart Co.	1001 · Valley- Checking_6387		-247.56
Bill	646243	10/11/2024		9411 · Library Supplies	-247.56	247.56
TOTAL					-247.56	247.56
Bill Pmt -Check	11063	10/16/2024	Catherine Paulsen	1001 · Valley- Checking_6387		-17.97
Bill	10162...	10/16/2024		9620 · Teen Programming	-17.97	17.97
TOTAL					-17.97	17.97
Bill Pmt -Check	11064	10/16/2024	Cengage Learning I...	1001 · Valley- Checking_6387		-135.10
Bill	85667...	10/11/2024		7110 · Books - Adult Fiction	-32.29	32.29
Bill	85613...	10/11/2024		7110 · Books - Adult Fiction	-79.02	79.02
Bill	85434...	10/11/2024		7110 · Books - Adult Fiction	-23.79	23.79
TOTAL					-135.10	135.10
Bill Pmt -Check	11065	10/16/2024	ConEdison	1001 · Valley- Checking_6387		-120.47
Bill	10112...	10/11/2024		8050 · Fuel	-120.47	120.47
TOTAL					-120.47	120.47
Bill Pmt -Check	11066	10/16/2024	Cristina Shih	1001 · Valley- Checking_6387		-200.00
Bill	10112...	10/11/2024		9610 · Adult Programming	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	11067	10/16/2024	ECubed	1001 · Valley- Checking_6387		-245.00
Bill	9274	10/11/2024		9330 · Telephone and Internet	-245.00	245.00
TOTAL					-245.00	245.00
Bill Pmt -Check	11068	10/16/2024	Friends of the Chap...	1001 · Valley- Checking_6387		-1,694.16
Bill	10162...	10/16/2024		9810 · Friends Reimbursement - exp	-1,694.16	1,694.16
TOTAL					-1,694.16	1,694.16
Bill Pmt -Check	11069	10/16/2024	Grainger	1001 · Valley- Checking_6387		-96.54
Bill	92256...	10/15/2024		8010 · Building Maintenance & Repairs	-96.54	96.54
TOTAL					-96.54	96.54
Bill Pmt -Check	11070	10/16/2024	J.Vasquez Landsc...	1001 · Valley- Checking_6387		-7,070.00
Bill	09302...	10/15/2024		8020 · Building Service Contracts	-3,470.00	3,470.00
Bill	10152...	10/15/2024		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-7,070.00	7,070.00
Bill Pmt -Check	11071	10/16/2024	Joan Kuhn	1001 · Valley- Checking_6387		-23.33
Bill	10052...	10/15/2024		9610 · Adult Programming	-12.34	12.34
Bill	101524	10/15/2024		9610 · Adult Programming	-10.99	10.99
TOTAL					-23.33	23.33
Bill Pmt -Check	11072	10/16/2024	Julie Ann Polasko	1001 · Valley- Checking_6387		-45.19

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	101524	10/15/2024		9630 · Childrens Programming	-26.00	26.00
Bill	10152...	10/15/2024		9630 · Childrens Programming	-7.06	7.06
Bill	10152...	10/15/2024		9630 · Childrens Programming	-12.13	12.13
TOTAL					-45.19	45.19
Bill Pmt -Check	11073	10/16/2024	Larchmont Public Li...	1001 · Valley- Checking_6387		-27.99
Bill	10152...	10/15/2024		9480 · Suspense	-27.99	27.99
TOTAL					-27.99	27.99
Bill Pmt -Check	11074	10/16/2024	Larry D'Amico	1001 · Valley- Checking_6387		-41.11
Bill	10152...	10/15/2024		8010 · Building Maintenance & Repairs	-41.11	41.11
TOTAL					-41.11	41.11
Bill Pmt -Check	11075	10/16/2024	Lothrop Associates ...	1001 · Valley- Checking_6387		-2,754.32
Bill	2706-2	10/15/2024		9210 · Professional Fees	-634.48	634.48
Bill	2707-1	10/15/2024		9210 · Professional Fees	-135.00	135.00
Bill	2706-3	10/15/2024		9210 · Professional Fees	-1,984.84	1,984.84
TOTAL					-2,754.32	2,754.32
Bill Pmt -Check	11076	10/16/2024	Mercy Garland	1001 · Valley- Checking_6387		-20.36
Bill	10152...	10/15/2024		9630 · Childrens Programming	-20.36	20.36
TOTAL					-20.36	20.36
Bill Pmt -Check	11077	10/16/2024	Midwest Tape	1001 · Valley- Checking_6387		-122.42
Bill	50606...	10/15/2024		7460 · Recordings - Juvenile DVD	-61.96	61.96
Bill	50603...	10/15/2024		7460 · Recordings - Juvenile DVD	-29.48	29.48
Bill	50613...	10/15/2024		7460 · Recordings - Juvenile DVD	-30.98	30.98
TOTAL					-122.42	122.42
Bill Pmt -Check	11078	10/16/2024	Minuteman Press	1001 · Valley- Checking_6387		-596.70
Bill	55678	10/15/2024		9430 · Printing and Reproduction	-596.70	596.70
TOTAL					-596.70	596.70
Bill Pmt -Check	11079	10/16/2024	Nalco Water	1001 · Valley- Checking_6387		-253.58
Bill	8417380	10/15/2024		8020 · Building Service Contracts	-253.58	253.58
TOTAL					-253.58	253.58
Bill Pmt -Check	11080	10/16/2024	NawrockiSmith	1001 · Valley- Checking_6387		-3,150.00
Bill	64656	10/15/2024		9210 · Professional Fees	-1,800.00	1,800.00
Bill	64856	10/15/2024		9210 · Professional Fees	-1,350.00	1,350.00
TOTAL					-3,150.00	3,150.00
Bill Pmt -Check	11081	10/16/2024	New Rochelle Publi...	1001 · Valley- Checking_6387		-10.00
Bill	10152...	10/15/2024		9480 · Suspense	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	11082	10/16/2024	New York Power Au...	1001 · Valley- Checking_6387		-16,614.35
Bill	61001...	10/15/2024		8040 · Electricity	-5,492.69	5,492.69
Bill	61001...	10/15/2024		8040 · Electricity	-5,789.50	5,789.50
Bill	61001...	10/15/2024		8040 · Electricity	-5,332.16	5,332.16

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-16,614.35	16,614.35
Bill Pmt -Check	11083	10/16/2024	North Castle Public ...	1001 · Valley- Checking_6387		-29.00
Bill	10152...	10/15/2024		9480 · Suspense	-29.00	29.00
TOTAL					-29.00	29.00
Bill Pmt -Check	11084	10/16/2024	NYS Department of ...	1001 · Valley- Checking_6387		-21.44
Bill	10152...	10/15/2024		6190 · Payroll Expenses	-21.44	21.44
TOTAL					-21.44	21.44
Bill Pmt -Check	11085	10/16/2024	NYS Employees He...	1001 · Valley- Checking_6387		-54,728.47
Bill	611	10/15/2024		6120 · Health Insurance	-54,728.47	54,728.47
TOTAL					-54,728.47	54,728.47
Bill Pmt -Check	11086	10/16/2024	OverDrive	1001 · Valley- Checking_6387		-15,357.35
Bill	01322...	10/15/2024		7250 · Electronic Materials	-218.99	218.99
Bill	01322...	10/15/2024		7250 · Electronic Materials	-2,072.66	2,072.66
Bill	01322...	10/15/2024		7450 · Recordings - Juvenile Audiobook	-22.49	22.49
Bill	01322...	10/15/2024		7250 · Electronic Materials	-1,631.15	1,631.15
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-425.49	425.49
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-103.03	103.03
Bill	01322...	10/15/2024		7250 · Electronic Materials	-2,009.70	2,009.70
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-28.00	28.00
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-335.81	335.81
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-54.14	54.14
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-81.16	81.16
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-119.99	119.99
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-2,175.89	2,175.89
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-267.48	267.48
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-174.99	174.99
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-95.22	95.22
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-27.50	27.50
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-274.83	274.83
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-1,357.11	1,357.11
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-1,687.11	1,687.11
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-1,158.34	1,158.34
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-204.98	204.98
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-429.99	429.99
Bill	01322...	10/15/2024		7250 · Electronic Materials	-219.28	219.28
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-112.57	112.57
Bill	1322D...	10/15/2024		7250 · Electronic Materials	-25.98	25.98
Bill	1322C...	10/15/2024		7250 · Electronic Materials	-43.47	43.47
TOTAL					-15,357.35	15,357.35
Bill Pmt -Check	11087	10/16/2024	Pelham Public Library	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11088	10/16/2024	Playaway Products ...	1001 · Valley- Checking_6387		-373.43
Bill	471955	10/15/2024		7420 · Recordings - Adult Audiobooks	-373.43	373.43
TOTAL					-373.43	373.43
Bill Pmt -Check	11089	10/16/2024	Pound Ridge Library	1001 · Valley- Checking_6387		-62.50
Bill	10152...	10/15/2024		9610 · Adult Programming	-62.50	62.50
TOTAL					-62.50	62.50
Bill Pmt -Check	11090	10/16/2024	Rainbow Books Co...	1001 · Valley- Checking_6387		-257.35
Bill	246012	10/15/2024		7460 · Recordings - Juvenile DVD	-257.35	257.35

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-257.35	257.35
Bill Pmt -Check	11091	10/16/2024	Robbin Friedman	1001 · Valley- Checking_6387		-15.35
Bill	10152...	10/15/2024		9630 · Childrens Programming	-15.35	15.35
TOTAL					-15.35	15.35
Bill Pmt -Check	11092	10/16/2024	Sani-Pro Disposal	1001 · Valley- Checking_6387		-709.62
Bill	965349	10/15/2024		8020 · Building Service Contracts	-709.62	709.62
TOTAL					-709.62	709.62
Bill Pmt -Check	11093	10/16/2024	Scarsdale Public Li...	1001 · Valley- Checking_6387		-6.99
Bill	10152...	10/15/2024		9480 · Suspense	-6.99	6.99
TOTAL					-6.99	6.99
Bill Pmt -Check	11094	10/16/2024	Steffi Nossen Scho...	1001 · Valley- Checking_6387		-300.00
Bill	44270	10/15/2024		9630 · Childrens Programming	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	11095	10/16/2024	Teresa Bueti	1001 · Valley- Checking_6387		-40.00
Bill	10162...	10/16/2024		9910 · Friends Reimbursement - inc	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	11096	10/16/2024	The Loft LGBTQ+ C...	1001 · Valley- Checking_6387		-750.00
Bill	LT-CP...	10/15/2024		9445 · Professional Development	-750.00	750.00
TOTAL					-750.00	750.00
Bill Pmt -Check	11097	10/16/2024	USA Today	1001 · Valley- Checking_6387		-266.54
Bill	1016204	10/16/2024		7310 · Periodicals	-266.54	266.54
TOTAL					-266.54	266.54
Bill Pmt -Check	11098	10/16/2024	Utica National Insur...	1001 · Valley- Checking_6387		-3,230.00
Bill	10162...	10/16/2024		9310 · Insurance	-3,230.00	3,230.00
TOTAL					-3,230.00	3,230.00
Bill Pmt -Check	11099	10/16/2024	Verizon 0001-70	1001 · Valley- Checking_6387		-108.08
Bill	10162...	10/16/2024		9330 · Telephone and Internet	-108.08	108.08
TOTAL					-108.08	108.08
Bill Pmt -Check	11100	10/16/2024	Verizon 0001-75	1001 · Valley- Checking_6387		-131.97
Bill	10162...	10/16/2024		9330 · Telephone and Internet	-131.97	131.97
TOTAL					-131.97	131.97
Bill Pmt -Check	11101	10/16/2024	WB Mason	1001 · Valley- Checking_6387		-745.81
Bill	24905...	10/16/2024		9410 · Office Supplies	-29.82	29.82
Bill	24875...	10/16/2024		9410 · Office Supplies	-25.28	25.28
Bill	24891...	10/16/2024		8070 · Custodial Supplies	-479.53	479.53
Bill	24879...	10/16/2024		8070 · Custodial Supplies	-0.99	0.99
Bill	24954...	10/16/2024		9410 · Office Supplies	-38.26	38.26
Bill	24947...	10/16/2024		8070 · Custodial Supplies	-0.99	0.99

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

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	24958...	10/16/2024		8070 · Custodial Supplies	-170.94	170.94
TOTAL					-745.81	745.81
Bill Pmt -Check	11102	10/16/2024	Westchester County...	1001 · Valley- Checking_6387		-500.00
Bill	10112...	10/11/2024		2250 · 457(b) Withholding	-250.00	250.00
Bill	10162...	10/16/2024		2250 · 457(b) Withholding	-250.00	250.00
TOTAL					-500.00	500.00
Bill Pmt -Check	11103	10/16/2024	Westchester Library...	1001 · Valley- Checking_6387		-248.50
Bill	AR000...	10/15/2024		9411 · Library Supplies	-248.50	248.50
TOTAL					-248.50	248.50
Bill Pmt -Check	11104	10/17/2024	Pelham Public Library	1001 · Valley- Checking_6387		-50.00
Bill	10172...	10/17/2024		9610 · Adult Programming	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	11105	10/17/2024	Better Building Con...	1001 · Valley- Checking_6387		-1,175.00
Bill	8187	10/11/2024		8010 · Building Maintenance & Repairs	-975.00	975.00
Bill	8187	10/17/2024		8010 · Building Maintenance & Repairs	-200.00	200.00
TOTAL					-1,175.00	1,175.00
Bill Pmt -Check	11106	10/17/2024	Stratagem Security	1001 · Valley- Checking_6387		-2,102.52
Bill	351656	10/17/2024		8010 · Building Maintenance & Repairs	-2,102.52	2,102.52
TOTAL					-2,102.52	2,102.52
Bill Pmt -Check	11107	10/17/2024	Teresa Bueti	1001 · Valley- Checking_6387		-19.35
Bill	10172...	10/17/2024		9630 · Childrens Programming	-19.35	19.35
TOTAL					-19.35	19.35
Bill Pmt -Check	11108	10/17/2024	William C Link	1001 · Valley- Checking_6387		-2,925.00
Bill	10172...	10/17/2024		8020 · Building Service Contracts	-2,925.00	2,925.00
TOTAL					-2,925.00	2,925.00
Bill Pmt -Check	11109	10/18/2024	Mount Kisco Rotary...	1001 · Valley- Checking_6387		-25.00
Bill	101824	10/18/2024		9440 · Travel and Miscellaneous	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	11110	10/18/2024	Blackstone Publishi...	1001 · Valley- Checking_6387		-296.79
Bill	2167094	10/18/2024		7420 · Recordings - Adult Audiobooks	-67.50	67.50
Bill	2168783	10/18/2024		7420 · Recordings - Adult Audiobooks	-229.29	229.29
TOTAL					-296.79	296.79
Bill Pmt -Check	11111	10/18/2024	Chappaqua Paint an...	1001 · Valley- Checking_6387		-17.10
Bill	24434	10/18/2024		8010 · Building Maintenance & Repairs	-17.10	17.10
TOTAL					-17.10	17.10

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

	Oct 31, 24	Oct 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · Valley- Checking_6387	1,192,709.83	1,002,287.71	190,422.12	19.0%
1002 · Valley - M.M - 1594	1,090,893.66	1,031,148.65	59,745.01	5.8%
1003 · Valley - MMA Cap 3018	325,184.96	313,179.75	12,005.21	3.8%
Total Checking/Savings	2,608,788.45	2,346,616.11	262,172.34	11.2%
Accounts Receivable				
11000 · Accounts Receivable	-4,270.01	2,233.68	-6,503.69	-291.2%
Total Accounts Receivable	-4,270.01	2,233.68	-6,503.69	-291.2%
Other Current Assets				
12000 · Undeposited Funds	4,091.27	0.00	4,091.27	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	63,774.95	59,683.68	4,091.27	6.9%
Total Current Assets	2,668,293.39	2,408,533.47	259,759.92	10.8%
TOTAL ASSETS	2,668,293.39	2,408,533.47	259,759.92	10.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	2,612.93	5,225.81	-2,612.88	-50.0%
Total Accounts Payable	2,612.93	5,225.81	-2,612.88	-50.0%
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	750.00	0.00	750.00	100.0%
2210 · Federal Withholding Tax	2,007.81	2,007.81	0.00	0.0%
2250 · 457(b) Withholding	10,989.71	6,704.12	4,285.59	63.9%
Total Other Current Liabilities	355,875.00	350,839.41	5,035.59	1.4%
Total Current Liabilities	358,860.06	356,471.22	2,388.84	0.7%
Total Liabilities	358,860.06	356,471.22	2,388.84	0.7%
Equity				
3000 · Unrestricted Net Assets				
3010 · Unassigned	168,052.65	168,052.65	0.00	0.0%
Total 3000 · Unrestricted Net Assets	168,052.65	168,052.65	0.00	0.0%
3100 · Board Designated Net Assets				
3110 · Carol Burk Bequest	20,576.80	20,576.80	0.00	0.0%
Total 3100 · Board Designated Net Assets	20,576.80	20,576.80	0.00	0.0%
3200 · Temporarily Rest. Net Assets				
3210 · Auerbacher	1,270.06	1,270.06	0.00	0.0%
3220 · Belle Harris	173.00	173.00	0.00	0.0%
3230 · Jean George	1,100.00	1,100.00	0.00	0.0%
3240 · Donald Lunetta	50.00	50.00	0.00	0.0%
3250 · Schlanger Income	50.00	50.00	0.00	0.0%
3270 · Taconic Garden Club	369.00	369.00	0.00	0.0%
3280 · WLS NYS Pilot	-383.68	0.00	-383.68	-100.0%
Total 3200 · Temporarily Rest. Net Assets	2,628.38	3,012.06	-383.68	-12.7%
32000 · Retained Earnings	552,458.89	302,862.71	249,596.18	82.4%
3300 · Capital Fund Net Assets				
3310 · Capital Fund - General	735,783.21	735,783.21	0.00	0.0%

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

	Oct 31, 24	Oct 31, 23	\$ Change	% Change
Total 3300 · Capital Fund Net Assets	735,783.21	735,783.21	0.00	0.0%
3600 · Permanently Rest. Net Assets				
3610 · Reader's Digest Fund	30,044.00	30,044.00	0.00	0.0%
3620 · Schlanger Fund	10,000.00	10,000.00	0.00	0.0%
Total 3600 · Permanently Rest. Net Assets	40,044.00	40,044.00	0.00	0.0%
Net Income	789,889.40	781,730.82	8,158.58	1.0%
Total Equity	2,309,433.33	2,052,062.25	257,371.08	12.5%
TOTAL LIABILITIES & EQUITY	2,668,293.39	2,408,533.47	259,759.92	10.8%

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9311 - Insurance Income	10,103.00	0.00		
4000 - Support and Revenue				
4010 - School District Tax	1,808,551.00	3,617,102.00	-1,808,551.00	100.0%
4020 - Local Library Aid	5,060.00	4,060.00	1,060.00	50.0%
4030 - Donations	191.00	250.00	-59.00	126.5%
4110 - Fines	4,341.47	13,000.00	-8,658.53	76.4%
4130 - Lost and Paid	39.99			33.4%
4140 - Theater Rental	50.00	0.00	50.00	100.0%
4310 - Interest Income	31,618.71	35,000.00	-3,381.29	90.3%
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	1,859,775.80	3,669,352.00	-1,809,576.20	50.7%
Total Income	1,869,878.80	3,669,352.00	-1,799,473.20	51.0%
Gross Profit	1,869,878.80	3,669,352.00	-1,799,473.20	51.0%
Expense				
6000 - Personnel Costs				
6010 - Salaries - Librarians	307,086.78	1,080,981.00	-773,894.22	28.4%
6020 - Salaries - Clerks	210,923.74	656,837.00	-445,913.26	32.1%
6030 - Salaries - Custodians	19,700.34	95,609.00	-75,908.66	20.6%
6040 - Salaries - Pages	10,135.41	64,050.00	-53,914.59	15.8%
6110 - FICA / Medicare	38,061.27	124,878.00	-86,816.73	30.5%
6120 - Health Insurance	197,728.81	532,036.00	-334,307.19	37.2%
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	80.20	984.00	-903.80	8.2%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	5,180.52	237,401.00	-232,220.48	2.2%
6190 - Payroll Expenses	12,678.86	0.00	12,678.86	100.0%
6000 - Personnel Costs - Other	0.00	0.00	0.00	0.0%
Total 6000 - Personnel Costs	815,337.21	2,875,468.00	-2,060,130.79	28.4%
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	6,037.49	0.00	6,037.49	100.0%
7120 - Books - Adult Non-Fiction	6,235.84	0.00	6,235.84	100.0%
7130 - Books - Adult - JIC	80.53	0.00	80.53	100.0%
7140 - Books - Adult Learn	492.94	0.00	492.94	100.0%
7150 - Books - Juvenile	7,410.75	0.00	7,410.75	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	21,781.43	83,600.00	-61,818.57	26.1%
7210 - Databases	0.00	0.00	0.00	0.0%
7250 - Electronic Materials	25,613.23	76,000.00	-50,386.77	33.7%
7310 - Periodicals	3,176.40	13,710.00	-10,533.60	23.2%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	2,500.45	0.00	2,500.45	100.0%

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
7430 · Recordings - Adult DVD	6.80	0.00	6.80	100.0%
7450 · Recordings - Juvenile Audiobook	22.49			
7460 · Recordings - Juvenile DVD	387.74	0.00	387.74	100.0%
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	3,121.45	21,714.00	-18,592.55	14.4%
7910 · Other Materials	1,421.88			
Total 7000 · Materials	55,114.39	195,024.00	-139,909.61	28.3%
8000 · Facilities and Occupancy				
8010 · Building Maintenance & Repairs	6,368.98	49,300.00	-42,931.02	12.9%
8020 · Building Service Contracts	46,079.09	84,180.00	-38,100.91	54.7%
8030 · Grounds Maintenance	315.00	0.00	315.00	100.0%
8040 · Electricity	21,201.57	62,000.00	-40,798.43	34.2%
8050 · Fuel	257.01	22,300.00	-22,042.99	1.2%
8060 · Sewer Tax	0.00	7,018.00	-7,018.00	0.0%
8070 · Custodial Supplies	3,159.84	11,000.00	-7,840.16	28.7%
8080 · Water	548.80	2,000.00	-1,451.20	27.4%
Total 8000 · Facilities and Occupancy	77,930.29	237,798.00	-159,867.71	32.8%
9000 · Administrative Expenses				
9110 · Westlynx / Technology	54,751.26	105,792.00	-51,040.74	51.8%
9210 · Professional Fees	16,915.82	109,946.00	-93,030.18	15.4%
9310 · Insurance	37,889.59	29,000.00	8,889.59	130.7%
9320 · Equipment Maintenance	962.69	23,000.00	-22,037.31	4.2%
9330 · Telephone and Internet	3,474.80	6,174.00	-2,699.20	56.3%
9410 · Office Supplies	3,109.91	9,500.00	-6,390.09	32.7%
9411 · Library Supplies	2,155.61	10,000.00	-7,844.39	21.6%
9410 · Office Supplies - Other				
Total 9410 · Office Supplies	5,265.52	19,500.00	-14,234.48	27.0%
9420 · Postage and Shipping	1,067.99	7,430.00	-6,362.01	14.4%
9430 · Printing and Reproduction	2,048.20	12,370.00	-10,321.80	16.6%
9440 · Travel and Miscellaneous				
9445 · Professional Development	1,306.20	12,250.00	-10,943.80	10.7%
9440 · Travel and Miscellaneous - Other	199.16	2,000.00	-1,800.84	10.0%
Total 9440 · Travel and Miscellaneous	1,505.36	14,250.00	-12,744.64	10.6%
9450 · Director's Contingency	0.00	500.00	-500.00	0.0%
9460 · Development	0.00	0.00	0.00	0.0%
9480 · Suspense	221.92	0.00	221.92	100.0%
9490 · Miscellaneous Expense	100.00	0.00	100.00	100.0%
9600 · Program Expenses				
9610 · Adult Programming	2,990.54	0.00	2,990.54	100.0%
9620 · Teen Programming	541.25	0.00	541.25	100.0%
9630 · Childrens Programming	2,577.40	0.00	2,577.40	100.0%
9600 · Program Expenses - Other	350.00	33,100.00	-32,750.00	1.1%
Total 9600 · Program Expenses	6,459.19	33,100.00	-26,640.81	19.5%
Total 9000 · Administrative Expenses	130,662.34	361,062.00	-230,399.66	36.2%

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

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Total Expense	1,079,044.23	3,689,352.00	-2,590,307.77	29.4%
Net Ordinary Income	790,834.57	0.00	790,834.57	100.0%
Other Income/Expense				
Other Income	3,508.43	0.00	3,508.43	100.0%
9910 - Friends Reimbursement - inc	3,508.43	0.00	3,508.43	100.0%
Total Other Income	4,453.60	0.00	4,453.60	100.0%
Other Expense	4,453.60	0.00	4,453.60	100.0%
9810 - Friends Reimbursement - exp	-945.17	0.00	-945.17	100.0%
Total Other Expense	789,889.40	0.00	789,889.40	100.0%
Net Other Income				
Net Income				

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						750,682.05
Cleared Transactions						
Checks and Payments - 112 items						
Bill Pmt -Check	07/22/2024	10912	North Castle Public ...	X	-21.00	-21.00
Bill Pmt -Check	08/19/2024	10969	Ossining Public Libr...	X	-3.99	-24.99
Bill Pmt -Check	09/19/2024	11027	NYS Employees He...	X	-54,728.47	-54,753.46
Bill Pmt -Check	09/19/2024	11042	Utica National Insur...	X	-21,292.59	-76,046.05
Bill Pmt -Check	09/19/2024	10993	Baker & Taylor	X	-5,022.84	-81,068.89
Bill Pmt -Check	09/19/2024	11007	J.Vasquez Landscap...	X	-3,600.00	-84,668.89
Bill Pmt -Check	09/19/2024	11023	NawrockiSmith	X	-3,150.00	-87,818.89
Bill Pmt -Check	09/19/2024	11026	NYS Department of ...	X	-2,271.24	-90,090.13
Bill Pmt -Check	09/19/2024	11005	Guardian	X	-1,968.99	-92,059.12
Bill Pmt -Check	09/19/2024	11046	William C Link	X	-1,650.00	-93,709.12
Bill Pmt -Check	09/19/2024	11032	Sani-Pro Disposal	X	-1,064.43	-94,773.55
Bill Pmt -Check	09/19/2024	11022	Nalco Water	X	-953.58	-95,727.13
Bill Pmt -Check	09/19/2024	11039	The Journal News	X	-879.39	-96,606.52
Bill Pmt -Check	09/19/2024	11051	WB Mason	X	-642.06	-97,248.58
Bill Pmt -Check	09/19/2024	11024	New Castle-Stanwo...	X	-548.80	-97,797.38
Bill Pmt -Check	09/19/2024	10989	Ann M Fisher	X	-524.10	-98,321.48
Bill Pmt -Check	09/19/2024	11002	Elaine Webber	X	-524.10	-98,845.58
Bill Pmt -Check	09/19/2024	11003	Francis E Martini	X	-524.10	-99,369.68
Bill Pmt -Check	09/19/2024	11047	William V Guthrie	X	-524.10	-99,893.78
Bill Pmt -Check	09/19/2024	11004	Geraldine Carpino	X	-524.10	-100,417.88
Bill Pmt -Check	09/19/2024	11006	Gwen B Guthrie	X	-524.10	-100,941.98
Bill Pmt -Check	09/19/2024	11009	Janice A Cleland	X	-524.10	-101,466.08
Bill Pmt -Check	09/19/2024	11011	John Alcott	X	-524.10	-101,990.18
Bill Pmt -Check	09/19/2024	11012	Judith Kroehler	X	-524.10	-102,514.28
Bill Pmt -Check	09/19/2024	11013	Judy Lauder	X	-524.10	-103,038.38
Bill Pmt -Check	09/19/2024	11015	Lois H Siwicki	X	-524.10	-103,562.48
Bill Pmt -Check	09/19/2024	11016	Loretta-Jo Lunetta	X	-524.10	-104,086.58
Bill Pmt -Check	09/19/2024	11017	Marguerite K Gaillard	X	-524.10	-104,610.68
Bill Pmt -Check	09/19/2024	11018	Marie Trzcinski	X	-524.10	-105,134.78
Bill Pmt -Check	09/19/2024	11019	Martha Alcott	X	-524.10	-105,658.88
Bill Pmt -Check	09/19/2024	11049	Robert Kroehler	X	-524.10	-106,182.98
Bill Pmt -Check	09/19/2024	11030	Robert Platt	X	-524.10	-106,707.08
Bill Pmt -Check	09/19/2024	11033	Sondra Tower	X	-524.10	-107,231.18
Bill Pmt -Check	09/19/2024	11020	Mary L Platt	X	-524.10	-107,755.28
Bill Pmt -Check	09/19/2024	11035	Susan Mosher	X	-524.10	-108,279.38
Bill Pmt -Check	09/19/2024	11037	Terry L Martini	X	-524.10	-108,803.48
Bill Pmt -Check	09/19/2024	11000	Doris B Lowenfels	X	-524.10	-109,327.58
Bill Pmt -Check	09/19/2024	11041	Thomas J Fisher	X	-524.10	-109,851.68
Bill Pmt -Check	09/19/2024	11031	Roger Pollak	X	-524.10	-110,375.78
Bill Pmt -Check	09/19/2024	11028	Pamela Thornton	X	-524.10	-110,899.88
Bill Pmt -Check	09/19/2024	10990	Aristomenis Kolokat...	X	-476.00	-111,375.88
Bill Pmt -Check	09/19/2024	10995	Blackstone Publishing	X	-354.27	-111,730.15
Bill Pmt -Check	09/19/2024	10991	Atlantic Westchester	X	-330.00	-112,060.15
Bill Pmt -Check	09/19/2024	11052	Dengrove Studios	X	-300.00	-112,360.15
Bill Pmt -Check	09/19/2024	11038	The Hudson River M...	X	-300.00	-112,660.15
Bill Pmt -Check	09/19/2024	10996	Brodart Co.	X	-294.53	-112,954.68
Bill Pmt -Check	09/19/2024	10999	DNR Laboratories	X	-254.06	-113,208.74
Bill Pmt -Check	09/19/2024	11050	Westchester County...	X	-250.00	-113,458.74
Bill Pmt -Check	09/19/2024	11001	ECubed	X	-245.00	-113,703.74
Bill Pmt -Check	09/19/2024	10992	Automated Control L...	X	-163.00	-113,866.74
Bill Pmt -Check	09/19/2024	11008	Jamie Gordon	X	-146.00	-114,012.74
Bill Pmt -Check	09/19/2024	11053	Verizon 0001-75	X	-132.06	-114,144.80
Bill Pmt -Check	09/19/2024	11034	Stamford Museum &...	X	-125.00	-114,269.80
Bill Pmt -Check	09/19/2024	11044	Verizon 0001-70	X	-108.13	-114,377.93
Bill Pmt -Check	09/19/2024	11043	Verizon 00001	X	-103.36	-114,481.29
Bill Pmt -Check	09/19/2024	10998	ConEdison	X	-89.60	-114,570.89
Bill Pmt -Check	09/19/2024	10988	Ameriwide Screener...	X	-80.00	-114,650.89
Bill Pmt -Check	09/19/2024	10994	Berger Hardware	X	-44.06	-114,694.95
Bill Pmt -Check	09/19/2024	11040	The Library Store	X	-25.89	-114,720.84
Bill Pmt -Check	09/19/2024	11021	Mount Pleasant Publ...	X	-20.00	-114,740.84
Bill Pmt -Check	09/19/2024	11025	New Rochelle Public...	X	-17.99	-114,758.83
Bill Pmt -Check	09/19/2024	11054	Portchester Public Li...	X	-16.98	-114,775.81
Bill Pmt -Check	09/19/2024	10997	Chappaqua Paint an...	X	-8.10	-114,783.91
Bill Pmt -Check	09/20/2024	11056	Julie Ann Polasko	X	-31.12	-114,815.03
Check	10/03/2024	PRT 1...	Paylocity Payroll	X	-45,449.83	-160,264.86

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/03/2024	PRT 1...	Paylocity Taxes	X	-17,536.97	-177,801.83
Check	10/03/2024	PRT 1...	Paylocity Payroll	X	-2,394.90	-180,196.73
Bill Pmt -Check	10/04/2024	ACH	NYS Deferred Comp...	X	-3,915.08	-184,111.81
Bill Pmt -Check	10/04/2024	ACH	Paylocity	X	-207.51	-184,319.32
Bill Pmt -Check	10/09/2024	ACH	AFLAC	X	-242.10	-184,561.42
Bill Pmt -Check	10/16/2024	11085	NYS Employees He...	X	-54,728.47	-239,289.89
Bill Pmt -Check	10/16/2024	11082	New York Power Aut...	X	-16,614.35	-255,904.24
Bill Pmt -Check	10/16/2024	11086	OverDrive	X	-15,357.35	-271,261.59
Bill Pmt -Check	10/16/2024	11070	J.Vasquez Landsc...	X	-7,070.00	-278,331.59
Bill Pmt -Check	10/16/2024	11059	Baker & Taylor	X	-5,988.70	-284,320.29
Bill Pmt -Check	10/16/2024	11080	NawrockiSmith	X	-3,150.00	-287,470.29
Bill Pmt -Check	10/16/2024	11075	Lothrop Associates ...	X	-2,754.32	-290,224.61
Bill Pmt -Check	10/16/2024	11101	WB Mason	X	-745.81	-290,970.42
Bill Pmt -Check	10/16/2024	11092	Sani-Pro Disposal	X	-709.62	-291,680.04
Bill Pmt -Check	10/16/2024	11057	Angel Velasquez	X	-350.00	-292,030.04
Bill Pmt -Check	10/16/2024	11097	USA Today	X	-266.54	-292,296.58
Bill Pmt -Check	10/16/2024	11090	Rainbow Books Co...	X	-257.35	-292,553.93
Bill Pmt -Check	10/16/2024	11079	Nalco Water	X	-253.58	-292,807.51
Bill Pmt -Check	10/16/2024	11062	Brodart Co.	X	-247.56	-293,055.07
Bill Pmt -Check	10/16/2024	11067	ECubed	X	-245.00	-293,300.07
Bill Pmt -Check	10/16/2024	11066	Cristina Shih	X	-200.00	-293,500.07
Bill Pmt -Check	10/16/2024	11061	Bond Schoeneck & ...	X	-152.50	-293,652.57
Bill Pmt -Check	10/16/2024	11064	Cengage Learning I...	X	-135.10	-293,787.67
Bill Pmt -Check	10/16/2024	11100	Verizon 0001-75	X	-131.97	-293,919.64
Bill Pmt -Check	10/16/2024	11065	ConEdison	X	-120.47	-294,040.11
Bill Pmt -Check	10/16/2024	11099	Verizon 0001-70	X	-108.08	-294,148.19
Bill Pmt -Check	10/16/2024	11069	Grainger	X	-96.54	-294,244.73
Bill Pmt -Check	10/16/2024	11074	Larry D'Amico	X	-41.11	-294,285.84
Bill Pmt -Check	10/16/2024	11081	New Rochelle Public...	X	-10.00	-294,295.84
Check	10/17/2024	PRT1...	Paylocity Payroll	X	-45,145.70	-339,441.54
Check	10/17/2024	PRT 1...	Paylocity Taxes	X	-17,312.38	-356,753.92
Bill Pmt -Check	10/17/2024	11108	William C Link	X	-2,925.00	-359,678.92
Check	10/17/2024	PRT1...	Paylocity Payroll	X	-2,316.50	-361,995.42
Bill Pmt -Check	10/17/2024	11106	Stratagem Security	X	-2,102.52	-364,097.94
Bill Pmt -Check	10/17/2024	11105	Better Building Conc...	X	-1,175.00	-365,272.94
Bill Pmt -Check	10/17/2024	11104	Pelham Public Library	X	-50.00	-365,322.94
Bill Pmt -Check	10/18/2024	ACH	NYS Deferred Comp...	X	-3,563.44	-368,886.38
Bill Pmt -Check	10/18/2024	ACH	Paylocity	X	-362.84	-369,249.22
Bill Pmt -Check	10/18/2024	11110	Blackstone Publishing	X	-296.79	-369,546.01
Bill Pmt -Check	10/18/2024	11111	Chappaqua Paint an...	X	-17.10	-369,563.11
Check	10/22/2024	PRT 11	NYS Retirement	X	-1,403.82	-370,966.93
Bill Pmt -Check	10/28/2024	ACH	Valley Bank CARD ...	X	-5,546.08	-376,513.01
Bill Pmt -Check	10/28/2024	ACH	Pitney Bowes	X	-137.61	-376,650.62
Bill Pmt -Check	10/31/2024	ACH	Guardian	X	-1,968.99	-378,619.61
Check	11/01/2024	PRT1...	Paylocity Payroll	X	-44,243.24	-422,862.85
Check	11/01/2024	PRT 1...	Paylocity Taxes	X	-17,183.15	-440,046.00
Check	11/01/2024	PRT1...	Paylocity Payroll	X	-2,368.21	-442,414.21
Total Checks and Payments					-442,414.21	-442,414.21
Deposits and Credits - 24 items						
Deposit	10/01/2024			X	18.36	18.36
Deposit	10/02/2024			X	6.13	24.49
Deposit	10/03/2024			X	24.63	49.12
Deposit	10/04/2024			X	8.66	57.78
Deposit	10/07/2024			X	55.12	112.90
Deposit	10/07/2024			X	387.00	499.90
Deposit	10/08/2024			X	25.41	525.31
Deposit	10/10/2024			X	833,560.00	834,085.31
Deposit	10/11/2024			X	8.76	834,094.07
Deposit	10/15/2024			X	30.28	834,124.35
Bill Pmt -Check	10/16/2024	11060	Better Building Conc...	X	0.00	834,124.35
Bill Pmt -Check	10/16/2024	11087	Pelham Public Library	X	0.00	834,124.35
Deposit	10/16/2024			X	8.67	834,133.02
Deposit	10/17/2024			X	12.65	834,145.67
Deposit	10/18/2024			X	11.49	834,157.16
Deposit	10/21/2024			X	63.75	834,220.91
Deposit	10/23/2024			X	22.59	834,243.50
Deposit	10/25/2024			X	4.96	834,248.46

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 - Valley- Checking_6387, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/28/2024			X	23.15	834,271.61
Deposit	10/28/2024			X	74.88	834,346.49
Deposit	10/29/2024			X	32.91	834,379.40
Deposit	10/30/2024			X	19.37	834,398.77
Deposit	10/31/2024			X	32.89	834,431.66
Deposit	10/31/2024			X	4,057.87	838,489.53
Total Deposits and Credits					838,489.53	838,489.53
Total Cleared Transactions					396,075.32	396,075.32
Cleared Balance					396,075.32	1,146,757.37
Uncleared Transactions						
Checks and Payments - 43 items						
Bill Pmt -Check	12/20/2022	9719	OverDrive		-4,402.91	-4,402.91
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...		-1,395.00	-5,797.91
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-5,930.96
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-5,955.96
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	09/19/2024	11048	Joan Skahan		-524.10	-10,147.44
Bill Pmt -Check	10/16/2024	11098	Utica National Insur...		-3,230.00	-13,377.44
Bill Pmt -Check	10/16/2024	11068	Friends of the Chap...		-1,694.16	-15,071.60
Bill Pmt -Check	10/16/2024	11096	The Loft LGBTQ+ C...		-750.00	-15,821.60
Bill Pmt -Check	10/16/2024	11078	Minuteman Press		-596.70	-16,418.30
Bill Pmt -Check	10/16/2024	11102	Westchester County...		-500.00	-16,918.30
Bill Pmt -Check	10/16/2024	11088	Playaway Products ...		-373.43	-17,291.73
Bill Pmt -Check	10/16/2024	11094	Steffi Nossen Schoo...		-300.00	-17,591.73
Bill Pmt -Check	10/16/2024	11058	Assa Abloy		-295.57	-17,887.30
Bill Pmt -Check	10/16/2024	11103	Westchester Library ...		-248.50	-18,135.80
Bill Pmt -Check	10/16/2024	11077	Midwest Tape		-122.42	-18,258.22
Bill Pmt -Check	10/16/2024	11089	Pound Ridge Library		-62.50	-18,320.72
Bill Pmt -Check	10/16/2024	11072	Julie Ann Polasko		-45.19	-18,365.91
Bill Pmt -Check	10/16/2024	11095	Teresa Bueti		-40.00	-18,405.91
Bill Pmt -Check	10/16/2024	11083	North Castle Public ...		-29.00	-18,434.91
Bill Pmt -Check	10/16/2024	11073	Larchmont Public Li...		-27.99	-18,462.90
Bill Pmt -Check	10/16/2024	11071	Joan Kuhn		-23.33	-18,486.23
Bill Pmt -Check	10/16/2024	11084	NYS Department of ...		-21.44	-18,507.67
Bill Pmt -Check	10/16/2024	11076	Mercy Garland		-20.36	-18,528.03
Bill Pmt -Check	10/16/2024	11063	Catherine Paulsen		-17.97	-18,546.00
Bill Pmt -Check	10/16/2024	11091	Robbin Friedman		-15.35	-18,561.35
Bill Pmt -Check	10/16/2024	11093	Scarsdale Public Lib...		-6.99	-18,568.34
Bill Pmt -Check	10/17/2024	11107	Teresa Bueti		-19.35	-18,587.69
Bill Pmt -Check	10/18/2024	11109	Mount Kisco Rotary ...		-25.00	-18,612.69
Bill Pmt -Check	10/31/2024	ACH	AFLAC		-242.10	-18,854.79
Total Checks and Payments					-18,854.79	-18,854.79
Deposits and Credits - 2 items						
Deposit	02/06/2024				1,000.00	1,000.00
Deposit	10/16/2024				12.65	1,012.65
Total Deposits and Credits					1,012.65	1,012.65
Total Uncleared Transactions					-17,842.14	-17,842.14

Chappaqua Central School District Public Library (new) Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Register Balance as of 10/31/2024					378,233.18	1,128,915.23
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/06/2024				3,244.13	3,244.13
Total Deposits and Credits					3,244.13	3,244.13
Total New Transactions					3,244.13	3,244.13
Ending Balance					381,477.31	1,132,159.36

Chappaqua Central School District Public Library (new)
Reconciliation Detail
1002 · Valley - M.M - 1594, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,086,980.82
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2024			X	3,912.84	3,912.84
Total Deposits and Credits					3,912.84	3,912.84
Total Cleared Transactions					3,912.84	3,912.84
Cleared Balance					3,912.84	1,090,893.66
Register Balance as of 10/31/2024					3,912.84	1,090,893.66
Ending Balance					3,912.84	1,090,893.66

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1003 · Valley - MMA Cap 3018, Period Ending 10/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						324,018.58
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2024			X	1,166.38	1,166.38
Total Deposits and Credits					1,166.38	1,166.38
Total Cleared Transactions					1,166.38	1,166.38
Cleared Balance					1,166.38	325,184.96
Register Balance as of 10/31/2024					1,166.38	325,184.96
Ending Balance					1,166.38	325,184.96



President's Report
11/15/24

Pam Moskowitz, Board President

Work with Lothrop continues to be made on the Building Assessment and Children's Room.
Jennifer Daddio continues to be the lead person on gathering reports and plans.

On December 11th, myself and Jennifer Daddio will be taking a Training on "Effective Library Signage."

Thank you,
Pam



195 South Greeley Avenue, Chappaqua, NY 10514
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Director's Report November 2024

Announcements and Correspondence

- The Library is hosting a Volunteer Breakfast on December 10 to thank our many volunteers who help keep the Library running. Joan Kuhn and Amy Berger are overseeing this event. Joan has managed to get several donations of food from community partners for this event.
- I have let the New Castle Historical Society that the Library Board agreed to donate the artwork we have been holding to them and are working on how best to get these pieces to them.
- We received a thank you letter from the First Congregational Church of Chappaqua thanking us for making a donation of \$100 to their retirement gala program honoring Rev. Dr. Martha Jacobs. Joan Kuhn has worked closely with her over the years on a number of initiatives and it was important to have the Library acknowledge the relationship on this occasion.
- We are working on the arduous process of getting NYS everything they will need so that we can be considered for the Bullet Aid Grant from Senator Harckham's office. Will update as things develop.
- I am in the process of submitting everything needed to complete the final report of the NYS Construction Grant for the theater. I have a few things to revise, and they will be done this week. We are still waiting on the first 90% payment, but the grant was only just finally approved a few weeks ago, so it should arrive soon.
- Robbin and I met with two members of the Garden Club recently. There were some negative feelings about the new magnolia tree recently planted and I think there was a lot of confusion about who makes decisions and how things work, which was further complicated by the fact that there was not a Director here for awhile. I believe things are smoothed over and look forward to a collegial working relationship with them moving forward.
- I worked the Chappaqua Rotary Pancake Breakfast this weekend. I connected with several community members from organizations that I hope we can work with in the future. It was a

great day and I believe the Rotary did well. The money raised will go towards the Mount Kisco Child Care Center's Holiday Gift Drive.

- Trustee George Benack stopped in with cookies to say thank you to the entire staff for their good work. It was very much appreciated.

Buildings and Grounds

- I met with Bob Gabalski and Marilyn Reid to go over the first draft of this report. A revised draft was sent a few days ago and I will be reviewing this week and then be back in touch with them.
- We had a few people fall on the sidewalk outside of the building in the last two weeks. One of them is a staff member. Incident reports are being collected.
- Children's Room Redesign
 - I'm waiting to hear back from Robbin about what her staff thought of the last meeting with Lothrop and that will determine next steps
- Stratagem:
 - Card keys go into effect January 1.
- Goodnough Painting: Larry D'Amico will be restretching this painting and then we will get it hung in the front of the Library.

Personnel

- Marge Perlin, Robbin Friedman and I met with the Personnel Committee to discuss the proposed Employee Handbook; all were in agreement that it was in good shape. It is being reviewed by our attorneys and I am waiting to hear back from them.
 - Kudos to Marge Perlin, who spent many hours emailing and speaking by phone with representatives from New York State, to be sure that we had the language around health benefits and retirement correct.
- Regular remote work will be ending at the end of this year. It will still be available to employees on a case by case basis, but will need to be approved by the Director ahead of time as of January 1.

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.
- We were issued a refund on our insurance of \$4K for redundant flood insurance coverage. This should be reflected in the next statement from NawrockiSmith.

- Moving forward, NawrockiSmith will conduct site visits quarterly. The next one will be in January 2025.

Professional Development

- Recently, there was a presentation on rolling out the branding for the staff. Amy and Thao presented this, with some input from Robbin. They did an excellent job and the feedback was overwhelmingly positive. I think it has created some excitement around our brand and with buy-in from the staff, it help become us more easily recognizable.
- Westchester County Department of Community Mental Health provided training to staff on the Mobile Crisis Response Team and how it works. It was a great presentation.
 - Kudos to Denise Mincin for arranging this program.
- Upcoming trainings include Stop the Bleed and a review of each of our policies, starting with the updated Facilities Use Policy.



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Children's Room -- October 2024 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
10/2/24	Theater storytime (0-5)	38
10/2/24	Bouncing Babies (0-1)	32
10/3/24	Parking Lot storytime (0-5)	98
10/3/24	Nursery Rhyme Time (2-3)	7
10/4/24	Song Circle online (0-5)	13
10/4/24	Bouncing Babies (0-1)	38
10/5/24	Saturday Storytime (0-5)	5
10/6/24	Series Starters (Gr. 2-3 with an adult)	6
10/7/24	Movers and Shakers (0-1)	34
10/7/24	Theater storytime (0-5)	40
10/8/24	Storybook Dance (2-5)	35
10/8/24	Empanadas with Mexcellent Deli (Gr. 3-6)	12
10/9/24	Theater storytime (0-5)	42
10/9/24	Bouncing Babies (0-1)	28
10/10/24	Parking Lot storytime (0-5)	73
10/10/24	Nursery Rhyme Time (2-3)	20
10/10/24	Are You Smarter Than a Squirrel (Gr. K-2)	4
10/10/24	Comics Crew (Gr. 4-6)	7
10/11/24	Song Circle online (0-5)	14
10/11/24	Bouncing Babies (0-1)	30
10/15/24	A Little Science, A Little Art (2-5)	41
10/16/24	Theater storytime (0-5)	30



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10/16/24	Bouncing Babies (0-1)	37
10/16/24	Jr. Garden Club (Gr. K-6)	13
10/16/24	Luna the Troll book club (Gr. 5-7 with an adult)	5
10/17/24	Parking Lot storytime (0-5)	71
10/17/24	Nursery Rhyme Time (2-3)	16
10/17/24	A Little Science, A Little Art (2-5)	16
10/18/24	Song Circle online (0-5)	12
10/18/24	Bouncing Babies (0-2)	32
10/18/24	Friday Film (All ages)	26
10/21/24	Movers and Shakers (0-1)	39
10/21/24	Theater storytime (0-5)	41
10/21/24	Decision 2024: Cats vs Dogs (Gr. 2-5)	4
10/23/24	Theater storytime (0-5)	55
10/23/24	Bouncing Babies (0-1)	32
10/24/24	Parking Lot storytime (0-5)	109
10/24/24	Nursery Rhyme Time (2-3)	12
10/25/24	Song Circle online (0-5)	16
10/25/24	Bouncing Babies (0-1)	38
10/27/24	LGBTQ+ Committee Family Meet and Greet (All ages)	20
10/28/24	Mover and Shakers (0-1)	41
10/28/24	Theater storytime (0-5)	57
10/28/24	Halloween Horror (Gr. K+)	27
10/29/24	Halloween Fun with Angel Elektra (3-8)	48
10/30/24	Theater storytime (0-5)	44
10/30/24	Bouncing Babies (0-1)	39
10/31/24	Parking Lot storytime (0-5)	95
10/31/24	Nursery Rhyme Time (2-3)	8



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Professional Development

TCB: Anne Izard Storytellers' Choice Award Ceremony (WLA); Native Ways of Knowing Virtual Book Club (weekly - 3) (California Indian Education for All); Graphic Novels for All (Booklist Webinars)
MRG: 30 Favorite Storytime Books and How to Use Them (NYS Library)
JAP: ¡Leamos! Spanish Language & Bilingual Titles for Young Readers (Booklist)
REF: Beyond the Employee Manual: The Joy & Power of having a "Library Workforce Philosophy" (WLS/RCLS)

Outreach

Mercy served as a judge for the Chappaqua Farmers Market Halloween Dog Costume Parade on October 26. There were over 40 dog participants and lots of creative costumes.

We co-hosted a library meet and greet with the New Castle LGBTQ+ Committee and appreciated seeing both familiar faces and new families in the building.

Successes

Jacob organized an election program running from October 21 to Election Day for Decision 2024: Cats vs Dogs (with write-in options for other animals). Kids designed posters in support of their preferred pets and patrons voted at the polling place set up near the Kids Room desk. Throughout the weeks, kids and adults discussed the process of voting and we witnessed many examples of adults connecting the program to the general election and real-life voting. Congratulations to Jacob on creating such a meaningful program for the library and the community!



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Young Adult – October 2024-Catherine Paulsen

- New displays-YA Scary Stories, All About Family Reads
- Book Lists-Halloween Reads
- YA Programs
- Badminton continues
- Halloween Movie and popcorn
College Admission program Ron Feuchs
- Origami
- Leyla Brittan author talk
- Special Needs Reading Group weekly
- Harvested our first pumpkin!
- Deserted (D & D like game continues
- Garden planning for winter garden October for Spring bloom . cleaned out garden

Book Ordering:

I am ordering more graphic and manga and replacing our old classic books with new versions.



October 2024 Adult Programs

October Adult Programs	Day	Date	Time	Att.	Zoom	Live	
Mandarin Conversation Club	Tues	10/1/2024	7:00 PM	6	0		
Italian Conversation Club	Wed	10/2/2024	1:00 PM	5		0	
Nature and American Art	Fri	10/4/2024	7:00 PM	38	0		
Bridge Club	Sat	10/5/2024	10:00 AM	13		0	
Opera Appreciation Club	Mon	10/7/2024	2:00 PM	6		0	
NYS Disaster Preparedness	Tues	10/8/2024	6:00 PM	130		0	
Mandarin Conversation Club	Tues	10/8/2024	7:00 PM	5	0		
Italian Conversation Club	Wed	10/9/2024	1:00 PM	4		0	
Three Titans of Spanish Art	Wed	10/9/2024	7:00 PM	10	0		
Art series with Larry D'Amico	Fri	10/11/2024	2:00 PM	16	0		
Bridge Club	Sat	10/12/2024	10:00 AM	20		0	
Mandarin Conversation Club	Tues	10/15/2024	7:00 PM	8	0		
Open Book Discussion	Tues	10/15/2024	7:30 PM	10	0		
Italian Conversation Club	Wed	10/16/2024	1:00 PM	5		0	
Plant Cutting Swap	Wed	10/16/2024	3:00 PM	15		0	
Diwali Celebration	Wed	10/16/2024	7:00 PM	15	0		
Bridge Club	Sat	10/19/2024	10:00 AM	18		0	
FPDG	Mon	10/21/2024	10:00 AM	30	0		
Opera Appreciation Club	Mon	10/21/2024	2:00 PM	5		0	
Mandarin Conversation Club	Tues	10/22/2024	7:00 PM	8	0		
Gothic Tales	Wed	10/23/2024	7:00 PM	6	0		
GBGD	Wed	10/23/2024	7:00 PM	11		0	
Art series with Larry D'Amico	Fri	10/25/2024	2:00 PM	19	0		
Bridge Club	Sat	10/26/2024	10:00 AM	16		0	
Opera Appreciation Club	Mon	10/28/2024	2:00 PM	13		0	
BBYNR	Mon	10/28/2024	4:00 PM	9	0		
Mandarin Conversation Club	Tues	10/29/2024	7:00 PM	9	0		
Druids Deadly Darlings	Wed	10/30/2024	7:00 PM	10		0	



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Adult Services Department -- November 2024 Report

Denise Mincin

The book displays for October:

Breast Cancer Awareness
Friends of the Library
Halloween
Mental Health Day
Vegetarian Month
National Hispanic Heritage Month (9/15-10/15)
Cookbooks for the Jewish Holidays

Community Outreach / Glass Display Case:

Neighbor's Link and the benefits of immigration.

Social Media

Julie Ann Polasko created the flyer and we are promoting it through adult social media platforms. The Sharing Shelf is happy about it.



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Our Library of Things is growing and a video about it was posted on social media. Some of the items available to borrow and mentioned in the video are: an air quality monitor, ukuleles, Chromebooks, and Wi-Fi Hotspots.
<https://www.instagram.com/p/DBuNfVMOBVJ/>



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In mid-October, 3 museum passes were added to our collection:

- 9/11 Memorial & Museum
- Stepping Stones Museum for Children
- The Noguchi Museum

We thank the Friends of the Chappaqua Library for their support of our museum passes.

Professional Dev.	Meetings	Outreach
Adult Programming Equation CLRC	Branding meeting with director	Home delivery drop-offs
Recording of Staff Training, Patti Colombo: Serving Adults with Disabilities	Reference Staff Meeting	Special Needs / ARC Book Group



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Professional Dev.	Meetings	Outreach
AI and Workforce Development in Libraries	Learning Round Table - ALA - Conference Committee	Led discussion of "Melian Dialogue" at the Briarcliff Library
Library Love for LibraryReads (recorded)	Department Heads Meeting	Led discussion of "Absolution" at the Briarcliff Library
What's Language Got to Do with It? A Guide to Understanding What Makes Everyday Communication Inclusive	Meeting with Ingram to switch book vendor	Begin the Great Give Back and Fall Sharing Shelf Drive
Roll out of CHA Branding - Staff Training	DEI Meeting	Set up the glass display case with Neighbor's Link. Topic: Benefits of immigration
Overdrive webinar	All Staff Meeting	
Plant Propagation Launch w/Garden Club	Meet re: Give Back Day and Fall drive for the Sharing Shelf	
Booklist Spring Preview	Branding Meeting with admin	
	Meeting with Anotonia Bruno NYS Library	



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Technical Services – October 2024 Report
Sally Scudo

In addition to routine processing (295 of 621 items added)

- Processed and linked Induction Cooktop Kit as part of our Library of Things.
- Consulted with Adult Services and WLS Cataloging about addition of new vendor.
- Mending: **20** books and seven AV items repaired and returned to circulation.
- Sustainable Shelves: 165 books evaluated, 20 eligible for credit.



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Children's Room -- October 2024 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
10/2/24	Theater storytime (0-5)	38
10/2/24	Bouncing Babies (0-1)	32
10/3/24	Parking Lot storytime (0-5)	98
10/3/24	Nursery Rhyme Time (2-3)	7
10/4/24	Song Circle online (0-5)	13
10/4/24	Bouncing Babies (0-1)	38
10/5/24	Saturday Storytime (0-5)	5
10/6/24	Series Starters (Gr. 2-3 with an adult)	6
10/7/24	Movers and Shakers (0-1)	34
10/7/24	Theater storytime (0-5)	40
10/8/24	Storybook Dance (2-5)	35
10/8/24	Empanadas with Mexcellent Deli (Gr. 3-6)	12
10/9/24	Theater storytime (0-5)	42
10/9/24	Bouncing Babies (0-1)	28
10/10/24	Parking Lot storytime (0-5)	73
10/10/24	Nursery Rhyme Time (2-3)	20
10/10/24	Are You Smarter Than a Squirrel (Gr. K-2)	4
10/10/24	Comics Crew (Gr. 4-6)	7
10/11/24	Song Circle online (0-5)	14
10/11/24	Bouncing Babies (0-1)	30
10/15/24	A Little Science, A Little Art (2-5)	41
10/16/24	Theater storytime (0-5)	30



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10/16/24	Bouncing Babies (0-1)	37
10/16/24	Jr. Garden Club (Gr. K-6)	13
10/16/24	Luna the Troll book club (Gr. 5-7 with an adult)	5
10/17/24	Parking Lot storytime (0-5)	71
10/17/24	Nursery Rhyme Time (2-3)	16
10/17/24	A Little Science, A Little Art (2-5)	16
10/18/24	Song Circle online (0-5)	12
10/18/24	Bouncing Babies (0-2)	32
10/18/24	Friday Film (All ages)	26
10/21/24	Movers and Shakers (0-1)	39
10/21/24	Theater storytime (0-5)	41
10/21/24	Decision 2024: Cats vs Dogs (Gr. 2-5)	4
10/23/24	Theater storytime (0-5)	55
10/23/24	Bouncing Babies (0-1)	32
10/24/24	Parking Lot storytime (0-5)	109
10/24/24	Nursery Rhyme Time (2-3)	12
10/25/24	Song Circle online (0-5)	16
10/25/24	Bouncing Babies (0-1)	38
10/27/24	LGBTQ+ Committee Family Meet and Greet (All ages)	20
10/28/24	Mover and Shakers (0-1)	41
10/28/24	Theater storytime (0-5)	57
10/28/24	Halloween Horror (Gr. K+)	27
10/29/24	Halloween Fun with Angel Elektra (3-8)	48
10/30/24	Theater storytime (0-5)	44
10/30/24	Bouncing Babies (0-1)	39
10/31/24	Parking Lot storytime (0-5)	95
10/31/24	Nursery Rhyme Time (2-3)	8



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Professional Development

TCB: Anne Izard Storytellers' Choice Award Ceremony (WLA); Native Ways of Knowing Virtual Book Club (weekly - 3) (California Indian Education for All); Graphic Novels for All (Booklist Webinars)
MRG: 30 Favorite Storytime Books and How to Use Them (NYS Library)
JAP: ¡Leamos! Spanish Language & Bilingual Titles for Young Readers (Booklist)
REF: Beyond the Employee Manual: The Joy & Power of having a "Library Workforce Philosophy" (WLS/RCLS)

Outreach

Mercy served as a judge for the Chappaqua Farmers Market Halloween Dog Costume Parade on October 26. There were over 40 dog participants and lots of creative costumes.

We co-hosted a library meet and greet with the New Castle LGBTQ+ Committee and appreciated seeing both familiar faces and new families in the building.

Successes

Jacob organized an election program running from October 21 to Election Day for Decision 2024: Cats vs Dogs (with write-in options for other animals). Kids designed posters in support of their preferred pets and patrons voted at the polling place set up near the Kids Room desk. Throughout the weeks, kids and adults discussed the process of voting and we witnessed many examples of adults connecting the program to the general election and real-life voting. Congratulations to Jacob on creating such a meaningful program for the library and the community!