



AGENDA

The Chappaqua Library Board of Trustees Regular Meeting Monday, February 10, 2025, 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	Robbin Friedman, Assistant Director	
George Benack, Finance Officer	Presenting:	
Jennifer Fahey, Secretary		
John Harrison		
Videoconference		Videoconference:
Absent		

1. CALL PUBLIC MEETING TO ORDER

A. Emergency Exits

2. PLEDGE OF ALLEGIANCE

3. 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.

4. **BOARD ADMINISTRATION**

A. Acceptance of the Minutes of the December 16, 2024 Regular Meeting

MOTION: I move that the Board approve the **Minutes of the November 18, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

B. Acceptance of the Minutes of the November, 2024 Regular Meeting

MOTION: I move that the Board approve the **Minutes of the December 16, 2024 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

C. Acceptance of the Minutes of the January, 2025 Regular Meeting

MOTION: I move that the Board approve the **Minutes of the January 13, 2025 Regular Meeting** as drafted.

Motion by: J. Fahey

Second by:

Discussion:

In favor:

Against:

Abstained:

5. **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 January 2025 **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

6. PRESIDENT’S REPORT

7. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

8. COMMITTEE REPORTS

B. Standing Committees:

1. **Finance Committee**— George Benack, Chair
2. **Building and Grounds Committee** – J. Fahey, Chair

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

MOTION: I move that the Board change the status of Frances Rebecca Rogan-Alcock from a Part-Time Available Librarian II to a Regular Part-Time Librarian II in order to work a regular part-time schedule that was vacated when Alan Briones resigned. This change is to be retroactive to February 3, 2025.

Motion by: J. Harrion

Second by:

Discussion:

In favor:

Against:

Abstained:

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

9. New Business

10. NEXT STEPS / RESPONSIBILITIES

11. NEXT MEETINGS:

12. 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*

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 December 16, 2024 7pm
Chappaqua Library Theater
Hybrid format: In-person and by videoconference
Presiding Officer: Pam Moskowitz, 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	Robbin Friedman, Assistant Library Director, Head of Children's Room	
Jennifer Fahey, Secretary	Presenting:	
John Harrison, Member-at-Large	Jeffrey Shaver, PFK O'Connor Davies	
	Claudia LeGall, PFK O'Connor Davies	
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		
Brian Cook, Vice President		

1. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:04pm. Four Trustees were present and a quorum was achieved. Emergency exits were noted and the Pledge of Allegiance was recited. No changes were requested to the Agenda.

2. PUBLIC COMMENTS

- P. Moskowitz asked if there were any public comments, but there were none.

2. BOARD ADMINISTRATION

- A. Pam states she is not going to move forward with a motion to approve the minutes for the previous meeting on Monday, November 18, 2024 as there some errors with the draft, and it needs to be edited.

2. PUBLIC COMMENTS

P. Moskowitz asked if there were any public comments, but there were none.

3. FINANCE

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

- George asserts that there is nothing remarkable about the November Treasurer's Report.

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

Motion by: G. Benack

Second by: J. Harrison

Discussion: John asks if the recurring mention of uncashed checks is subject for concern but it is concluded that due to small amount, it is not currently an issue.

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

Against:

Abstained:

4. PRESIDENT'S REPORT – P. Moskowitz

A. Pam completed a 2024 end of year review and read the highlights at the meeting, citing things such as hiring the new Director Jennifer Daddio and promoting Robbin Friedman to Assistant Director whilst still remaining the Head of Children's Library, the library budget passed staying under the tax cap, we had a building assessment was completed.

5. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – J. Daddio

1. We received 90% of Construction Aid Grant in amount of almost 41K.
2. We received \$200 from a grateful patron.
3. A Department head forwarded a lovely post from Chappaqua Moms 2.0 where a patron expressed positive feedback about library.
4. Building Assessment, Jen, Robbin and Bill met with Lothrop to discuss a second draft and a meeting is in works to include Trustees once we have a final draft to review probably in January.
5. Volunteer Breakfast was lovely and it was great for Trustees who attended to meet volunteers and learn more about what everyone contributes. Jennifer wants to thank Amy B & Joan for planning/organizing as well as local businesses like Whole Foods, Susan Lawrence, and others for donating food and supplies.

6. Presentation from PFK O'Connor & Davies

Jeffrey Shaver and Claudia LeGall present an in-depth presentation of the Full Audited Financials for the period between July 1st 2024 and finishing on June 30th, 2023. They field a few questions from the trustees and conclude with the plan to send over the paperwork to commence the audit for the proceeding period finishing on June 30th, 2024.

7. Building and Grounds Committee – J. Fahey, Chair

1. There was some work needed on the boiler today due to some issues with heat, but other than that, nothing that was not covered in Director's Report as per the Assessment Report and a pending visit for the next board meeting.

8. Personnel Committee – J. Harrison, Chair

1. The Employee Handbook was recently updated by Jennifer D., Robbin F. and Marge P. and that it has been reviewed by the attorney, it is ready to be approved by the Board.

MOTION: It was moved that the Board accept the Employee Handbook revisions that were made as of December 15, 2024.

MOTION: J. Harrison

Second by: P. Moskowitz

Discussion: Jennifer D. highlights changing a policy whereby an employee who works 21 hours can no longer be eligible for benefits. There is also a discussion about having to re-shape remote work guidelines in the wake of the Pandemic and so this is something that is addressed in new revision.

In favor: G. Benack, J. Fahey, P. Moskowitz, J. Harrison, Unanimous

MOTION: It was moved that the board authorize the Library Director to adopt an employee assistance program called the EAP that will offer many benefits to enrich and support Chappaqua Library employees that comes to a total of \$2,400.00 for annual costs.

MOTION by: J. Harrison

Second by: Pam M.

Discussion: John H. mentions that it gives Director tools to deal with all sorts of situations, issues that employees

encounter.

In Favor: G. Benack, J. Fahey, P. Moskowitz, J. Harrison, Unanimous

9. Policy / Bylaws Committee – John Harrison, Chair

MOTION: It was moved the Board rescinds previous motions regarding the change of calendar terms of services for any officers.

MOTION by: J. Harrison

Second by: P. Moskowitz

Discussion:

In Favor: P. Moskowitz, J. Harrison, G. Benack

Against: J. Fahey

10. NEXT MEETING: J a n u a r y 13 t h , 20257:00pm

11. ADJOURNMENT

MOTION: It was moved that the Board **adjourn the public meeting at 8:03pm.**

Motion by: P. Moskowitz

Second by: B. Cook

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



DRAFT MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
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Chappaqua Library Theater
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Presiding Officer: Pam Moskowitz, President

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	Marilyn Reid, Lothrop Ass.	
John Harrison, Member-at-Large	Robert Gabalski, Lothrop Ass.	
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		

I. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:06pm. All Trustees were present and a quorum was achieved. Emergency exits were noted and the Pledge of Allegiance was recited. No changes were requested to the Agenda.

II. PROPOSED EXECUTIVE SESSION, SUBJECT TO BOARD APPROVAL (if required, must identify subject matter within permissible topics):

MOTION: It was moved that the Board enter Executive Session at 7:06pm to discuss a trustee matters.

Motion by: P Moskowitz

Second by: B. Cook

Discussion: none

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

Against:
Abstained:

MOTION: It was moved that the Board exit Executive Session at 7:27pm.

Motion by: P. Moskowitz
Second by: J. Harrison
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 7:33pm. 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. PUBLIC COMMENTS

P. Moskowitz asks if there are any public comments but there are none

IV. BOARD ADMINISTRATION

A. There are not any minutes to review tonight. The November 2024 minutes need to be further reviewed for edits so they cannot be approved at this time.

VIII. FINANCE

- A. George has reviewed the December Treasurer's report and there is nothing remarkable at this time. NawrockiSmith is currently reviewing 1099 vendors that were paid in 2024 and preparing them for their tax team.
- B. John asks who processes the W-2s and Amy K. indicates that it is our payroll processor, Paylocity who issues all W2s.
- 2024 Budget meeting was cancelled due to snow/weather. Hoping to reconvene this week.

MOTION: It was moved that the Board approve the December 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. PRESIDENT'S REPORT – P. Moskowitz

- We are looking forward to hearing presentation from Lothrop.
- Pam announces it is her intention to run for another term as a library trustee on May 11th, 2025 and the reason why it's been asked that existing trustees announce their intention by January, library staff members have asked to have more notice so that might engage with the public about running in the event that we are in need of candidates.

X. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS – J. Daddio

- Wanted to mention some fantastic programs of late, specifically a “Noon/New Year’s” program run by the Children's Room staff that was very successful and that there were close to 400 people in attendance. Jacob Demlow, children’s librarian was instrumental in this particular program so a big thanks to him and all the children's room staff who also hosted.
- Jen also acknowledges the great performance from the Yale Acapella group organized by Joan and Adult Services which was also tremendously well received.
- Plant Propagation organized by Tanya Nadas is also getting a great response from patrons.
- The Chinese New Years program is about to be sold out and is anticipated with great excitement.
- Amy Berger and Vicki Fuqua are starting new program called Spice Club.
- We will be receiving check for \$10,769 grant from Senator Harkham’s office and there will be more to come on that.
- Work on the new budget is ongoing with M. Perlin, R. Friedman, & A. Kaprelian.
- One of the signs outside building fell the previous week due to high winds. Jen has started looking into electric signs as a possibility going forward.
- There is a proposal for an Eagle Scout promotional video that Jen would like the board to look over and consider as it looks like an exciting opportunity to have made.

XI. COMMITTEE REPORTS

A. Standing Committees:

- i. **Finance Committee** – G. Benack, Chair
Nothing further to add.

- ii. **Building and Grounds Committee** – J. Fahey, Chair.
- Will lock in cadence of B&G meetings now that J. Daddio is on board
 - Theater Project completed to great acclaim
 - Have asked landscaper to straighten signs around parking lots
 - RFP for electrical panel replacement – only 1 response, seeking another
 - Also approached an alternative electrician for correcting the light post in the stream, a potential generator and an automatic door opening for one bathroom
 - Streambed consultant RFP targeted but not constructed, identifying potential bidders
 - J. Harrison requested washing of the front windows

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

MOTION: It is moved that the board appoint Amy Kaprelian as Library Board Scribe and is provided a stipend of \$208.33 per meeting to record the Library Trustee meeting minutes to commence with tonight’s meeting.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: none

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

Against:

Abstained:

MOTION: It is moved that the board approve a rate increase for the hourly rate for library pages Zoya Wong, Zoya Nabeel, and Eliza Fink to \$16.50 per hour to align with the New York State minimum wage

Motion by: J. Harrison

Second by: G. Benack

Discussion:

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

Against:

Abstained:

iv. Policy / Bylaws Committee – J. Harrison

- Jennifer asks if the board to consider a motion regarding the existing Museum Pass policy.

MOTION: The board moves to rescind the “Museum Pass” policy that was previously adopted so that library staff can use their own discretion and make changes as they see fit to make the passes more easily available to patrons.

Motion by: J. Harrison

Second by: P. Moskowitz

Discussion: None

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

Against:

Abstained:

Presentation

Robert Gabalski, AIA, and Marilyn Reid of Lothrop and Associates provide an in depth look at the Final Draft of their Building Assessment report. They do a slide show with photos from their walk-through of the library that was conducted in the fall. The members of the board thank Robert and Marilyn for their very comprehensive report.

There is a brief discussion in which Jennifer says they anticipate having another sitdown with Robbin and staff from the Children’s Room and Marilyn from Lothrop to talk about other options for the renovation of the Children's Room, and make sure they are all on same page.

XII. NEXT MEETING: F e b r u a r y 1 0 ^{t h} , 2 0 2 5

XIII. ADJOURNMENT

MOTION: It was moved that the Board adjourn the public meeting at 9:08pm.

Motion by: P. Moskowitz

Second by: B. Cook

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
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Email: chaboard@wlsmail.org



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Director's Report February 2025

Announcements and Correspondence

- We received the following acknowledgement from the New Castle Historical Society for donating paintings and a photograph that had been in the Library's possession for a number of years.

We would like to extend our heartfelt thanks to the Chappaqua Library for their generous donation of a number of art works to our museum, entrusting us to care and preserve these items for future generations. The gift included four framed watercolor paintings of scenes of New Castle by James Renwick Thomson, a framed pencil drawing of the former Levi Hunt Store and a photograph of local baseball players taken by photographer Randy Messer. This thoughtful gift marks our first donation of 2025, and we are truly grateful for the support in enriching our collection and enhancing the cultural offerings to our community.

- The check for \$10,769 from Senator Harckham's office was received for use in our operational budget. This means the money can be used for materials, programs or technology, but it cannot be used for capital projects. I have asked Robbin Friedman if there are materials or programs the Children's Room would like to use some of the money for. Two ideas that were suggested by Robbin were purchasing a dishwasher and possibly a washing machine for the Library, which would be put to good use. I am looking into what those items might cost.

Buildings and Grounds

- Building Assessment
The Board will meet on February 11 to discuss the presentation by Lothrop.
- Children's Room Redesign
 - We are waiting on a meeting with Lothrop to understand next steps.
- Roof:

- The roof has a leak that has reached the KPR. Tremco is currently working to put a temporary fix on it now, and will do a permanent fix in the spring.
- Tremco is currently working on the estimate for the metal stairs and the treads for the roof.
- Tremco has submitted a proposal for roof maintenance going forward. This was already budgeted for in last year's budget. I have forwarded the information to the B&G Committee and am waiting for feedback.
- Raised Patio in Main Courtyard: Is currently closed based on Lothrop's findings.
- Children's Room Addition: Emailed BSK at the beginning of the year and followed up this week about Lothrop's findings with regard to the most recent work to the Children's Room.
- Ceiling Tiles: David will be replacing stained and broken tiles throughout the building.

Finance

- 2025-2026 Budget.
 - As of this writing, the Building Maintenance and Repair lines and the Building Service Contracts lines look like they are under budgeted. There will most likely be a significant increase in these lines for the next budget to more accurately reflect the aging building and its systems.
 - There will be some reallocation of funds for programs and materials to address how the Library is currently being used. This will be based on the statistics for usage of Children's materials and programs vs. Adult materials and programming.
 - There are a couple of people on staff who need to have a salary adjustment. These people have salaries that are way too low for the work that they do and the time that they have been employed by the Library. More to come.
- There is currently \$735,783 earmarked for Capital Projects in our accounts. I recommend that the Board have a discussion about how much money they want to keep in a reserve fund and then adjust how much money is in this line. I have requested that the Finance Committee meet so that recommendations can be made to the Board.

Personnel

- Joan will officially transition from full to part time on March 31. On that date she will officially be answering to Denise Mincin, who is the Head of Adult Services. From that point on, Denise will oversee the programming budget for the Adult Department.
- Some new and exciting Adult programming has started.
 - Tanya Nadas has been overseeing the plant exchange since late last year and it has been an overwhelming success. Hundreds of cuttings have been taken from the library. She is currently seeking more donations to replenish what has gone out.

- Amy Berger and Vicki Fuqua debuted their Spice Club program last month and had at least 15 people at their pot luck dinner. They created a lovely atmosphere by using real dishes and utensils, votive candles, playing a video about how Gochujang (January's spice) is made, as well as playing some music from some popular Korean TV shows. Each attendee came with a dish using Gochujang. People enjoyed themselves and seemed reluctant to leave when it was over. I think this is one of those programs that will continue to grow and gain in popularity.
- The Lunar New Year Celebration took place on February 1 and was fantastic. Robbin Friedman and Julie Ann Polasko did a wonderful job that day. Everyone in attendance was so happy and people lingered for a long time enjoying each other's company.

Professional Development

- I will be traveling to Albany on February 5 for Library Advocacy Day. This is an important annual event and I'm hoping that more staff will participate next year.
- We have been using Staff training time to go over the Employee Handbook. It will last for three sessions.
- We have a representative from ESI, who is managing our EAP, to come and give an overview of the benefits available to them in March.



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Children's Room -- January 2025 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
1/2/25	Theater storytime (0-5)	90
1/2/25	Nursery Rhyme Time (2-3)	14
1/6/25	Movers and Shakers (0-1)	41
1/6/25	Theater storytime (0-5)	63
1/6/25	Pokemon Club (Gr. 1-3)	6
1/7/25	Messy Art (2-5)	49
1/8/25	Theater storytime (0-5)	33
1/8/25	Bouncing Babies (0-1)	20
1/8/25	Free Play for 1s and 2s (1-2)	16
1/9/25	Theater storytime (0-5)	65
1/9/25	Nursery Rhyme Time (2-3)	20
1/9/25	Messy Art (2-5)	15
1/9/25	Comics Crew (Gr. 4-6)	3
1/10/25	Song Circle online (0-5)	18
1/10/25	Bouncing Babies (0-1)	26
1/10/25	Read to a Dog (Gr. 1-3)	3
1/12/25	Series Starters (Gr. 2-3 with an adult)	4
1/13/25	Movers and Shakers (0-1)	52
1/13/25	Theater storytime (0-5)	73
1/13/25	Pokemon Club (Gr. 1-3)	4
1/13/25	Dungeons & Dragons (Gr. 4-6)	3
1/14/25	Storybook Dance (2-5)	36



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1/15/25	Theater storytime (0-5)	51
1/15/25	Bouncing Babies (0-1)	32
1/15/25	Free Play for 1s and 2s (1-2)	37
1/15/25	Jr. Garden Club (Gr. K-6)	7
1/15/25	Luna the Troll middle school/adult book club (Gr. 5-7 with adult)	3
1/16/25	Theater storytime (0-5)	57
1/16/25	Nursery Rhyme Time (2-3)	12
1/16/25	Shadowcraft (Gr. K-3)	8
1/17/25	Song Circle online (0-5)	18
1/17/25	Bouncing Babies (0-2)	26
1/22/25	Theater storytime (0-5)	39
1/22/25	Bouncing Babies (0-1)	27
1/22/25	Free Play for 1s and 2s (1-2)	10
1/23/25	Theater storytime (0-5)	75
1/23/25	Nursery Rhyme Time (2-3)	16
1/24/25	Song Circle online (0-5)	21
1/24/25	Bouncing Babies (0-1)	33
1/24/25	Peacemakers visit to Chappaqua Friends Nursery School (4s)	11
1/24/25	Read to a Dog (Gr. 1-3)	4
1/27/25	Mover and Shakers (0-1)	43
1/27/25	Theater storytime (0-5)	54
1/27/25	Pokemon Club (Gr. 1-3)	4
1/27/25	Dungeons & Dragons (Gr. 4-6)	2
1/28/25	Vroom Vroom Snow (2-5)	15
1/29/25	Theater storytime (0-5)	105
1/29/25	Bouncing Babies (0-1)	46
1/30/25	Theater storytime (0-5)	77



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1/30/25	Nursery Rhyme Time (2-3)	18
1/31/25	Song Circle online (0-5)	21
1/31/25	Bouncing Babies (0-1)	31
1/17/25	Read to a Dog (Gr. 1-3)	6
1/31/25	Friday Film (All ages)	44
	TOTAL	1607

Professional Development

TCB: NoveList webinar: Find Inclusive Reads for Every Reader

MRG: NYLINE: Engaging Play: Low-cost ways for libraries and cultural institutions to engage communities, elevate staff morale, and provide impact

REF: Attended ALA LibLearnX 2025 in Phoenix, AZ (Session highlights included Reimagining Customer Experience: Using Design Research and Personas to Connect Customer Needs to Library Offerings, It's Experiential! Reimagining Traditional Library Services Through Experiential Learning and Creating an Inclusive Library Workforce: Practical Steps for Disability Inclusion)

Outreach

Teresa visited Chappaqua Friends Nursery School as part of their annual Peacemakers program, reading "Pura's Cuentos: How Pura Belpré Reshaped Libraries with her Stories" about the groundbreaking NYPL librarian who welcomed Spanish speaking children to storytimes and talked about learning a new language.

Successes

Thank you to Sue Sonkin and her dog, Sukee, for this month's Read to a Dog program. Emerging readers, sibling pairs, dog lovers and the dog-curious have all enjoyed sessions with Sue and Sukee, practicing their reading skills and fluency with a fluffy, nonjudgmental listener. We look forward to continuing these programs in the spring!



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Adult Services Department – January 2025 Report

Denise Mincin

Book displays for January

Cookbooks featuring the Spice of the Month - Gochujang
Holocaust Remembrance Day
Martin Luther King, Jr. Day
Happy Healthy New Year

Community Outreach / Glass Display Case

January is National Hobby Month and hobbies of the staff were featured in the glass display case. Samples of our pottery to photography, souvenirs from travels to floral arrangements, quilting and knitting to movies we watch, and puzzles we tackle daily were on display.

A jigsaw puzzle is on a table in the front of the library to encourage patrons to work together. Two puzzles were completed this month.

Programs and Community

In the beginning of January, the Spice Club began registering patrons for its potluck on January 27, and people started coming to the library to pick up the Spice of the Month, Gochujang, to prepare a recipe using the spice. There were a dozen people at the potluck who brought lots of delicious dishes made using the spice. The program was successful in bringing the community together to enjoy good food.

Amy Berger worked with the Town of New Castle Committee on Inclusion & Belonging to bring the "Celebrating the King: Inspire, Reflect, Connect" program to the community at ChapPac on Sunday, 2/2. Over 150 people attended.

The Plant Propagation Station is thriving in its new location, on the opposite side of the Adult Graphic Novels. Above the plant cuttings is a display of books about planting. Victoria Tipp asked the Library if she could include information about it in the Community Newsletter, and she did.

<https://mailchi.mp/mynewcastle/new-castle-town-hall-community-e-news-thursday-january-30-2025?e=c03f7342f9>



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

Community Highlights



Birthday Wishes: Happy Birthday to Madison Maitian who celebrates her first birthday on February 1st! Best wishes to the birthday girl and happy parents!
周岁生日快乐，麦甜!

Did you know that there is a **Plant Propagation Station at the Chappaqua Library?**



This is basically a plant cutting sharing program and it's easy to do. Any plant can be shared, but this is also a great way to propagate native and pollinator plants, support conservation efforts, and promote a healthy ecosystem. Go to the library website for details and instructions: <https://www.chappaqualibrary.org/posts/plant-propagation-station-thriving>

Kudos to Tanya Nadas!

The Reference Department is continuing to meet to discuss program ideas and implementing them.


Social Media

X/Twitter:




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Author interactions about new books and new audiobooks:

**Chappaqua Library**
@ChappLib

Check out our New Fiction collection at the @ChappLib @ellyssa @ALeighMP @tseides @eirencaffall @leehawkins @BrookeShields @EricDezenhall @kwinklerdawson


New Nonfiction



Quotes

Reposts

Likes


**leehawkins** ✓
@leehawkins Follows you

Journalist, Musician & Author of Nobody's Slave: How Uncovering My Family's History Set Me Free. (HarperCollins 2025) Pre-order here: rb.gy/waplmg

Quotes


Reposts

Likes

**Eiren Caffall**
@eirencaffall


Lyrical dispatches from the apocalypse. THE MOURNER'S BESTIARY (2024) ALL THE WATER IN THE WORLD (2025). @WhitingFdn grantee. She/her/hers.

Follow

**leehawkins** ✓
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Journalist, Musician & Author of Nobody's Slave: How Uncovering My Family's History Set Me Free. (HarperCollins 2025) Pre-order here: rb.gy/waplmg

Follow

**Eiren Caffall** @eirencaffall · Jan 10
So lovely to be included!

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<https://x.com/ChappLib/status/1877818920234602774>



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Check out our newest CD Audiobooks

@uketsuHAKONIWA @claymcleod

@leehawkins @SueLynnTan @BrookeShields @James_Grippando

@TheZeinabBadawi



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<https://x.com/ChappLib/status/1881442324628353171>

Professional Dev.	Meetings	Outreach
2024 NYS Annual Report Workshop	Programming Meeting with Reference Staff	Homebound Delivery
All Staff PD: New Employee Handbook	Equity Meeting	Special Needs / ARC Book Group x4
Branding Workshop	Reference Department Meeting	Bell school 8th grade tour of the Library



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Professional Dev.	Meetings	Outreach
Macmillan Spring 25 Librarian Preview	Learning Round Table Planning Meeting for ALA Conference 6/25	Working with theTown of New Castle Committee on Inclusion & Belonging for MLK program x3
Organized all-day book discussion; lead discussion of "Giovanni's Room"		Spice Club Potluck
Webinar: Inclusive Shelves		
All Staff PD: Policy Deep Dive		



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Technical Services – January 2025 Report
Sally Scudo

In addition to routine processing (263 of 433 items added)

- Processed Citizen Scientist Biodiversity Kit (new item in Library of Things).
- Mending: 27 books and 12 AV items repaired and returned to circulation.
- Sustainable Shelves: 239 books evaluated, 16 eligible for credit.



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Circulation – January 2025 report

Marge Perlin, Head of Circulation, Payroll and Benefits

Month	Fines	L&P	Jamex	Misc	Friends	TOTAL
July 2024	\$873.08	\$182.86	\$22.70	\$78.75	\$56.50	\$1,213.89
August 2024	\$925.21	\$239.24	\$62.80	\$126.50	\$88.85	\$1,442.60
Sept 2024	\$606.52	\$275.87	\$51.50	\$50.50	\$49.05	\$1,033.44
Oct 2024	\$629.28	\$277.83	\$55.95	\$29.60	\$32.37	\$1,025.03
Nov 2024	\$683.11	\$253.39	\$25.50	\$63.60	\$59.41	\$1,085.01
Dec 2024	\$660.41	\$266.79	\$98.69	\$38.35	\$66.00	\$1,130.24
Jan 2025	\$667.88	\$343.72	\$78.55	\$23.00	\$72.25	\$1,185.40
Feb 2025						\$0.00
March 2025						\$0.00
April 2025						\$0.00
May 2025						\$0.00
June 2025						\$0.00
TOTAL	\$5,045.49	\$1,839.70	\$395.69	\$410.30	\$424.43	\$8,115.61

December Meetings/Events:

Jan 2 All Staff/Dept Heads
Jan 9 Policy deep dive – all staff
Jan 9 Customer data privacy
Jan 13 Board mtg
Jan 16 Circ. Dept. mtg
Jan 23 Employee Handbook pt 1
Jan 27 Staff training platform intro.

WLS STATS - ITEMS AND PATRONS

In-building Circulation: 15620
Loans sent to other libraries: 2565
Loans received from other libraries: 2014
New library cards: 79
Items added to collection: 433
Items removed from collection: 414

CHAPPAQUA LIBRARY USAGE STATS FOR JAN 2025									
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
				0	529	360	399	Patrons Checkout/Ren Check ins Holds	
				7	599	534	701		
				7	750	545	678		
				0	111	100	87		
				4	35	18	38	Unwanted Hlds	
	295	413	432	443	436	325	410	Patrons	
	546	489	564	536	455	533	651	Checkout/Ren	
	451	551	586	515	440	462	639	Check ins	
	53	50	138	102	104	107	123	Holds	
	15	15	14	20	21	11	26	Unwanted Hlds	
	275	461	535	475	446	367	556	Patrons	
	384	566	410	352	469	588	748	Checkout/Ren	
	357	556	291	278	383	514	802	Check ins	
	72	108	73	75	69	92	107	Holds	
	11	13	5	29	23	20	17	Unwanted Hlds	
	0	0	267	440	463	277	563	Patrons	
	84	45	734	384	536	683	852	Checkout/Ren	
	85	45	753	417	516	576	762	Check ins	
	0	0	76	96	98	94	116	Holds	
	3	6	21	24	27	33	20	Unwanted Hlds	
	237	516	299	608	462	181		Patrons	
	543	515	463	608	564	442		Checkout/Ren	
	503	552	415	500	392	437		Check ins	
	55	82	101	109	114	77		Holds	
	18	18	20	19	23	13		Unwanted Hlds	
								Patrons	
								Checkout/Ren	
								Check ins	
								Holds	
								Unwanted Hlds	
	2024	Patrons	2025	Patrons	Checkout/Ren	Check in	Holds	Unwanted Hlds	Circulation**
	Jan(28 days)	11348	Jan(28 days)	11,470	15,585	14,758	2,589	580	18,185
	Feb(27 days)	10510							
	Mar(30 days)	11,753							
	April(30 days)	11,599							
	May(29 days)	10,624							
	June(28 days)	11,847							
	July(26 days)	10,590							
	Aug(26 days)	11,024							
	Sept(28 days)	11,445							
	Oct(30 Days)	11,248							
	Nov(28 days)	11,537							
	Dec(29 days)	8,857							
		132,382							
				**from WLS dashboard (includes CHA items sent to other libraries)					