



AGENDA

The Chappaqua Library
Board of Trustees Regular Meeting
Monday, March 17, 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	Amy Kaprelian, Staff Asst.	
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. EXECUTIVE SESSION

MOTION: **I move that the Board** enter into an Executive Meeting to Discuss the financial implications of the results of the Lothrop Buildings Assessment at ____ pm.

Motion by:
Second by:
Discussion:
In favor:
Against:
Abstained:
Time of adjournment out of Executive Session and reentry into regular meeting:

4. 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.

5. BOARD ADMINISTRATION

Acceptance of the Minutes of the February, 2025 Regular Meeting

MOTION: **I move that the Board** approve the **Minutes of the February 10, 2025 Regular Meeting** as drafted.

Motion by: J. Fahey
Second by:
Discussion:
In favor:
Against:
Abstained:

6. 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:

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

MOTION: **I move that the Board** approve the February 2025 **Treasurer's Report** prepared by NawrockiSmith including the bills as presented.

Motion by: G. Benack
Second by:
Discussion:
In favor:

Against:
Abstained:

C. Proposed Library Budget for 2025-2026

MOTION: I move that the Board approve the proposed 2025-2026 Chappaqua Library Budget.

Motion by: G. Benack

Second by:

Discussion:

In favor:

Against:

Abstained:

7. PRESIDENT'S REPORT

A. Presentation of the Slate of Officers for the coming year:

- President: Pam Moskowitz,
- Vice President: John Harrison
- Treasurer: George Benack
- Secretary: Brian Cook
- Member at Large: Jennifer Fahey

B. The following Committees are assigned as follows:

- Buildings and Grounds: Pam Moskowitz and Jennifer Fahey
 - Members of the Garden Club, Karin Bazik and Melanie Smith are also part of this committee
- Finance: George Benack and Jennifer Fahey
- Policies: John Harrison and Brian Cook
- Personnel: John Harrison and Brian Cook

8. LIBRARY DIRECTOR AND DEPARTMENT HEAD REPORTS

1. Notary Services
2. Courtyard Update
3. Front Walkway
4. Annual Report
5. 2025-2026 Budget
6. Friends Book Sale in May
7. Library Budget Vote May 7, 2025 .

9. COMMITTEE REPORTS

D. Standing Committees:

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

MOTION: I move that the Board approve the proposal from Weatherproofing Technology Inc. (WTI, a subsidiary of Tremco) for their TremCare Gold Maintenance Agreement, a contract for \$15,752.22 for five years, which would help us to maintain the life of the roof membrane that was done four years ago to extend the life of the roof itself.

Motion by: J. Fahey
Second by:
Discussion:
In favor:
Against:
Abstained:

MOTION: I move that the Board approve Bill Link to create an RFP for replacing two air handlers in the Library, as per Lothrop and Associates Building Assessment, that was presented in January, all four need to be replaced as soon as possible.

Motion by: J. Fahey
Second by:
Discussion:
In favor:
Against:
Abstained:

MOTION: I move that the Board approve the additional add on proposal from Lothrop and Associates to continue to work with the Children's Room Staff on the update to the Children's Room. This additional fee will cost \$2,000.

Motion by: J. Fahey
Second by:
Discussion:
In favor:
Against:
Abstained:

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

MOTION: I move that the Board approve the the promotion of Jacob Demlow from Library Assistant to Librarian I with a salary increase to \$32.21/hour, effective Monday, March 3, 2025.

Motion by: J. Harrison
Second by:
Discussion:
In favor:
Against:
Abstained:

MOTION: I move that the Board approve the the change of employee status of Jennifer Daddio in her position as Library Director III from probationary to permanent status, effective February 13, 2025.

Motion by: J. Harrison
Second by:
Discussion:
In favor:
Against:

Abstained:

4. **Policy / Bylaws Committee** – J. Harrison, Chair
 - A. Discussion about Fund Balance Policies

8. NEW BUSINESS

- A. Mark Kramer Display of Model Airplanes and insurance.

9. NEXT STEPS / RESPONSIBILITIES

10. NEXT MEETINGS:

11. 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 MEETING MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
February 10th, 2025 at 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	
Brian Cook, Vice President (ten minutes late)	Robbin Friedman, Asst Library Director, Head of Childrens Dept.	
George Benack, Finance Officer	Presenting:	
Jennifer Fahey, Secretary		
John Harrison, Member-at-Large		
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		

1. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:04pm, acknowledged that B. Cook was running late, and identified the emergency exits and the Board recited the Pledge of Allegiance.

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

2. BOARD ADMINISTRATION

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

MOTION: It was moved that the Board approve the **Minutes of December 16th, 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*

B. Acceptance of the Minutes of the **January 13th, 2025 Regular Meeting**

MOTION: It was moved that the Board approve the **Minutes of January 13th, 2025 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*

C. Acceptance of the Minutes of the **November 16th, 2024 Regular Meeting**

MOTION: It was moved that the Board approve the **Minutes of November 16th Regular Meeting** as drafted.

Motion by: J. Fahey

Second by: P. Moskowitz

Discussion: none

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

3 .FINANCE

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

- G. Benack states that due to the Staff Assistant's extended absence, and the Board Meeting being scheduled a week earlier, that the January Treasurer's report will be provided along with February's report at the next meeting scheduled on March 17, 2025.
- G. Benack also reports that he met with Josh Block, Asst. Superintendent for Business for Chappaqua Schools regarding the library funds being fragmented in different categories as well as the possibility of establishing a "reserve fund policy."
- P. Moskowitz speculates as to whether there is a change that would explain the need to establish a reserve fund policy.
- G. Benack states that he is in the "fact finding" phase of this process to establish a "reserve fund policy."
- J. Fahey thinks this is a great idea to explore and J. Harrison and B. Cook concur. J. Harrison will begin his own deep dive as Chairman of the Bylaw & Policy Committee.

4. LIBRARY DIRECTOR'S REPORT – J. Daddio

- The check from Senator Harkham's office was received and we received clarification from his office that we cannot spend funds on Capital Improvement projects. The grant is to be spent on programs, materials, and technology.
- The first thing that we have decided to purchase is a dishwasher which will be used by Adult Services and Childrens Room for a number of programs, and will also allow us to meet our sustainability goals.
- Jennifer was able to thank Senator Harkham in person at a recent engagement, but also plans to send a written thank you in the future.
- Joan Kuhn will be officially transitioning from a full-time employee to a part-time employee at the end of March, and will be answering to the head of Adult Services where she will continue to work on Adult Programs.
- Jennifer wants to acknowledge some wonderful programs recently such as a new Spice Program that is being run by Amy Berger and Vicki Fuqua.
- G. Benack asks about the transition for Joan, and Jennifer explains that Joan will slowly hand off

her established programs and Jen hopes she will focus on her specialty which is big special programs like the upcoming David Pogue talk in March.

- J. Harrison asks about the damaged sign outside the building and J. Daddio reports that she has received quotes for a replacement electronic sign and more updates are forthcoming.
- The trustees discuss different hopes that they would have for the new sign, ie. when the visuals would be running, where the sign would be located, etc. and J. Fahey suggests that the particulars be included in a future board packet.

5. COMMITTEE REPORTS

1. Standing Committees:

- Finance Committee** – George Benack, Chair
- Nothing additional.
- Building and Grounds Committee** – J. Fahey, Chair
- Nothing additional.
- Personnel Committee** – J. Harrison, Chair
- MOTION:** It was moved that librarian Frances Rebecca Rogan Alcock's title be changed from part-time available Librarian II to regular part-time Librarian II in order to work a regular part-time schedule that was vacated by Alan Briones. The change will be retroactive as of February 3rd, 2025.
 - Discussion: None
 - Motion by:
 - Second by: **P. Moskowitz**
 - In favor: G. Benack, B. Cook, J. Fahey, J. Harrison, P. Moskowitz - *unanimous*

6. Policies and Bylaws Committee – J. Harrison, Chair

- J. Harrison will begin doing research regarding the funds balance policy.

7. NEXT MEETING:

- March 17th, 2025, 7:00 pm – Regular Meeting in the Library Theater

8. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 07:30 pm.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion:

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

Against:

Abstained:

Chappaqua Central School District Public Library

Monthly Treasurer's Report

January 2025

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants





Treasurer's Report for January 2025
Meeting Date: March 17, 2025

We have prepared the January 2025 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, January 2025:

- Revenue Collected – 100.00% of the School District Tax Levy planned revenue has been collected and approximately \$76,697 in excess planned revenue collected from other sources.
- Expenses – 59.23% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of January 31, 2025.

- Total Assets: \$3,494,944
- See Page 4 for Assets, Liabilities and Fund Balance summary

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

We have prepared the bank reconciliations for the Library's related bank statements for January 2025. The bank accounts for all funds have been reconciled to the Library's books. There are 12 checks that are outstanding totaling \$3,267. The Library should continue to contact the vendors and reissue payment if needed. Monthly testing will now be performed quarterly. The next scheduled testing will be in March 2025. NS is continuing work on the document request for the fiscal year ending 2024 audit. The 1099's for vendors paid in 2024 have been sent and filed with the IRS in January.

Sincerely,
Nawrocki Smith LLP
Treasurer

Chappaqua Central School District Public Library
Treasurer's Report Summary
January 2025

Fund Revenues: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
.4010	School District Tax Levy	\$ 3,617,102.00	\$ 3,617,102.00	\$ 3,617,102.00	\$ -	100.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 1,441.00	\$ 1,191.00	576.40%
.4110	Fines	\$ 13,000.00	\$ 13,000.00	\$ 7,801.54	\$ (5,198.46)	60.01%
.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	\$ 64,627.78	\$ 29,627.78	184.65%
.4130	Lost and Paid	\$ -	\$ -	\$ 53.48	\$ 53.48	100.00%
.4140	Theater Rentals	\$ -	\$ -	\$ 220.00	\$ 220.00	100.00%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 6,045.43	\$ 6,045.43	100.00%
	Fund Balance/Reserves	\$ -	\$ -	\$ -	\$ -	
	Various Other Income	\$ -	\$ -	\$ 76,697.18	\$ 76,697.18	100.00%
Total Revenues		\$ 3,669,352.00	\$ 3,669,352.00	\$ 3,779,048.41	\$ 109,696.41	102.99%

Fund Expenditures: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
.6000	Salaries & Wages	\$ 1,897,477.00	\$ 1,897,477.00	\$ 1,049,622.95	\$ (847,854.05)	55.32%
Benefits						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 283.07	\$ (700.93)	28.77%
.6120	Health Insurance	\$ 532,036.00	\$ 532,036.00	\$ 330,364.14	\$ (201,671.86)	62.09%
.6130	Medicare Reimbursement	\$ 66,192.00	\$ 66,192.00	\$ 27,387.88	\$ (38,804.12)	41.38%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 237,401.00	\$ 237,401.00	\$ 206,122.64	\$ (31,278.36)	86.82%
.6110	Social Security/FICA	\$ 124,878.00	\$ 124,878.00	\$ 71,888.21	\$ (52,989.79)	57.57%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ 8,625.00	\$ (6,375.00)	57.50%
Library Materials				\$ -		
.7100	Books	\$ 83,600.00	\$ 83,600.00	\$ 43,513.31	\$ (40,086.69)	52.05%
.7250	Electronic Materials	\$ 76,000.00	\$ 76,000.00	\$ 31,707.05	\$ (44,292.95)	41.72%
.7310	Periodicals	\$ 13,710.00	\$ 13,710.00	\$ 11,350.48	\$ (2,359.52)	82.79%
.7400	Recordings	\$ 21,714.00	\$ 21,714.00	\$ 6,692.88	\$ (15,021.12)	30.82%
Operating Expenses				\$ -		
.8010	Building Maint. & Repair	\$ 49,300.00	\$ 49,300.00	\$ 42,271.17	\$ (7,028.83)	85.74%
.8020	Building Service Contracts	\$ 84,180.00	\$ 84,180.00	\$ 69,269.64	\$ (14,910.36)	82.29%
.8070	Custodial Supplies	\$ 11,000.00	\$ 11,000.00	\$ 5,984.15	\$ (5,015.85)	54.40%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 32,849.26	\$ (29,150.74)	52.98%
.9320	Equipment Maintenance	\$ 23,000.00	\$ 23,000.00	\$ 6,264.47	\$ (16,735.53)	27.24%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ 6,156.78	\$ (16,143.22)	27.61%
.9310	Insurance	\$ 29,000.00	\$ 29,000.00	\$ 24,522.59	\$ (4,477.41)	84.56%
.9110	IT & Support	\$ 105,792.00	\$ 105,792.00	\$ 111,663.54	\$ 5,871.54	105.55%
.9490	Misellaneous Expense			\$ 368.39		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 12,116.72	\$ (7,383.28)	62.14%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 2,200.96	\$ (5,229.04)	29.62%
.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	\$ 42,465.79	\$ (67,480.21)	38.62%
.9600	Programs	\$ 33,100.00	\$ 33,100.00	\$ 9,681.85	\$ (23,418.15)	29.25%
.8060	Sewer Taxes	\$ 7,018.00	\$ 7,018.00	\$ -	\$ (7,018.00)	0.00%
.9445	Staff & Board Development	\$ 12,250.00	\$ 12,250.00	\$ 2,651.31	\$ (9,598.69)	21.64%
.9330	Telephone & Internet	\$ 6,174.00	\$ 6,174.00	\$ 4,602.57	\$ (1,571.43)	74.55%
.9440	Travel	\$ 2,000.00	\$ 2,000.00	\$ 452.16	\$ (1,547.84)	22.61%
.8080	Water	\$ 2,000.00	\$ 2,000.00	\$ 879.45	\$ (1,120.55)	43.97%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement- exp	\$ -	\$ -	\$ 9,342.69	\$ 9,342.69	100.00%
Total Expenditures		\$ 3,669,352.00	\$ 3,669,352.00	\$ 2,173,349.30	\$ (1,496,002.70)	59.23%

Fund Net Income: Fiscal Year to Date

\$ 1,605,699.11

Budget to Actual Notes:

7 Months = 58.33% of the year

- 1) **Insurance (.9310)** - Yearly insurance payments were made in October
- 2) **Building Service Contracts (.8020)** - Expenses paid in January for security services
- 3) **IT & Support (.9110)** - Next six months of service was paid in January
- 4) **Telephone & Internet (.9330)** - NS recommends monitoring expense code
- 5) **NYS Retirement (.6170)**- Bill was paid to Chappaqua CSD in Dec for yearly retirement cost
- 6) **Building Maint. & Repair (.8010)**- \$5K paid to Atlantic for work outside of contract
- 7) **Periodicals (.7310)**- \$8K paid to WT Cox for annual subscriptions in January

Fund Balance Sheet

Balance Sheet Summary	31-Jan-24	31-Jan-25
Valley - Checking	\$ 1,742,789.37	\$ 2,004,934.43
Valley - Money Market	\$ 1,043,695.05	\$ 1,101,931.06
Valley - MMA Capital	\$ 314,725.53	\$ 328,475.10
ICS - Checking	\$ -	\$ -
ICS - Money Market	\$ -	\$ -
ICS - MMA Capital	\$ -	\$ -
Other Current	\$ 60,745.17	\$ 59,602.99
Total Assets	\$ 3,161,955.12	\$ 3,494,943.58
Accounts Payable	\$ 332.81	\$ 15,711.78
Other Current	\$ 357,596.09	\$ 353,988.76
Total Liabilities	\$ 357,928.90	\$ 369,700.54
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	\$ 300,010.71	\$ 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	\$ 1,536,546.79	\$ 1,605,699.11
Total Equity	\$ 2,804,026.22	\$ 3,125,243.04
Total Liabilities & Equity	\$ 3,161,955.12	\$ 3,494,943.58

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	01/10/2025	NYS Deferred Comp...	1001 · Valley- Checking_6387		-5,266.34
Bill	01102...	01/10/2025		2250 · 457(b) Withholding	-5,266.34	5,266.34
TOTAL					-5,266.34	5,266.34
Bill Pmt -Check	ACH	01/21/2025	Paylocity	1001 · Valley- Checking_6387		-207.51
Bill	121024	12/10/2024		6190 · Payroll Expenses	-207.51	207.51
TOTAL					-207.51	207.51
Bill Pmt -Check	ACH	01/21/2025	ShelterPoint Life	1001 · Valley- Checking_6387		-551.10
Bill	01182...	01/18/2025		6150 · Disability Expense	-551.10	551.10
TOTAL					-551.10	551.10
Bill Pmt -Check	ACH	01/23/2025	AFLAC	1001 · Valley- Checking_6387		-242.10
Bill	01202...	01/21/2025		2250 · 457(b) Withholding	-242.10	242.10
TOTAL					-242.10	242.10
Bill Pmt -Check	ACH	01/23/2025	Guardian	1001 · Valley- Checking_6387		-2,043.49
Bill	0162025	01/21/2025		6120 · Health Insurance	-2,043.49	2,043.49
TOTAL					-2,043.49	2,043.49
Bill Pmt -Check	ACH	01/24/2025	NYS Deferred Comp...	1001 · Valley- Checking_6387		-5,466.75
Bill	01222...	01/23/2025		2250 · 457(b) Withholding	-5,466.75	5,466.75
TOTAL					-5,466.75	5,466.75
Bill Pmt -Check	ACH	01/24/2025	Paylocity	1001 · Valley- Checking_6387		-367.72
Bill	11272...	12/24/2024		6190 · Payroll Expenses	-367.72	367.72
TOTAL					-367.72	367.72
Bill Pmt -Check	ACH	01/24/2025	Paylocity	1001 · Valley- Checking_6387		-72.27
Bill	01242...	01/24/2025		6190 · Payroll Expenses	-72.27	72.27
TOTAL					-72.27	72.27
Bill Pmt -Check	ACH	01/27/2025	Valley Bank CARD ...	1001 · Valley- Checking_6387		-4,550.89
Bill	01272...	12/26/2024		7310 · Periodicals	-177.07	179.00
				9110 · Westlynx / Technology	-59.35	60.00
				9210 · Professional Fees	-172.59	174.47
				9110 · Westlynx / Technology	-359.76	363.68
				9630 · Childrens Programming	-9.40	9.50
				8070 · Custodial Supplies	-7.12	7.20
				9411 · Library Supplies	-184.07	186.07
				7430 · Recordings - Adult DVD	-62.37	63.05
				7110 · Books - Adult Fiction	-530.98	536.77
				7130 · Books - Adult - JIC	-53.31	53.89
				7140 · Books - Adult Learn	-218.35	220.73
				7120 · Books - Adult Non-Fiction	-430.03	434.72
				9810 · Friends Reimbursement - exp	-59.33	59.98
				7460 · Recordings - Juvenile DVD	-180.39	182.36
				9630 · Childrens Programming	-393.36	397.65
				9410 · Office Supplies	-1,133.27	1,145.63
				7180 · Books - Young Adult	-249.39	252.11
				7150 · Books - Juvenile	-253.65	256.42
				9411 · Library Supplies	-17.10	17.28
TOTAL					-4,550.89	4,600.51

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	01/30/2025	Pitney Bowes	1001 · Valley- Checking_6387		-137.61
Bill	123025	12/24/2024		9420 · Postage and Shipping	-137.61	137.61
TOTAL					-137.61	137.61
Check	PRT 1/...	01/09/2025	Paylocity Taxes	1001 · Valley- Checking_6387		-16,175.26
				2210 · Federal Withholding Tax	-4,424.00	4,424.00
				6110 · FICA / Medicare	-9,358.14	9,358.14
				2220 · NY State Withholding Tax	-2,228.34	2,228.34
				2230 · NY City Withholding Tax	-164.78	164.78
TOTAL					-16,175.26	16,175.26
Bill Pmt -Check	PRT 14	01/24/2025	Denise Mincin	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Check	PRT 1/...	01/23/2025	Paylocity Taxes	1001 · Valley- Checking_6387		-16,683.43
				2210 · Federal Withholding Tax	-4,525.04	4,525.04
				6110 · FICA / Medicare	-9,695.23	9,695.23
				2220 · NY State Withholding Tax	-2,298.38	2,298.38
				2230 · NY City Withholding Tax	-164.78	164.78
TOTAL					-16,683.43	16,683.43
Check	PRT1/...	01/09/2025	Paylocity Payroll	1001 · Valley- Checking_6387		-41,780.68
				6010 · Salaries - Librarians	-38,293.92	38,293.92
				6020 · Salaries - Clerks	-25,489.32	25,489.32
				6030 · Salaries - Custodians	-3,079.79	3,079.79
				6040 · Salaries - Pages	-823.16	823.16
				2210 · Federal Withholding Tax	4,424.00	-4,424.00
				6110 · FICA / Medicare	4,679.09	-4,679.09
				2220 · NY State Withholding Tax	2,228.34	-2,228.34
				2230 · NY City Withholding Tax	164.78	-164.78
				6150 · Disability Expense	48.35	-48.35
				2250 · 457(b) Withholding	4,958.34	-4,958.34
				6120 · Health Insurance	6,214.50	-6,214.50
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	989.03	-989.03
				1001 · Valley- Checking_6387	1,641.35	-1,641.35
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	250.00	-250.00
TOTAL					-41,780.68	41,780.68
Check	PRT1/...	01/23/2025	Paylocity Payroll	1001 · Valley- Checking_6387		-43,921.65
				6010 · Salaries - Librarians	-38,956.37	38,956.37
				6020 · Salaries - Clerks	-27,317.81	27,317.81
				6030 · Salaries - Custodians	-2,553.04	2,553.04
				6040 · Salaries - Pages	-1,062.39	1,062.39
				2210 · Federal Withholding Tax	4,525.04	-4,525.04
				6110 · FICA / Medicare	4,847.62	-4,847.62
				2220 · NY State Withholding Tax	2,298.38	-2,298.38
				2230 · NY City Withholding Tax	164.78	-164.78
				6150 · Disability Expense	50.50	-50.50
				2250 · 457(b) Withholding	4,964.81	-4,964.81
				6120 · Health Insurance	6,214.50	-6,214.50
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	1,202.63	-1,202.63
				1001 · Valley- Checking_6387	1,241.97	-1,241.97
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	150.00	-150.00
TOTAL					-43,921.65	43,921.65
Bill Pmt -Check	11223	01/24/2025	Atlantic A Program	1001 · Valley- Checking_6387		-656.96

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	83404...	01/18/2025		9320 · Equipment Maintenance	-656.96	656.96
TOTAL					-656.96	656.96
Bill Pmt -Check	11224	01/24/2025	Atlantic Westchester	1001 · Valley- Checking_6387		-5,600.82
Bill	78759	01/18/2025		8010 · Building Maintenance & Repairs	-1,994.15	1,994.15
Bill	78746	01/18/2025		8010 · Building Maintenance & Repairs	-3,606.67	3,606.67
TOTAL					-5,600.82	5,600.82
Bill Pmt -Check	11225	01/24/2025	Baker & Taylor	1001 · Valley- Checking_6387		-7,161.79
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-33.90	33.90
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-17.45	17.45
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-16.54	16.54
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-15.57	15.57
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-64.00	64.00
				7140 · Books - Adult Learn	-17.84	17.84
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-6.42	6.42
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-12.09	12.09
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-12.09	12.09
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-32.64	32.64
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-79.74	79.74
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-16.54	16.54
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-28.52	28.52
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-88.56	88.56
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-12.07	12.07
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-58.27	58.27
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-18.20	18.20
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-13.36	13.36
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-14.41	14.41
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-31.30	31.30
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-102.22	102.22
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-11.51	11.51
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-29.30	29.30
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-6.52	6.52
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-36.09	36.09
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-157.52	157.52
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-62.26	62.26
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-16.54	16.54
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-7.00	7.00
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-12.67	12.67
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-262.69	262.69
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-8.20	8.20
Bill	50199...	01/22/2025		7150 · Books - Juvenile	-33.90	33.90
Bill	50199...	01/22/2025		7150 · Books - Juvenile	-125.46	125.46
Bill	50199...	01/22/2025		7150 · Books - Juvenile	-294.43	294.43
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-28.05	28.05
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-16.54	16.54
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-20.25	20.25
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-12.65	12.65
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-22.00	22.00
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-22.00	22.00
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-17.33	17.33
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-28.40	28.40
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-17.45	17.45
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-147.03	147.03
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-206.31	206.31
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-54.70	54.70
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-8.15	8.15
Bill	50191...	01/22/2025		7150 · Books - Juvenile	-268.81	268.81
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-16.54	16.54
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-27.34	27.34
Bill	50192...	01/22/2025		7150 · Books - Juvenile	-143.91	143.91
Bill	50192...	01/22/2025		7460 · Recordings - Juvenile DVD	-33.00	33.00
Bill	50191...	01/22/2025		7460 · Recordings - Juvenile DVD	-43.51	43.51
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-198.23	198.23
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-239.56	239.56
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-18.69	18.69
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-65.58	65.58
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-65.58	65.58
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-108.52	108.52
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-14.41	14.41
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-88.54	88.54
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-53.34	53.34

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-28.59	28.59
Bill	50192...	01/22/2025		7120 · Books - Adult Non-Fiction	-198.36	198.36
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-140.51	140.51
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-24.57	24.57
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-109.28	109.28
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-28.18	28.18
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-182.24	182.24
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-201.09	201.09
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-46.26	46.26
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-480.37	480.37
Bill	50191...	01/22/2025		7120 · Books - Adult Non-Fiction	-20.90	20.90
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-79.12	79.12
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-148.20	148.20
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-45.96	45.96
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-69.56	69.56
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-102.90	102.90
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-103.43	103.43
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-20.34	20.34
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-33.50	33.50
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-6.66	6.66
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-40.38	40.38
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-44.38	44.38
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-44.04	44.04
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-6.66	6.66
Bill	50192...	01/23/2025		7110 · Books - Adult Fiction	-43.34	43.34
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-87.51	87.51
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-133.11	133.11
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-146.12	146.12
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-56.25	56.25
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-118.40	118.40
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-36.60	36.60
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-116.69	116.69
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-33.97	33.97
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-28.02	28.02
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-113.24	113.24
Bill	50191...	01/23/2025		7110 · Books - Adult Fiction	-300.82	300.82
TOTAL					-7,161.79	7,161.79
Bill Pmt -Check	11226	01/24/2025	Better Building Con...	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11227	01/24/2025	Blackstone Publishi...	1001 · Valley- Checking_6387		-728.22
Bill	2181076	01/18/2025		7420 · Recordings - Adult Audiobooks	-92.73	92.73
Bill	2177020	01/18/2025		7420 · Recordings - Adult Audiobooks	-274.75	274.75
Bill	2182737	01/18/2025		7420 · Recordings - Adult Audiobooks	-193.24	193.24
Bill	2182854	01/18/2025		7420 · Recordings - Adult Audiobooks	-128.25	128.25
Bill	2183234	01/18/2025		7420 · Recordings - Adult Audiobooks	-39.25	39.25
TOTAL					-728.22	728.22
Bill Pmt -Check	11228	01/24/2025	Brodart Co.	1001 · Valley- Checking_6387		-47.28
Bill	650689	01/18/2025		9411 · Library Supplies	-47.28	47.28
TOTAL					-47.28	47.28
Bill Pmt -Check	11229	01/24/2025	Catherine Paulsen	1001 · Valley- Checking_6387		-7.17
Bill	12022...	01/22/2025		9620 · Teen Programming	-7.17	7.17
TOTAL					-7.17	7.17
Bill Pmt -Check	11230	01/24/2025	Cengage Learning I...	1001 · Valley- Checking_6387		-229.71
Bill	85973...	01/18/2025		7110 · Books - Adult Fiction	-31.44	31.44
Bill	85973...	01/18/2025		7110 · Books - Adult Fiction	-112.45	112.45
Bill	85976...	01/18/2025		7110 · Books - Adult Fiction	-31.44	31.44
Bill	86011...	01/18/2025		7110 · Books - Adult Fiction	-22.94	22.94
Bill	86098...	01/19/2025		7110 · Books - Adult Fiction	-31.44	31.44
TOTAL					-229.71	229.71

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11231	01/24/2025	Chappaqua Paint an...	1001 · Valley- Checking_6387		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	11232	01/24/2025	ConEdison	1001 · Valley- Checking_6387		-3,917.17
Bill	01082...	01/19/2025		8050 · Fuel	-3,917.17	3,917.17
TOTAL					-3,917.17	3,917.17
Bill Pmt -Check	11233	01/24/2025	Danziger & Markhof...	1001 · Valley- Checking_6387		-3,800.00
Bill	168134	01/21/2025		9210 · Professional Fees	-3,800.00	3,800.00
TOTAL					-3,800.00	3,800.00
Bill Pmt -Check	11234	01/24/2025	Demco	1001 · Valley- Checking_6387		-140.17
Bill	7573143	01/18/2025		9411 · Library Supplies	-57.36	57.36
Bill	7582706	01/19/2025		9411 · Library Supplies	-82.81	82.81
TOTAL					-140.17	140.17
Bill Pmt -Check	11235	01/24/2025	Employee Services, ...	1001 · Valley- Checking_6387		-2,500.00
Bill	008075	01/23/2025		9210 · Professional Fees	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	11236	01/24/2025	Grainger	1001 · Valley- Checking_6387		-196.35
Bill	93544...	01/19/2025		8030 · Grounds Maintenance	-168.86	168.86
Bill	93544...	01/19/2025		8010 · Building Maintenance & Repairs	-27.49	27.49
TOTAL					-196.35	196.35
Bill Pmt -Check	11237	01/24/2025	J.Vasquez Landscap...	1001 · Valley- Checking_6387		-3,600.00
Bill	12312...	01/19/2025		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
Bill Pmt -Check	11238	01/24/2025	Jacob Demlow	1001 · Valley- Checking_6387		-12.07
Bill	11022...	01/22/2025		9630 · Childrens Programming	-12.07	12.07
TOTAL					-12.07	12.07
Bill Pmt -Check	11239	01/24/2025	Jennifer Daddio	1001 · Valley- Checking_6387		-55.00
Bill	01232...	01/23/2025		9210 · Professional Fees	-55.00	55.00
TOTAL					-55.00	55.00
Bill Pmt -Check	11240	01/24/2025	Julie Ann Polasko	1001 · Valley- Checking_6387		-17.52
Bill	12122...	01/22/2025		9630 · Childrens Programming	-17.52	17.52
TOTAL					-17.52	17.52
Bill Pmt -Check	11241	01/24/2025	Lothrop Associates ...	1001 · Valley- Checking_6387		-6,850.00
Bill	27074	01/20/2025		9210 · Professional Fees	-6,850.00	6,850.00
TOTAL					-6,850.00	6,850.00
Bill Pmt -Check	11242	01/24/2025	Midwest Tape	1001 · Valley- Checking_6387		-481.41
Bill	50580...	01/19/2025		7430 · Recordings - Adult DVD	-74.94	74.94

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	50613...	01/19/2025		7430 · Recordings - Adult DVD	-58.21	58.21
Bill	50570...	01/19/2025		7430 · Recordings - Adult DVD	-107.42	107.42
Bill	50583...	01/19/2025		7430 · Recordings - Adult DVD	-72.69	72.69
Bill	50587...	01/19/2025		7430 · Recordings - Adult DVD	-87.69	87.69
Bill	50641...	01/19/2025		7460 · Recordings - Juvenile DVD	-30.23	30.23
Bill	50628...	01/19/2025		7430 · Recordings - Adult DVD	-50.23	50.23
TOTAL					-481.41	481.41
Bill Pmt -Check	11243	01/24/2025	Nalco Water	1001 · Valley- Checking_6387		-507.16
Bill	8464349	01/19/2025		8020 · Building Service Contracts	-253.58	253.58
Bill	8452573	01/19/2025		8020 · Building Service Contracts	-253.58	253.58
TOTAL					-507.16	507.16
Bill Pmt -Check	11244	01/24/2025	NawrockiSmith	1001 · Valley- Checking_6387		-1,800.00
Bill	65431	01/19/2025		9210 · Professional Fees	-1,800.00	1,800.00
TOTAL					-1,800.00	1,800.00
Bill Pmt -Check	11245	01/24/2025	New York Power Au...	1001 · Valley- Checking_6387		-7,584.77
Bill	NOV2...	01/19/2025		8040 · Electricity	-4,019.55	4,019.55
Bill	DEC2...	01/19/2025		8040 · Electricity	-3,565.22	3,565.22
TOTAL					-7,584.77	7,584.77
Bill Pmt -Check	11246	01/24/2025	NYS Employees He...	1001 · Valley- Checking_6387		-113,841.50
Bill	614	01/19/2025		6120 · Health Insurance	-113,841.50	113,841.50
TOTAL					-113,841.50	113,841.50
Bill Pmt -Check	11247	01/24/2025	Office Dynamics, Inc.	1001 · Valley- Checking_6387		-500.00
Bill	63018	01/19/2025		9320 · Equipment Maintenance	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	11248	01/24/2025	PKF O'Connor Davi...	1001 · Valley- Checking_6387		-3,250.00
Bill	899405	01/19/2025		9210 · Professional Fees	-3,250.00	3,250.00
TOTAL					-3,250.00	3,250.00
Bill Pmt -Check	11249	01/24/2025	Playaway Products ...	1001 · Valley- Checking_6387		-198.72
Bill	483704	01/19/2025		7420 · Recordings - Adult Audiobooks	-198.72	198.72
TOTAL					-198.72	198.72
Bill Pmt -Check	11250	01/24/2025	ProQuest LLC	1001 · Valley- Checking_6387		-1,500.71
Bill	70874...	01/19/2025		7210 · Databases	-1,500.71	1,500.71
TOTAL					-1,500.71	1,500.71
Bill Pmt -Check	11251	01/24/2025	Sani-Pro Disposal	1001 · Valley- Checking_6387		-734.46
Bill	979631	01/22/2025		8020 · Building Service Contracts	-734.46	734.46
TOTAL					-734.46	734.46
Bill Pmt -Check	11252	01/24/2025	Sentry Custom Sec...	1001 · Valley- Checking_6387		-1,695.00
Bill	IN060...	01/19/2025		9320 · Equipment Maintenance	-1,695.00	1,695.00
TOTAL					-1,695.00	1,695.00

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11253	01/24/2025	Steffi Nossen Scho...	1001 · Valley- Checking_6387		-300.00
Bill	44271	01/19/2025		9630 · Childrens Programming	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	11254	01/24/2025	Stratagem Security	1001 · Valley- Checking_6387		-2,731.88
Bill	352985	01/19/2025		8020 · Building Service Contracts	-49.95	49.95
Bill	351987	01/19/2025		8020 · Building Service Contracts	-49.95	49.95
Bill	352283	01/19/2025		8020 · Building Service Contracts	-49.95	49.95
Bill	352667	01/19/2025		8020 · Building Service Contracts	-49.95	49.95
Bill	349358	01/24/2025		8020 · Building Service Contracts	-175.00	175.00
Bill	349783	01/24/2025		8020 · Building Service Contracts	-263.45	263.45
Bill	350416	01/24/2025		8020 · Building Service Contracts	-779.88	779.88
Bill	350935	01/24/2025		8020 · Building Service Contracts	-487.50	487.50
Bill	351166	01/24/2025		8020 · Building Service Contracts	-95.00	95.00
Bill	321244	01/24/2025		8020 · Building Service Contracts	-506.25	506.25
Bill	351656	01/24/2025		8020 · Building Service Contracts	-225.00	225.00
TOTAL					-2,731.88	2,731.88
Bill Pmt -Check	11255	01/24/2025	Teresa Bueti	1001 · Valley- Checking_6387		-31.12
Bill	01152...	01/22/2025		7150 · Books - Juvenile	-21.11	21.11
				9630 · Childrens Programming	-10.01	10.01
TOTAL					-31.12	31.12
Bill Pmt -Check	11256	01/24/2025	Town of New Castle...	1001 · Valley- Checking_6387		-50.00
Bill	1033118	01/20/2025		9210 · Professional Fees	-50.00	50.00
TOTAL					-50.00	50.00
Bill Pmt -Check	11257	01/24/2025	Verizon 00001	1001 · Valley- Checking_6387		-103.74
Bill	12232...	01/20/2025		9330 · Telephone and Internet	-103.74	103.74
TOTAL					-103.74	103.74
Bill Pmt -Check	11258	01/24/2025	Verizon 0001-70	1001 · Valley- Checking_6387		-222.69
Bill	1212025	01/20/2025		9330 · Telephone and Internet	-222.69	222.69
TOTAL					-222.69	222.69
Bill Pmt -Check	11259	01/24/2025	WB Mason	1001 · Valley- Checking_6387		-1,867.74
Bill	25134...	01/20/2025		9410 · Office Supplies	-0.99	0.99
Bill	25135...	01/20/2025		9411 · Library Supplies	-13.18	13.18
Bill	25108...	01/21/2025		8070 · Custodial Supplies	-656.52	656.52
Bill	25053...	01/21/2025		8070 · Custodial Supplies	-717.24	717.24
Bill	25075...	01/21/2025		9410 · Office Supplies	-49.38	49.38
Bill	25056...	01/21/2025		9610 · Adult Programming	-7.99	7.99
Bill	25077...	01/21/2025		9410 · Office Supplies	-264.58	264.58
Bill	25078...	01/21/2025		9410 · Office Supplies	-0.99	0.99
Bill	25089...	01/21/2025		9410 · Office Supplies	-25.85	25.85
Bill	25013...	01/21/2025		9410 · Office Supplies	-0.99	0.99
Bill	25031...	01/21/2025		9410 · Office Supplies	-25.85	25.85
Bill	25044...	01/21/2025		9410 · Office Supplies	-18.99	18.99
Bill	25140...	01/21/2025		9410 · Office Supplies	-85.19	85.19
TOTAL					-1,867.74	1,867.74
Bill Pmt -Check	11260	01/24/2025	Westchester County...	1001 · Valley- Checking_6387		-750.00
Bill	12272...	01/22/2025		2250 · 457(b) Withholding	-250.00	250.00
Bill	01102...	01/22/2025		2250 · 457(b) Withholding	-250.00	250.00
Bill	01242...	01/22/2025		2250 · 457(b) Withholding	-250.00	250.00
TOTAL					-750.00	750.00

Chappaqua Central School District Public Library (new)

Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	11261	01/24/2025	Westchester Library...	1001 · Valley- Checking_6387		-52,297.32
Bill	AR000...	01/20/2025		9110 · Westlynx / Technology	-51,402.82	51,402.82
Bill	AR000...	01/20/2025		9110 · Westlynx / Technology	-412.00	412.00
Bill	AR000...	01/21/2025		9411 · Library Supplies	-482.50	482.50
TOTAL					-52,297.32	52,297.32
Bill Pmt -Check	11262	01/24/2025	William C Link	1001 · Valley- Checking_6387		-1,500.00
Bill	12312...	01/21/2025		8020 · Building Service Contracts	-1,500.00	1,500.00
TOTAL					-1,500.00	1,500.00
Bill Pmt -Check	11263	01/24/2025	WT Cox	1001 · Valley- Checking_6387		-7,995.08
Bill	1222224	01/22/2025		7310 · Periodicals	-7,995.08	7,995.08
TOTAL					-7,995.08	7,995.08
Bill Pmt -Check	11264	01/24/2025	Yonkers Public Libr...	1001 · Valley- Checking_6387		-45.00
Bill	12182...	01/21/2025		9610 · Adult Programming	-45.00	45.00
TOTAL					-45.00	45.00
Bill Pmt -Check	11265	01/27/2025	Better Building Con...	1001 · Valley- Checking_6387		-5,350.00
Bill	8337	01/18/2025		8010 · Building Maintenance & Repairs	-1,950.00	1,950.00
Bill	8388	01/23/2025		8010 · Building Maintenance & Repairs	-1,000.00	1,000.00
Bill	8398	01/27/2025		8010 · Building Maintenance & Repairs	-800.00	800.00
Bill	8439	01/27/2025		8010 · Building Maintenance & Repairs	-600.00	600.00
Bill	8444	01/27/2025		8010 · Building Maintenance & Repairs	-1,000.00	1,000.00
TOTAL					-5,350.00	5,350.00
Bill Pmt -Check	11266	01/27/2025	Chappaqua Paint an...	1001 · Valley- Checking_6387		-142.53
Bill	28355	01/21/2025		8010 · Building Maintenance & Repairs	-83.15	83.15
Bill	31305	01/21/2025		8010 · Building Maintenance & Repairs	-56.68	56.68
Bill	28366	01/27/2025		8010 · Building Maintenance & Repairs	-2.70	2.70
TOTAL					-142.53	142.53
Bill Pmt -Check	11267	01/27/2025	Verizon 0001-75	1001 · Valley- Checking_6387		-263.94
Bill	01152...	01/27/2025		9330 · Telephone and Internet	-263.94	263.94
TOTAL					-263.94	263.94

Chappaqua Central School District Public Library (new)
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1001 · Valley- Checking_6387	2,004,934.43
1002 · Valley - M.M - 1594	1,101,931.06
1003 · Valley - MMA Cap 3018	328,475.10
Total Checking/Savings	3,435,340.59
Accounts Receivable	
11000 · Accounts Receivable	-1,879.15
Total Accounts Receivable	-1,879.15
Other Current Assets	
12000 · Undeposited Funds	1,798.46
1210 · Exchanges	881.33
1220 · Receivable	14,903.78
1230 · Prepaid Insurance	22,400.00
1240 · Prepaid Other	21,200.07
1290 · Petty Cash	298.50
Total Other Current Assets	61,482.14
Total Current Assets	3,494,943.58
TOTAL ASSETS	3,494,943.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	15,339.65
Total Accounts Payable	15,339.65
Credit Cards	
2050 · Bank of America - credit card	372.13
Total Credit Cards	372.13
Other Current Liabilities	
2110 · Accrued Expenses	4,688.58
2120 · Accrued Retirement	309,365.00
2130 · Accrued Payroll	27,918.01
2180 · Uncleared Payroll Checks	155.89
2190 · Garnishments	2,150.00
2210 · Federal Withholding Tax	2,007.81
2250 · 457(b) Withholding	7,703.47
Total Other Current Liabilities	353,988.76
Total Current Liabilities	369,700.54
Total Liabilities	369,700.54
Equity	
3000 · Unrestricted Net Assets	
3010 · Unassigned	168,052.65
Total 3000 · Unrestricted Net Assets	168,052.65
3100 · Board Designated Net Assets	
3110 · Carol Burk Bequest	20,576.80
Total 3100 · Board Designated Net Assets	20,576.80

Chappaqua Central School District Public Library (new)

Balance Sheet

As of January 31, 2025

	Jan 31, 25
3200 · Temporarily Rest. Net Assets	
3210 · Auerbacher	1,270.06
3220 · Belle Harris	173.00
3230 · Jean George	1,100.00
3240 · Donald Lunetta	50.00
3250 · Schlanger Income	50.00
3270 · Taconic Garden Club	369.00
3280 · WLS NYS Pilot	-383.68
Total 3200 · Temporarily Rest. Net Assets	2,628.38
32000 · Retained Earnings	552,458.89
3300 · Capital Fund Net Assets	
3310 · Capital Fund - General	735,783.21
Total 3300 · Capital Fund Net Assets	735,783.21
3600 · Permanently Rest. Net Assets	
3610 · Reader's Digest Fund	30,044.00
3620 · Schlanger Fund	10,000.00
Total 3600 · Permanently Rest. Net Assets	40,044.00
Net Income	1,605,699.11
Total Equity	3,125,243.04
TOTAL LIABILITIES & EQUITY	3,494,943.58

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9311 - Insurance Income	25,866.50	0.00	25,866.50	100.0%
4000 - Support and Revenue				
4010 - School District Tax	3,617,102.00	3,617,102.00	0.00	100.0%
4020 - Local Library Aid	5,060.00	4,000.00	1,060.00	126.5%
4030 - Donations	1,441.00	250.00	1,191.00	576.4%
4110 - Fines	7,801.54	13,000.00	-5,198.46	60.0%
4130 - Lost and Paid	53.48	0.00	53.48	100.0%
4140 - Theater Rental	220.00	0.00	220.00	100.0%
4310 - Interest Income	64,627.78	35,000.00	29,627.78	184.7%
4810 - Other Income	7,902.25	0.00	7,902.25	100.0%
4000 - Support and Revenue - Other	42,928.43			
Total 4000 - Support and Revenue	3,747,136.48	3,669,352.00	77,784.48	102.1%
Total Income	3,773,002.98	3,669,352.00	103,650.98	102.8%
Gross Profit	3,773,002.98	3,669,352.00	103,650.98	102.8%
Expense				
6000 - Personnel Costs				
6010 - Salaries - Librarians	582,047.37	1,080,981.00	-498,933.63	53.8%
6020 - Salaries - Clerks	398,398.79	656,837.00	-258,438.21	60.7%
6030 - Salaries - Custodians	38,033.87	95,609.00	-57,575.13	39.8%
6040 - Salaries - Pages	16,705.54	64,050.00	-47,344.46	26.1%
6110 - FICA / Medicare	71,888.21	124,878.00	-52,989.79	57.6%
6120 - Health Insurance	330,364.14	532,036.00	-201,671.86	62.1%
6130 - Medicare Reimbursement	27,387.88	66,192.00	-38,804.12	41.4%
6140 - Workers Compensation Insurance	8,625.00	15,000.00	-6,375.00	57.5%
6150 - Disability Expense	283.07	984.00	-700.93	28.8%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	206,122.64	237,401.00	-31,278.36	86.8%
6190 - Payroll Expenses	14,437.38	0.00	14,437.38	100.0%
6000 - Personnel Costs - Other	0.00	0.00	0.00	0.0%
Total 6000 - Personnel Costs	1,694,293.89	2,875,468.00	-1,181,174.11	58.9%
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	17,556.48	0.00	17,556.48	100.0%
7120 - Books - Adult Non-Fiction	10,861.96	0.00	10,861.96	100.0%
7130 - Books - Adult - JIC	134.42	0.00	134.42	100.0%
7140 - Books - Adult Learn	795.03	0.00	795.03	100.0%
7150 - Books - Juvenile	11,423.92	0.00	11,423.92	100.0%
7170 - Books - Standing Order	0.00	0.00	0.00	0.0%
7180 - Books - Young Adult	2,741.50	0.00	2,741.50	100.0%
7100 - Books - Other	0.00	83,600.00	-83,600.00	0.0%
Total 7100 - Books	43,513.31	83,600.00	-40,086.69	52.0%
7210 - Databases	3,100.71	0.00	3,100.71	100.0%
7250 - Electronic Materials	28,606.34	76,000.00	-47,393.66	37.6%
7310 - Periodicals	11,350.48	13,710.00	-2,359.52	82.8%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	4,966.00	0.00	4,966.00	100.0%

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
 July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
7430 · Recordings - Adult DVD	729.95	0.00	729.95	100.0%
7450 · Recordings - Juvenile Audiobook	22.49			
7460 · Recordings - Juvenile DVD	732.99	0.00	732.99	100.0%
7490 · Recordings - YA DVD	241.45		241.45	100.0%
7400 · Recordings - Other	0.00	21,714.00	-21,714.00	0.0%
Total 7400 · Recordings	6,692.88	21,714.00	-15,021.12	30.8%
7910 · Other Materials	1,501.88	0.00	1,501.88	100.0%
Total 7000 · Materials	94,765.60	195,024.00	-100,258.40	48.6%
8000 · Facilities and Occupancy				
8010 · Building Maintenance & Repairs	41,787.31	49,300.00	-7,512.69	84.8%
8020 · Building Service Contracts	69,269.64	84,180.00	-14,910.36	82.3%
8030 · Grounds Maintenance	483.86	0.00	483.86	100.0%
8040 · Electricity	32,849.26	62,000.00	-29,150.74	53.0%
8050 · Fuel	6,156.78	22,300.00	-16,143.22	27.6%
8060 · Sewer Tax	0.00	7,018.00	-7,018.00	0.0%
8070 · Custodial Supplies	5,984.15	11,000.00	-5,015.85	54.4%
8080 · Water	879.45	2,000.00	-1,120.55	44.0%
Total 8000 · Facilities and Occupancy	157,410.45	237,798.00	-80,387.55	66.2%
9000 · Administrative Expenses				
9110 · Westlynx / Technology	111,663.54	105,792.00	5,871.54	105.6%
9210 · Professional Fees	42,465.79	109,946.00	-67,480.21	38.6%
9310 · Insurance	24,522.59	29,000.00	-4,477.41	84.6%
9320 · Equipment Maintenance	4,762.59	23,000.00	-18,237.41	20.7%
9330 · Telephone and Internet	4,602.57	6,174.00	-1,571.43	74.5%
9410 · Office Supplies	6,875.17	9,500.00	-2,624.83	72.4%
9411 · Library Supplies	5,241.55	10,000.00	-4,758.45	52.4%
9410 · Office Supplies - Other				
Total 9410 · Office Supplies	12,116.72	19,500.00	-7,383.28	62.1%
9420 · Postage and Shipping	2,200.96	7,430.00	-5,229.04	29.6%
9430 · Printing and Reproduction	2,048.20	12,370.00	-10,321.80	16.6%
9440 · Travel and Miscellaneous				
9445 · Professional Development	2,651.31	12,250.00	-9,598.69	21.6%
9440 · Travel and Miscellaneous - Other	452.16	2,000.00	-1,547.84	22.6%
Total 9440 · Travel and Miscellaneous	3,103.47	14,250.00	-11,146.53	21.8%
9450 · Director's Contingency	0.00	500.00	-500.00	0.0%
9460 · Development	0.00	0.00	0.00	0.0%
9480 · Suspense	268.39	0.00	268.39	100.0%
9490 · Miscellaneous Expense	100.00	0.00	100.00	100.0%
9600 · Program Expenses				
9610 · Adult Programming	4,415.48	0.00	4,415.48	100.0%
9620 · Teen Programming	565.70	0.00	565.70	100.0%
9630 · Childrens Programming	3,909.35	0.00	3,909.35	100.0%
9600 · Program Expenses - Other	791.32	33,100.00	-32,308.68	2.4%
Total 9600 · Program Expenses	9,681.85	33,100.00	-23,418.15	29.3%
Total 9000 · Administrative Expenses	217,536.67	361,062.00	-143,525.33	60.2%

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Total Expense	2,164,006.61	3,669,352.00	-1,505,345.39	59.0%
Net Ordinary Income	1,608,996.37	0.00	1,608,996.37	100.0%
Other Income/Expense				
9910 · Friends Reimbursement - inc	6,045.43	0.00	6,045.43	100.0%
Total Other Income	6,045.43	0.00	6,045.43	100.0%
Other Expense				
9810 · Friends Reimbursement - exp	9,342.69	0.00	9,342.69	100.0%
Total Other Expense	9,342.69	0.00	9,342.69	100.0%
Net Other Income	-3,297.26	0.00	-3,297.26	100.0%
Net Income	1,605,699.11	0.00	1,605,699.11	100.0%

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1002 · Valley - M.M - 1594, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,098,425.13
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2025			X	3,505.93	3,505.93
Total Deposits and Credits					3,505.93	3,505.93
Total Cleared Transactions					3,505.93	3,505.93
Cleared Balance					3,505.93	1,101,931.06
Register Balance as of 01/31/2025					3,505.93	1,101,931.06
Ending Balance					3,505.93	1,101,931.06

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1003 · Valley - MMA Cap 3018, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						327,430.02
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2025			X	1,045.08	1,045.08
Total Deposits and Credits					1,045.08	1,045.08
Total Cleared Transactions					1,045.08	1,045.08
Cleared Balance					1,045.08	328,475.10
Register Balance as of 01/31/2025					1,045.08	328,475.10
Ending Balance					1,045.08	328,475.10

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,579,882.52
Cleared Transactions						
Checks and Payments - 73 items						
Bill Pmt -Check	12/21/2024	ACH	Paylocity	X	-316.89	-316.89
Bill Pmt -Check	12/23/2024	11170	Chappaqua CSD	X	-203,133.78	-203,450.67
Bill Pmt -Check	12/23/2024	11164	Better Building Conc...	X	-5,400.00	-208,850.67
Bill Pmt -Check	12/23/2024	11182	J.Vasquez Landscap...	X	-3,600.00	-212,450.67
Bill Pmt -Check	12/23/2024	11215	Tri-Cat Electric Corp	X	-2,514.45	-214,965.12
Bill Pmt -Check	12/23/2024	11219	William C Link	X	-1,950.00	-216,915.12
Bill Pmt -Check	12/23/2024	11199	Nalco Water	X	-1,830.44	-218,745.56
Bill Pmt -Check	12/23/2024	11200	NawrockiSmith	X	-1,800.00	-220,545.56
Bill Pmt -Check	12/23/2024	11181	InfoUSA Marketing, ...	X	-1,600.00	-222,145.56
Bill Pmt -Check	12/23/2024	11173	Demco	X	-1,359.00	-223,504.56
Bill Pmt -Check	12/23/2024	11203	Plastic Fulfillment Inc	X	-1,288.70	-224,793.26
Bill Pmt -Check	12/23/2024	11176	Empathy Studios	X	-1,199.00	-225,992.26
Bill Pmt -Check	12/23/2024	11167	Bond Schoeneck & ...	X	-945.50	-226,937.76
Bill Pmt -Check	12/23/2024	11168	Brodart Co.	X	-883.49	-227,821.25
Bill Pmt -Check	12/23/2024	11208	Safeguard Marketin...	X	-728.60	-228,549.85
Bill Pmt -Check	12/23/2024	11162	Assa Abloy	X	-725.80	-229,275.65
Bill Pmt -Check	12/23/2024	11213	the New Blue Inc	X	-700.00	-229,975.65
Bill Pmt -Check	12/23/2024	11166	Blackstone Publishing	X	-546.92	-230,522.57
Bill Pmt -Check	12/23/2024	11214	Thomas J Fisher	X	-524.10	-231,046.67
Bill Pmt -Check	12/23/2024	11212	Terry L Martini	X	-524.10	-231,570.77
Bill Pmt -Check	12/23/2024	11210	Susan Mosher	X	-524.10	-232,094.87
Bill Pmt -Check	12/23/2024	11189	Judith Kroehler	X	-524.10	-232,618.97
Bill Pmt -Check	12/23/2024	11188	John Alcott	X	-524.10	-233,143.07
Bill Pmt -Check	12/23/2024	11202	Pamela Thornton	X	-524.10	-233,667.17
Bill Pmt -Check	12/23/2024	11205	Robert Kroehler	X	-524.10	-234,191.27
Bill Pmt -Check	12/23/2024	11206	Robert Platt	X	-524.10	-234,715.37
Bill Pmt -Check	12/23/2024	11207	Roger Pollak	X	-524.10	-235,239.47
Bill Pmt -Check	12/23/2024	11209	Sondra Tower	X	-524.10	-235,763.57
Bill Pmt -Check	12/23/2024	11221	William V Guthrie	X	-524.10	-236,287.67
Bill Pmt -Check	12/23/2024	11183	Janice A Cleland	X	-524.10	-236,811.77
Bill Pmt -Check	12/23/2024	11174	Doris B Lowenfels	X	-524.10	-237,335.87
Bill Pmt -Check	12/23/2024	11175	Elaine Webber	X	-524.10	-237,859.97
Bill Pmt -Check	12/23/2024	11178	Francis E Martini	X	-524.10	-238,384.07
Bill Pmt -Check	12/23/2024	11161	Ann M Fisher	X	-524.10	-238,908.17
Bill Pmt -Check	12/23/2024	11179	Geraldine Carpino	X	-524.10	-239,432.27
Bill Pmt -Check	12/23/2024	11192	Lois H Siwicki	X	-524.10	-239,956.37
Bill Pmt -Check	12/23/2024	11193	Loretta-Jo Lunetta	X	-524.10	-240,480.47
Bill Pmt -Check	12/23/2024	11194	Marguerite K Gaillard	X	-524.10	-241,004.57
Bill Pmt -Check	12/23/2024	11195	Marie Trzcinski	X	-524.10	-241,528.67
Bill Pmt -Check	12/23/2024	11196	Martha Alcott	X	-524.10	-242,052.77
Bill Pmt -Check	12/23/2024	11197	Mary L Platt	X	-524.10	-242,576.87
Bill Pmt -Check	12/23/2024	11180	Gwen B Guthrie	X	-524.10	-243,100.97
Bill Pmt -Check	12/23/2024	11222	Westchester County...	X	-500.00	-243,600.97
Bill Pmt -Check	12/23/2024	11201	New Castle-Stanwo...	X	-330.65	-243,931.62
Bill Pmt -Check	12/23/2024	11177	Erika the Harpist	X	-300.00	-244,231.62
Bill Pmt -Check	12/23/2024	11165	Beverly A. Spencer	X	-275.00	-244,506.62
Bill Pmt -Check	12/23/2024	11163	Berger Hardware	X	-198.07	-244,704.69
Bill Pmt -Check	12/23/2024	11204	Playaway Products ...	X	-183.72	-244,888.41
Bill Pmt -Check	12/23/2024	11172	Christina Shih	X	-134.00	-245,022.41
Bill Pmt -Check	12/23/2024	11169	Cengage Learning I...	X	-97.72	-245,120.13
Bill Pmt -Check	12/23/2024	11220	William Costanzo	X	-90.00	-245,210.13
Bill Pmt -Check	12/23/2024	11171	Chicago Distribution ...	X	-68.33	-245,278.46
Bill Pmt -Check	12/23/2024	11191	Julie Ann Polasko	X	-56.18	-245,334.64
Bill Pmt -Check	12/23/2024	11186	Joan Kuhn	X	-42.96	-245,377.60
Bill Pmt -Check	12/23/2024	11198	Mercy Garland	X	-25.28	-245,402.88
Bill Pmt -Check	12/23/2024	11211	Teresa Bueti	X	-21.46	-245,424.34
Bill Pmt -Check	12/23/2024	11218	White Plains Public ...	X	-5.99	-245,430.33
Check	01/09/2025	PRT1/...	Paylocity Payroll	X	-41,780.68	-287,211.01
Check	01/09/2025	PRT 1...	Paylocity Taxes	X	-16,175.26	-303,386.27
Check	01/09/2025	PRT1/...	Paylocity Payroll	X	-1,641.35	-305,027.62
Bill Pmt -Check	01/10/2025	ACH	NYS Deferred Comp...	X	-5,266.34	-310,293.96
Bill Pmt -Check	01/21/2025	ACH	ShelterPoint Life	X	-551.10	-310,845.06
Bill Pmt -Check	01/21/2025	ACH	Paylocity	X	-207.51	-311,052.57
Check	01/23/2025	PRT1/...	Paylocity Payroll	X	-43,921.65	-354,974.22
Check	01/23/2025	PRT 1...	Paylocity Taxes	X	-16,683.43	-371,657.65

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	01/23/2025	ACH	Guardian	X	-2,043.49	-373,701.14
Check	01/23/2025	PRT1/...	Paylocity Payroll	X	-1,241.97	-374,943.11
Bill Pmt -Check	01/23/2025	ACH	AFLAC	X	-242.10	-375,185.21
Bill Pmt -Check	01/24/2025	ACH	NYS Deferred Comp...	X	-5,466.75	-380,651.96
Bill Pmt -Check	01/24/2025	ACH	Paylocity	X	-367.72	-381,019.68
Bill Pmt -Check	01/24/2025	ACH	Paylocity	X	-72.27	-381,091.95
Bill Pmt -Check	01/27/2025	ACH	Valley Bank CARD ...	X	-4,550.89	-385,642.84
Bill Pmt -Check	01/30/2025	ACH	Pitney Bowes	X	-137.61	-385,780.45
Total Checks and Payments					-385,780.45	-385,780.45
Deposits and Credits - 30 items						
Bill Pmt -Check	12/20/2022	9719	OverDrive	X	0.00	0.00
Bill Pmt -Check	03/27/2023	9920	Grey House Publishi...	X	0.00	0.00
Bill Pmt -Check	11/19/2024	11145	Stratagem Security	X	0.00	0.00
Deposit	01/03/2025			X	86.37	86.37
Deposit	01/03/2025			X	316.81	403.18
Deposit	01/06/2025			X	43.62	446.80
Deposit	01/06/2025			X	91.05	537.85
Deposit	01/07/2025			X	47.67	585.52
Deposit	01/08/2025			X	23.28	608.80
Deposit	01/09/2025			X	5,294.44	5,903.24
Deposit	01/10/2025			X	4,506.98	10,410.22
Deposit	01/13/2025			X	19.67	10,429.89
Deposit	01/14/2025			X	15.58	10,445.47
Deposit	01/15/2025			X	7.69	10,453.16
Deposit	01/16/2025			X	24.68	10,477.84
Deposit	01/17/2025			X	10.13	10,487.97
Deposit	01/21/2025			X	13.49	10,501.46
Deposit	01/21/2025			X	25.61	10,527.07
Bill Pmt -Check	01/24/2025	PRT 14	Denise Mincin	X	0.00	10,527.07
Bill Pmt -Check	01/24/2025	11231	Chappaqua Paint an...	X	0.00	10,527.07
Bill Pmt -Check	01/24/2025	11226	Better Building Conc...	X	0.00	10,527.07
Deposit	01/24/2025			X	7.79	10,534.86
Deposit	01/24/2025			X	339.00	10,873.86
Deposit	01/24/2025			X	510.94	11,384.80
Deposit	01/24/2025			X	40,922.00	52,306.80
Deposit	01/27/2025			X	26.48	52,333.28
Deposit	01/27/2025			X	44.29	52,377.57
Deposit	01/29/2025			X	22.00	52,399.57
Deposit	01/31/2025			X	47.10	52,446.67
Deposit	01/31/2025			X	7,476.77	59,923.44
Total Deposits and Credits					59,923.44	59,923.44
Total Cleared Transactions					-325,857.01	-325,857.01
Cleared Balance					-325,857.01	2,254,025.51
Uncleared Transactions						
Checks and Payments - 71 items						
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-133.05
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-158.05
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-312.80
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-380.78
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-388.77
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-883.47
Bill Pmt -Check	01/22/2024	10555	New Castle Commu...		-300.00	-1,183.47
Bill Pmt -Check	02/23/2024	10639	Pound Ridge Library		-40.00	-1,223.47
Bill Pmt -Check	03/18/2024	10671	Nalco Water		-23.05	-1,246.52
Bill Pmt -Check	04/08/2024	10706	Baker & Taylor		-1,673.54	-2,920.06
Bill Pmt -Check	04/08/2024	10707	Bank of America		-33.87	-2,953.93
Bill Pmt -Check	05/23/2024	10790	Town of New Castle		-312.64	-3,266.57
Bill Pmt -Check	06/06/2024	10804	Joan Kuhn		-72.96	-3,339.53
Bill Pmt -Check	06/28/2024	10873	Nora Gross		-60.31	-3,399.84
Bill Pmt -Check	07/22/2024		Baker & Taylor		-225.59	-3,625.43
Bill Pmt -Check	07/22/2024	10891	Beatrice Farrand Gar...		-200.00	-3,825.43
Bill Pmt -Check	10/16/2024	11098	Utica National Insur...		-3,230.00	-7,055.43
Bill Pmt -Check	10/16/2024	11103	Westchester Library ...		-248.50	-7,303.93

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	10/16/2024	11091	Robbin Friedman		-15.35	-7,319.28
Bill Pmt -Check	10/31/2024	ACH	AFLAC		-242.10	-7,561.38
Bill Pmt -Check	11/19/2024	11156	Yonkers Public Library		-70.00	-7,631.38
Bill Pmt -Check	11/19/2024	11117	Bedford Free Library		-5.00	-7,636.38
Bill Pmt -Check	11/19/2024	11148	Uma Dandapani		-4.50	-7,640.88
Bill Pmt -Check	12/23/2024	11187	Joan Skahan		-524.10	-8,164.98
Bill Pmt -Check	12/23/2024	11190	Judy Lauder		-524.10	-8,689.08
Bill Pmt -Check	12/23/2024	11185	Jingling Chen		-66.00	-8,755.08
Bill Pmt -Check	12/23/2024	11184	Jennifer Daddio		-63.00	-8,818.08
Bill Pmt -Check	12/23/2024	11216	Warner Library		-8.00	-8,826.08
Bill Pmt -Check	01/24/2025	11246	NYS Employees He...		-113,841.50	-122,667.58
Bill Pmt -Check	01/24/2025	11261	Westchester Library ...		-52,297.32	-174,964.90
Bill Pmt -Check	01/24/2025	11263	WT Cox		-7,995.08	-182,959.98
Bill Pmt -Check	01/24/2025	11245	New York Power Aut...		-7,584.77	-190,544.75
Bill Pmt -Check	01/24/2025	11225	Baker & Taylor		-7,161.79	-197,706.54
Bill Pmt -Check	01/24/2025	11241	Lothrop Associates ...		-6,850.00	-204,556.54
Bill Pmt -Check	01/24/2025	11224	Atlantic Westchester		-5,600.82	-210,157.36
Bill Pmt -Check	01/24/2025	11232	ConEdison		-3,917.17	-214,074.53
Bill Pmt -Check	01/24/2025	11233	Danziger & Markhoff...		-3,800.00	-217,874.53
Bill Pmt -Check	01/24/2025	11237	J.Vasquez Landsca...		-3,600.00	-221,474.53
Bill Pmt -Check	01/24/2025	11248	PKF O'Connor Davi...		-3,250.00	-224,724.53
Bill Pmt -Check	01/24/2025	11254	Stratagem Security		-2,731.88	-227,456.41
Bill Pmt -Check	01/24/2025	11235	Employee Services, ...		-2,500.00	-229,956.41
Bill Pmt -Check	01/24/2025	11259	WB Mason		-1,867.74	-231,824.15
Bill Pmt -Check	01/24/2025	11244	NawrockiSmith		-1,800.00	-233,624.15
Bill Pmt -Check	01/24/2025	11252	Sentry Custom Secu...		-1,695.00	-235,319.15
Bill Pmt -Check	01/24/2025	11250	ProQuest LLC		-1,500.71	-236,819.86
Bill Pmt -Check	01/24/2025	11262	William C Link		-1,500.00	-238,319.86
Bill Pmt -Check	01/24/2025	11260	Westchester County...		-750.00	-239,069.86
Bill Pmt -Check	01/24/2025	11251	Sani-Pro Disposal		-734.46	-239,804.32
Bill Pmt -Check	01/24/2025	11227	Blackstone Publishing		-728.22	-240,532.54
Bill Pmt -Check	01/24/2025	11223	Atlantic A Program		-656.96	-241,189.50
Bill Pmt -Check	01/24/2025	11243	Nalco Water		-507.16	-241,696.66
Bill Pmt -Check	01/24/2025	11247	Office Dynamics, Inc.		-500.00	-242,196.66
Bill Pmt -Check	01/24/2025	11242	Midwest Tape		-481.41	-242,678.07
Bill Pmt -Check	01/24/2025	11253	Steffi Nossen Schoo...		-300.00	-242,978.07
Bill Pmt -Check	01/24/2025	11230	Cengage Learning I...		-229.71	-243,207.78
Bill Pmt -Check	01/24/2025	11258	Verizon 0001-70		-222.69	-243,430.47
Bill Pmt -Check	01/24/2025	11249	Playaway Products ...		-198.72	-243,629.19
Bill Pmt -Check	01/24/2025	11236	Grainger		-196.35	-243,825.54
Bill Pmt -Check	01/24/2025	11234	Demco		-140.17	-243,965.71
Bill Pmt -Check	01/24/2025	11257	Verizon 00001		-103.74	-244,069.45
Bill Pmt -Check	01/24/2025	11239	Jennifer Daddio		-55.00	-244,124.45
Bill Pmt -Check	01/24/2025	11256	Town of New Castle ...		-50.00	-244,174.45
Bill Pmt -Check	01/24/2025	11228	Brodart Co.		-47.28	-244,221.73
Bill Pmt -Check	01/24/2025	11264	Yonkers Public Library		-45.00	-244,266.73
Bill Pmt -Check	01/24/2025	11255	Teresa Bueti		-31.12	-244,297.85
Bill Pmt -Check	01/24/2025	11240	Julie Ann Polasko		-17.52	-244,315.37
Bill Pmt -Check	01/24/2025	11238	Jacob Demlow		-12.07	-244,327.44
Bill Pmt -Check	01/24/2025	11229	Catherine Paulsen		-7.17	-244,334.61
Bill Pmt -Check	01/27/2025	11265	Better Building Conc...		-5,350.00	-249,684.61
Bill Pmt -Check	01/27/2025	11267	Verizon 0001-75		-263.94	-249,948.55
Bill Pmt -Check	01/27/2025	11266	Chappaqua Paint an...		-142.53	-250,091.08
Total Checks and Payments					-250,091.08	-250,091.08
Deposits and Credits - 1 item						
Deposit	02/06/2024				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Uncleared Transactions					-249,091.08	-249,091.08
Register Balance as of 01/31/2025					-574,948.09	2,004,934.43
New Transactions						
Checks and Payments - 11 items						
Check	02/06/2025	PRT2/...	Paylocity Payroll		-43,910.15	-43,910.15
Check	02/06/2025	PRT 2/7	Paylocity Taxes		-16,751.44	-60,661.59

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Check	02/06/2025	PRT 14-	NYS Retirement		-1,381.72	-62,043.31
Check	02/06/2025	PRT2/...	Paylocity Payroll		-907.35	-62,950.66
Bill Pmt -Check	02/11/2025	11270	NYS Employees He...		-56,920.75	-119,871.41
Bill Pmt -Check	02/11/2025	11269	J.Vasquez Landsc...		-3,600.00	-123,471.41
Bill Pmt -Check	02/11/2025	11268	Cemoy Clarke		-200.00	-123,671.41
Check	02/20/2025	PRT2/...	Paylocity Payroll		-43,530.19	-167,201.60
Check	02/20/2025	PRT 2...	Paylocity Taxes		-16,393.39	-183,594.99
Check	02/20/2025	PRT2/...	Paylocity Payroll		-907.35	-184,502.34
Check	02/27/2025	PRT 15	NYS Retirement		-1,355.79	-185,858.13
Total Checks and Payments					-185,858.13	-185,858.13
Deposits and Credits - 20 items						
Deposit	02/03/2025				10.13	10.13
Deposit	02/03/2025				78.49	88.62
Deposit	02/04/2025				13.83	102.45
Deposit	02/05/2025				54.04	156.49
Deposit	02/06/2025				23.80	180.29
Deposit	02/10/2025				45.83	226.12
Deposit	02/12/2025				18.99	245.11
Deposit	02/14/2025				316.85	561.96
Deposit	02/14/2025				354.99	916.95
Deposit	02/18/2025				45.29	962.24
Deposit	02/18/2025				48.50	1,010.74
Deposit	02/19/2025				19.77	1,030.51
Deposit	02/20/2025				5.74	1,036.25
Deposit	02/21/2025				9.93	1,046.18
Deposit	02/24/2025				63.77	1,109.95
Deposit	02/25/2025				15.38	1,125.33
Deposit	02/26/2025				10.41	1,135.74
Deposit	02/26/2025				235.40	1,371.14
Deposit	02/28/2025				44.87	1,416.01
Deposit	03/05/2025				331.99	1,748.00
Total Deposits and Credits					1,748.00	1,748.00
Total New Transactions					-184,110.13	-184,110.13
Ending Balance					-759,058.22	1,820,824.30

Chappaqua Central School District Public Library

Monthly Treasurer's Report

February 2025

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants





Treasurer's Report for February 2025

Meeting Date: March 17, 2025

We have prepared the February 2025 Treasurer's Report based upon the Library recording of information into the Libraries QuickBooks accounting program. We bring your attention to the following:

Year to Date Budget to Actual operating activity, February 2025:

- Revenue Collected – 100.00% of the School District Tax Levy planned revenue has been collected and approximately \$79,613 in excess planned revenue collected from other sources.
- Expenses – 64.84% of total annual budgeted expense have been recorded to date.

Balance Sheet summary as of February 31, 2025.

- Total Assets: \$3,304,583
- See Page 4 for Assets, Liabilities and Fund Balance summary

We have include in the report below the checks prepared by the Library on February 1st through February 28th. We have not examined the supporting documentation.

We have prepared the bank reconciliations for the Library's related bank statements for February 2025. The bank accounts for all funds have been reconciled to the Library's books. There are 16 checks that are outstanding totaling \$3,825. The Library should continue to contact the vendors and reissue payment if needed. Quarterly testing for quarter 4 of 2024 is scheduled in March 2025. NS is continuing work on requests for the fiscal year ending 2024 audit. NS helped prepare the financial section of the Annual Report For Public And Association Libraries – 2024 in February.

Sincerely,
Nawrocki Smith LLP
Treasurer

Chappaqua Central School District Public Library
Treasurer's Report Summary
February 2025

Fund Revenues: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
.4010	School District Tax Levy	\$ 3,617,102.00	\$ 3,617,102.00	\$ 3,617,102.00	\$ -	100.00%
.4030	Donations	\$ 250.00	\$ 250.00	\$ 1,441.00	\$ 1,191.00	576.40%
.4110	Fines	\$ 13,000.00	\$ 13,000.00	\$ 8,982.15	\$ (4,017.85)	69.09%
.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	\$ 74,732.24	\$ 39,732.24	213.52%
.4130	Lost and Paid	\$ -	\$ -	\$ 53.48	\$ 53.48	100.00%
.4140	Theater Rentals	\$ -	\$ -	\$ 220.00	\$ 220.00	100.00%
.9910	Friends Reimbursement	\$ -	\$ -	\$ 6,045.43	\$ 6,045.43	100.00%
	Fund Balance/Reserves	\$ -	\$ -	\$ -	\$ -	
	Various Other Income	\$ -	\$ -	\$ 79,613.06	\$ 79,613.06	100.00%
Total Revenues		\$ 3,669,352.00	\$ 3,669,352.00	\$ 3,793,249.36	\$ 123,897.36	103.38%

Fund Expenditures: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
.6000	Salaries & Wages	\$ 1,897,477.00	\$ 1,897,477.00	\$ 1,188,356.52	\$ (709,120.48)	62.63%
Benefits						
.6150	Disability Insurance	\$ 984.00	\$ 984.00	\$ 186.99	\$ (797.01)	19.00%
.6120	Health Insurance	\$ 532,036.00	\$ 532,036.00	\$ 374,240.43	\$ (157,795.57)	70.34%
.6130	Medicare Reimbursement	\$ 66,192.00	\$ 66,192.00	\$ 27,387.88	\$ (38,804.12)	41.38%
.6160	NY METRO	\$ 1,500.00	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
.6170	NYS Retirement	\$ 237,401.00	\$ 237,401.00	\$ 206,618.05	\$ (30,782.95)	87.03%
.6110	Social Security/FICA	\$ 124,878.00	\$ 124,878.00	\$ 81,475.30	\$ (43,402.70)	65.24%
.6140	Workers Compensation	\$ 15,000.00	\$ 15,000.00	\$ 8,625.00	\$ (6,375.00)	57.50%
Library Materials				\$ -		
.7100	Books	\$ 83,600.00	\$ 83,600.00	\$ 38,588.53	\$ (45,011.47)	46.16%
.7250	Electronic Materials	\$ 76,000.00	\$ 76,000.00	\$ 31,707.05	\$ (44,292.95)	41.72%
.7310	Periodicals	\$ 13,710.00	\$ 13,710.00	\$ 12,393.94	\$ (1,316.06)	90.40%
.7400	Recordings	\$ 21,714.00	\$ 21,714.00	\$ 7,152.60	\$ (14,561.40)	32.94%
Operating Expenses				\$ -		
.8010	Building Maint. & Repair	\$ 49,300.00	\$ 49,300.00	\$ 42,271.17	\$ (7,028.83)	85.74%
.8020	Building Service Contracts	\$ 84,180.00	\$ 84,180.00	\$ 72,869.64	\$ (11,310.36)	86.56%
.8070	Custodial Supplies	\$ 11,000.00	\$ 11,000.00	\$ 5,984.15	\$ (5,015.85)	54.40%
.9450	Director's Contingency	\$ 500.00	\$ 500.00	\$ -	\$ (500.00)	0.00%
.8040	Electricity	\$ 62,000.00	\$ 62,000.00	\$ 32,849.26	\$ (29,150.74)	52.98%
.9320	Equipment Maintenance	\$ 23,000.00	\$ 23,000.00	\$ 6,264.47	\$ (16,735.53)	27.24%
.8050	Fuel	\$ 22,300.00	\$ 22,300.00	\$ 15,527.88	\$ (6,772.12)	69.63%
.9310	Insurance	\$ 29,000.00	\$ 29,000.00	\$ 24,522.59	\$ (4,477.41)	84.56%
.9110	IT & Support	\$ 105,792.00	\$ 105,792.00	\$ 112,107.22	\$ 6,315.22	105.97%
.9490	Misellaneous Expense			\$ 368.39		
.9410	Office & Library Supplies	\$ 19,500.00	\$ 19,500.00	\$ 13,359.94	\$ (6,140.06)	68.51%
.9420	Postage	\$ 7,430.00	\$ 7,430.00	\$ 2,200.96	\$ (5,229.04)	29.62%
.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	\$ 42,964.79	\$ (66,981.21)	39.08%
.9600	Programs	\$ 33,100.00	\$ 33,100.00	\$ 10,798.34	\$ (22,301.66)	32.62%
.8060	Sewer Taxes	\$ 7,018.00	\$ 7,018.00	\$ -	\$ (7,018.00)	0.00%
.9445	Staff & Board Development	\$ 12,250.00	\$ 12,250.00	\$ 2,700.31	\$ (9,549.69)	22.04%
.9330	Telephone & Internet	\$ 6,174.00	\$ 6,174.00	\$ 4,602.57	\$ (1,571.43)	74.55%
.9440	Travel	\$ 2,000.00	\$ 2,000.00	\$ 452.16	\$ (1,547.84)	22.61%
.8080	Water	\$ 2,000.00	\$ 2,000.00	\$ 879.45	\$ (1,120.55)	43.97%
.9850	Capital Expenditures	\$ -	\$ -	\$ -	\$ -	100.00%
.9810	Friends Reimbursement- exp	\$ -	\$ -	\$ 9,612.90	\$ 9,612.90	100.00%
Total Expenditures		\$ 3,669,352.00	\$ 3,669,352.00	\$ 2,379,116.68	\$ (1,290,235.32)	64.84%

Fund Net Income: Fiscal Year to Date

\$ 1,414,132.68

Budget to Actual Notes:

8 Months = 66.67% of the year

- 1) **Insurance (.9310)** - Yearly insurance payments were made in October
- 2) **Building Service Contracts (.8020)** - Expenses paid in January for security services
- 3) **IT & Support (.9110)** - Next six months of service was paid in January
- 4) **Telephone & Internet (.9330)** - NS recommends monitoring expense code
- 5) **NYS Retirement (.6170)**- Bill was paid to Chappaqua CSD in Dec for yearly retirement cost
- 6) **Building Maint. & Repair (.8010)**- \$5K paid to Atlantic for work outside of contract
- 7) **Periodicals (.7310)**- \$8K paid to WT Cox for annual subscriptions in January
- 8) **Fuel (.8050)**- Increase in expenses for Con Edison due to winter months

Fund Balance Sheet

Balance Sheet Summary	29-Feb-24	28-Feb-25
Valley - Checking	\$ 1,464,492.62	\$ 1,807,778.53
Valley - Money Market	\$ 1,047,894.06	\$ 1,105,101.00
Valley - MMA Capital	\$ 315,746.08	\$ 329,420.03
ICS - Checking	\$ -	\$ -
ICS - Money Market	\$ -	\$ -
ICS - MMA Capital	\$ -	\$ -
Other Current	\$ 63,715.59	\$ 62,283.47
Total Assets	\$ 2,891,848.35	\$ 3,304,583.03
Accounts Payable	\$ 6,679.31	\$ 17,898.13
Other Current	\$ 351,029.29	\$ 353,008.29
Total Liabilities	\$ 357,708.60	\$ 370,906.42
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	\$ 1,263,808.32	\$ 1,414,132.68
Total Equity	\$ 2,534,139.75	\$ 2,933,676.61
Total Liabilities & Equity	\$ 2,891,848.35	\$ 3,304,583.03

Chappaqua Central School District Public Library (new)

Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	02/07/2025	Paylocity	1001 · Valley- Checking_6387		-202.63
Bill	11274...	03/10/2025		6190 · Payroll Expenses	-202.63	202.63
TOTAL					-202.63	202.63
Bill Pmt -Check	ACH	02/11/2025	NYS Deferred Comp...	1001 · Valley- Checking_6387		-5,400.69
Bill	02112...	02/11/2025		2250 · 457(b) Withholding	-5,400.69	5,400.69
TOTAL					-5,400.69	5,400.69
Bill Pmt -Check	ACH	02/20/2025	AFLAC	1001 · Valley- Checking_6387		-242.10
Bill	575149	02/18/2025		2250 · 457(b) Withholding	-242.10	242.10
TOTAL					-242.10	242.10
Bill Pmt -Check	ACH	02/21/2025	Paylocity	1001 · Valley- Checking_6387		-367.72
Bill	11276...	01/21/2025		6190 · Payroll Expenses	-367.72	367.72
TOTAL					-367.72	367.72
Bill Pmt -Check	ACH	02/21/2025	NYS Deferred Comp...	1001 · Valley- Checking_6387		-5,508.11
Bill	02212...	02/21/2025		2250 · 457(b) Withholding	-5,508.11	5,508.11
TOTAL					-5,508.11	5,508.11
Bill Pmt -Check	ACH	02/27/2025	Valley Bank CARD ...	1001 · Valley- Checking_6387		-6,982.12
Bill	01252...	01/25/2025		7310 · Periodicals	-1,043.46	1,043.46
				9610 · Adult Programming	-49.99	49.99
				9810 · Friends Reimbursement - exp	-93.50	93.50
				9110 · Westlynx / Technology	-60.00	60.00
				9630 · Childrens Programming	-93.86	93.86
				9445 · Professional Development	-49.00	49.00
				9210 · Professional Fees	-499.00	499.00
				7110 · Books - Adult Fiction	-20.63	20.63
				9620 · Teen Programming	-85.80	85.80
				9110 · Westlynx / Technology	-383.68	383.68
				7430 · Recordings - Adult DVD	-361.79	361.79
				7110 · Books - Adult Fiction	-922.95	922.95
				7140 · Books - Adult Learn	-79.97	79.97
				7120 · Books - Adult Non-Fiction	-338.65	338.65
				9610 · Adult Programming	-176.66	176.66
				9810 · Friends Reimbursement - exp	-176.71	176.71
				7150 · Books - Juvenile	-128.58	128.58
				7460 · Recordings - Juvenile DVD	-23.97	23.97
				9630 · Childrens Programming	-422.57	422.57
				9411 · Library Supplies	-106.41	106.41
				9410 · Office Supplies	-1,136.81	1,136.81
				7490 · Recordings - YA DVD	-73.96	73.96
				7180 · Books - Young Adult	-520.85	520.85
				9630 · Childrens Programming	-87.61	87.61
				7180 · Books - Young Adult	-45.71	45.71
TOTAL					-6,982.12	6,982.12
Check	PRT 2/7	02/06/2025	Paylocity Taxes	1001 · Valley- Checking_6387		-16,751.44
				2210 · Federal Withholding Tax	-4,600.33	4,600.33
				6110 · FICA / Medicare	-9,644.69	9,644.69
				2220 · NY State Withholding Tax	-2,321.83	2,321.83
				2230 · NY City Withholding Tax	-184.59	184.59
TOTAL					-16,751.44	16,751.44
Check	PRT 14-	02/06/2025	NYS Retirement	1001 · Valley- Checking_6387		-1,381.72

Chappaqua Central School District Public Library (new)

Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				6170 · Retirement Expense	-1,381.72	1,381.72
TOTAL					-1,381.72	1,381.72
Check	PRT 15	02/27/2025	NYS Retirement	1001 · Valley- Checking_6387		-1,355.79
				6170 · Retirement Expense	-1,355.79	1,355.79
TOTAL					-1,355.79	1,355.79
Check	PRT 2/...	02/20/2025	Paylocity Taxes	1001 · Valley- Checking_6387		-16,393.39
				2210 · Federal Withholding Tax	-4,378.67	4,378.67
				6110 · FICA / Medicare	-9,529.52	9,529.52
				2220 · NY State Withholding Tax	-2,313.22	2,313.22
				2230 · NY City Withholding Tax	-171.98	171.98
TOTAL					-16,393.39	16,393.39
Check	PRT2/...	02/20/2025	Paylocity Payroll	1001 · Valley- Checking_6387		-43,530.19
				6010 · Salaries - Librarians	-38,916.72	38,916.72
				6020 · Salaries - Clerks	-26,498.86	26,498.86
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-923.95	923.95
				2210 · Federal Withholding Tax	4,378.67	-4,378.67
				6110 · FICA / Medicare	4,764.77	-4,764.77
				2220 · NY State Withholding Tax	2,313.22	-2,313.22
				2230 · NY City Withholding Tax	171.98	-171.98
				6150 · Disability Expense	47.59	-47.59
				2250 · 457(b) Withholding	5,057.68	-5,057.68
				6120 · Health Insurance	6,214.50	-6,214.50
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	1,112.89	-1,112.89
				1001 · Valley- Checking_6387	907.35	-907.35
				6120 · Health Insurance	186.68	-186.68
TOTAL					-43,530.19	43,530.19
Check	PRT2/...	02/06/2025	Paylocity Payroll	1001 · Valley- Checking_6387		-43,910.15
				6010 · Salaries - Librarians	-38,867.67	38,867.67
				6020 · Salaries - Clerks	-27,245.13	27,245.13
				6030 · Salaries - Custodians	-2,467.04	2,467.04
				6040 · Salaries - Pages	-979.44	979.44
				2210 · Federal Withholding Tax	4,600.33	-4,600.33
				6110 · FICA / Medicare	4,822.35	-4,822.35
				2220 · NY State Withholding Tax	2,321.83	-2,321.83
				2230 · NY City Withholding Tax	184.59	-184.59
				6150 · Disability Expense	48.49	-48.49
				2250 · 457(b) Withholding	4,964.81	-4,964.81
				6120 · Health Insurance	6,214.50	-6,214.50
				6120 · Health Insurance	121.05	-121.05
				6170 · Retirement Expense	1,129.21	-1,129.21
				1001 · Valley- Checking_6387	907.35	-907.35
				6120 · Health Insurance	186.68	-186.68
				2190 · Garnishments	147.94	-147.94
TOTAL					-43,910.15	43,910.15
Bill Pmt -Check	11268	02/11/2025	Cemoy Clarke	1001 · Valley- Checking_6387		-200.00
Bill	02112...	02/11/2025		9610 · Adult Programming	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	11269	02/11/2025	J.Vasquez Landsc...	1001 · Valley- Checking_6387		-3,600.00
Bill	02112...	02/11/2025		8020 · Building Service Contracts	-3,600.00	3,600.00
TOTAL					-3,600.00	3,600.00
Bill Pmt -Check	11270	02/11/2025	NYS Employees He...	1001 · Valley- Checking_6387		-56,920.75

Chappaqua Central School District Public Library (new)

Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	615	02/11/2025		6120 · Health Insurance	-56,920.75	56,920.75
TOTAL					-56,920.75	56,920.75

Chappaqua Central School District Public Library (new)
Balance Sheet Prev Year Comparison
As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1001 · Valley- Checking_6387	1,807,778.53	1,464,492.62	343,285.91	23.4%
1002 · Valley - M.M - 1594	1,105,101.00	1,047,894.06	57,206.94	5.5%
1003 · Valley - MMA Cap 3018	329,420.03	315,746.08	13,673.95	4.3%
Total Checking/Savings	3,242,299.56	2,828,132.76	414,166.80	14.6%
Accounts Receivable				
11000 · Accounts Receivable	-4,668.71	2,333.19	-7,001.90	-300.1%
Total Accounts Receivable	-4,668.71	2,333.19	-7,001.90	-300.1%
Other Current Assets				
12000 · Undeposited Funds	7,268.50	1,698.72	5,569.78	327.9%
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	66,952.18	61,382.40	5,569.78	9.1%
Total Current Assets	3,304,583.03	2,891,848.35	412,734.68	14.3%
TOTAL ASSETS	3,304,583.03	2,891,848.35	412,734.68	14.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	17,526.00	6,273.31	11,252.69	179.4%
Total Accounts Payable	17,526.00	6,273.31	11,252.69	179.4%
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	2,297.94	0.00	2,297.94	100.0%
2210 · Federal Withholding Tax	2,007.81	2,007.81	0.00	0.0%
2250 · 457(b) Withholding	6,575.06	6,894.00	-318.94	-4.6%
Total Other Current Liabilities	353,008.29	351,029.29	1,979.00	0.6%
Total Current Liabilities	370,906.42	357,708.60	13,197.82	3.7%
Total Liabilities	370,906.42	357,708.60	13,197.82	3.7%
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 February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ 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	1,414,132.68	1,263,808.32	150,324.36	11.9%
Total Equity	2,933,676.61	2,534,139.75	399,536.86	15.8%
TOTAL LIABILITIES & EQUITY	3,304,583.03	2,891,848.35	412,734.68	14.3%

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
 July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
9311 - Insurance Income	28,782.38	0.00	28,782.38	100.0%
4000 - Support and Revenue				
4010 - School District Tax	3,617,102.00	3,617,102.00	0.00	100.0%
4020 - Local Library Aid	5,060.00	4,000.00	1,060.00	126.5%
4030 - Donations	1,441.00	250.00	1,191.00	576.4%
4110 - Fines	8,982.15	13,000.00	-4,017.85	69.1%
4130 - Lost and Paid	53.48	0.00	53.48	100.0%
4140 - Theater Rental	220.00	0.00	220.00	100.0%
4310 - Interest Income	74,732.24	35,000.00	39,732.24	213.5%
4810 - Other Income	7,902.25	0.00	7,902.25	100.0%
4000 - Support and Revenue - Other	42,928.43			
Total 4000 - Support and Revenue	3,758,421.55	3,669,352.00	89,069.55	102.4%
Total Income	3,787,203.93	3,669,352.00	117,851.93	103.2%
Gross Profit	3,787,203.93	3,669,352.00	117,851.93	103.2%
Expense				
6000 - Personnel Costs				
6010 - Salaries - Librarians	659,831.76	1,080,981.00	-421,149.24	61.0%
6020 - Salaries - Clerks	452,142.78	656,837.00	-204,694.22	68.8%
6030 - Salaries - Custodians	42,967.95	95,609.00	-52,641.05	44.9%
6040 - Salaries - Pages	18,608.93	64,050.00	-45,441.07	29.1%
6110 - FICA / Medicare	81,475.30	124,878.00	-43,402.70	65.2%
6120 - Health Insurance	374,240.43	532,036.00	-157,795.57	70.3%
6130 - Medicare Reimbursement	27,387.88	66,192.00	-38,804.12	41.4%
6140 - Workers Compensation Insurance	8,625.00	15,000.00	-6,375.00	57.5%
6150 - Disability Expense	186.99	984.00	-797.01	19.0%
6160 - NY City Metro	0.00	1,500.00	-1,500.00	0.0%
6170 - Retirement Expense	206,618.05	237,401.00	-30,782.95	87.0%
6190 - Payroll Expenses	14,805.10	0.00	14,805.10	100.0%
6000 - Personnel Costs - Other	0.00	0.00	0.00	0.0%
Total 6000 - Personnel Costs	1,886,890.17	2,875,468.00	-988,577.83	65.6%
7000 - Materials				
7100 - Books				
7110 - Books - Adult Fiction	11,517.94	0.00	11,517.94	100.0%
7120 - Books - Adult Non-Fiction	11,200.61	0.00	11,200.61	100.0%
7130 - Books - Adult - JIC	134.42	0.00	134.42	100.0%
7140 - Books - Adult Learn	875.00	0.00	875.00	100.0%
7150 - Books - Juvenile	11,552.50	0.00	11,552.50	100.0%
7170 - Books - Standing Order	0.00	0.00	0.00	0.0%
7180 - Books - Young Adult	3,308.06	0.00	3,308.06	100.0%
7100 - Books - Other	0.00	83,600.00	-83,600.00	0.0%
Total 7100 - Books	38,588.53	83,600.00	-45,011.47	46.2%
7210 - Databases	3,100.71	0.00	3,100.71	100.0%
7250 - Electronic Materials	28,606.34	76,000.00	-47,393.66	37.6%
7310 - Periodicals	12,393.94	13,710.00	-1,316.06	90.4%
7400 - Recordings				
7410 - Recordings - Adult CD	0.00	0.00	0.00	0.0%
7420 - Recordings - Adult Audiobooks	4,966.00	0.00	4,966.00	100.0%

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
 July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
7430 · Recordings - Adult DVD	1,091.74	0.00	1,091.74	100.0%
7450 · Recordings - Juvenile Audiobook	22.49			
7460 · Recordings - Juvenile DVD	756.96	0.00	756.96	100.0%
7490 · Recordings - YA DVD	315.41		315.41	100.0%
7400 · Recordings - Other	0.00	21,714.00	-21,714.00	0.0%
Total 7400 · Recordings	7,152.60	21,714.00	-14,561.40	32.9%
7910 · Other Materials	1,501.88	0.00	1,501.88	100.0%
Total 7000 · Materials	91,344.00	195,024.00	-103,680.00	46.8%
8000 · Facilities and Occupancy				
8010 · Building Maintenance & Repairs	41,787.31	49,300.00	-7,512.69	84.8%
8020 · Building Service Contracts	72,869.64	84,180.00	-11,310.36	86.6%
8030 · Grounds Maintenance	483.86	0.00	483.86	100.0%
8040 · Electricity	32,849.26	62,000.00	-29,150.74	53.0%
8050 · Fuel	15,527.88	22,300.00	-6,772.12	69.6%
8060 · Sewer Tax	0.00	7,018.00	-7,018.00	0.0%
8070 · Custodial Supplies	5,984.15	11,000.00	-5,015.85	54.4%
8080 · Water	879.45	2,000.00	-1,120.55	44.0%
Total 8000 · Facilities and Occupancy	170,381.55	237,798.00	-67,416.45	71.6%
9000 · Administrative Expenses				
9110 · Westlynx / Technology	112,107.22	105,792.00	6,315.22	106.0%
9210 · Professional Fees	42,964.79	109,946.00	-66,981.21	39.1%
9310 · Insurance	24,522.59	29,000.00	-4,477.41	84.6%
9320 · Equipment Maintenance	4,762.59	23,000.00	-18,237.41	20.7%
9330 · Telephone and Internet	4,602.57	6,174.00	-1,571.43	74.5%
9410 · Office Supplies	6,981.58	9,500.00	-2,518.42	73.5%
9411 · Library Supplies	6,378.36	10,000.00	-3,621.64	63.8%
9410 · Office Supplies - Other				
Total 9410 · Office Supplies	13,359.94	19,500.00	-6,140.06	68.5%
9420 · Postage and Shipping	2,200.96	7,430.00	-5,229.04	29.6%
9430 · Printing and Reproduction	2,048.20	12,370.00	-10,321.80	16.6%
9440 · Travel and Miscellaneous				
9445 · Professional Development	2,700.31	12,250.00	-9,549.69	22.0%
9440 · Travel and Miscellaneous - Other	452.16	2,000.00	-1,547.84	22.6%
Total 9440 · Travel and Miscellaneous	3,152.47	14,250.00	-11,097.53	22.1%
9450 · Director's Contingency	0.00	500.00	-500.00	0.0%
9460 · Development	0.00	0.00	0.00	0.0%
9480 · Suspense	268.39	0.00	268.39	100.0%
9490 · Miscellaneous Expense	100.00	0.00	100.00	100.0%
9600 · Program Expenses				
9610 · Adult Programming	4,842.13	0.00	4,842.13	100.0%
9620 · Teen Programming	651.50	0.00	651.50	100.0%
9630 · Childrens Programming	4,513.39	0.00	4,513.39	100.0%
9600 · Program Expenses - Other	791.32	33,100.00	-32,308.68	2.4%
Total 9600 · Program Expenses	10,798.34	33,100.00	-22,301.66	32.6%
Total 9000 · Administrative Expenses	220,888.06	361,062.00	-140,173.94	61.2%

Chappaqua Central School District Public Library (new)
Profit & Loss Budget vs. Actual
 July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Total Expense	2,369,503.78	3,669,352.00	-1,299,848.22	64.6%
Net Ordinary Income	1,417,700.15	0.00	1,417,700.15	100.0%
Other Income/Expense				
9910 · Friends Reimbursement - inc	6,045.43	0.00	6,045.43	100.0%
Total Other Income	6,045.43	0.00	6,045.43	100.0%
Other Expense				
9810 · Friends Reimbursement - exp	9,612.90	0.00	9,612.90	100.0%
Total Other Expense	9,612.90	0.00	9,612.90	100.0%
Net Other Income	-3,567.47	0.00	-3,567.47	100.0%
Net Income	1,414,132.68	0.00	1,414,132.68	100.0%

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1002 · Valley - M.M - 1594, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,101,931.06
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2025			X	3,169.94	3,169.94
Total Deposits and Credits					3,169.94	3,169.94
Total Cleared Transactions					3,169.94	3,169.94
Cleared Balance					3,169.94	1,105,101.00
Register Balance as of 02/28/2025					3,169.94	1,105,101.00
Ending Balance					3,169.94	1,105,101.00

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1003 · Valley - MMA Cap 3018, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						328,475.10
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2025			X	944.93	944.93
Total Deposits and Credits					944.93	944.93
Total Cleared Transactions					944.93	944.93
Cleared Balance					944.93	329,420.03
Register Balance as of 02/28/2025					944.93	329,420.03
Ending Balance					944.93	329,420.03

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,254,025.51
Cleared Transactions						
Checks and Payments - 61 items						
Bill Pmt -Check	11/19/2024	11117	Bedford Free Library	X	-5.00	-5.00
Bill Pmt -Check	12/23/2024	11187	Joan Skahan	X	-524.10	-529.10
Bill Pmt -Check	12/23/2024	11185	Jingling Chen	X	-66.00	-595.10
Bill Pmt -Check	12/23/2024	11216	Warner Library	X	-8.00	-603.10
Bill Pmt -Check	01/24/2025	11246	NYS Employees He...	X	-113,841.50	-114,444.60
Bill Pmt -Check	01/24/2025	11261	Westchester Library ...	X	-52,297.32	-166,741.92
Bill Pmt -Check	01/24/2025	11263	WT Cox	X	-7,995.08	-174,737.00
Bill Pmt -Check	01/24/2025	11245	New York Power Aut...	X	-7,584.77	-182,321.77
Bill Pmt -Check	01/24/2025	11225	Baker & Taylor	X	-7,161.79	-189,483.56
Bill Pmt -Check	01/24/2025	11241	Lothrop Associates ...	X	-6,850.00	-196,333.56
Bill Pmt -Check	01/24/2025	11224	Atlantic Westchester	X	-5,600.82	-201,934.38
Bill Pmt -Check	01/24/2025	11232	ConEdison	X	-3,917.17	-205,851.55
Bill Pmt -Check	01/24/2025	11233	Danziger & Markhoff...	X	-3,800.00	-209,651.55
Bill Pmt -Check	01/24/2025	11237	J.Vasquez Landscap...	X	-3,600.00	-213,251.55
Bill Pmt -Check	01/24/2025	11248	PKF O'Connor Davi...	X	-3,250.00	-216,501.55
Bill Pmt -Check	01/24/2025	11254	Stratagem Security	X	-2,731.88	-219,233.43
Bill Pmt -Check	01/24/2025	11235	Employee Services, ...	X	-2,500.00	-221,733.43
Bill Pmt -Check	01/24/2025	11259	WB Mason	X	-1,867.74	-223,601.17
Bill Pmt -Check	01/24/2025	11244	NawrockiSmith	X	-1,800.00	-225,401.17
Bill Pmt -Check	01/24/2025	11252	Sentry Custom Secu...	X	-1,695.00	-227,096.17
Bill Pmt -Check	01/24/2025	11250	ProQuest LLC	X	-1,500.71	-228,596.88
Bill Pmt -Check	01/24/2025	11262	William C Link	X	-1,500.00	-230,096.88
Bill Pmt -Check	01/24/2025	11260	Westchester County...	X	-750.00	-230,846.88
Bill Pmt -Check	01/24/2025	11251	Sani-Pro Disposal	X	-734.46	-231,581.34
Bill Pmt -Check	01/24/2025	11227	Blackstone Publishing	X	-728.22	-232,309.56
Bill Pmt -Check	01/24/2025	11223	Atlantic A Program	X	-656.96	-232,966.52
Bill Pmt -Check	01/24/2025	11243	Nalco Water	X	-507.16	-233,473.68
Bill Pmt -Check	01/24/2025	11247	Office Dynamics, Inc.	X	-500.00	-233,973.68
Bill Pmt -Check	01/24/2025	11253	Steffi Nossen Schoo...	X	-300.00	-234,273.68
Bill Pmt -Check	01/24/2025	11230	Cengage Learning I...	X	-229.71	-234,503.39
Bill Pmt -Check	01/24/2025	11258	Verizon 0001-70	X	-222.69	-234,726.08
Bill Pmt -Check	01/24/2025	11249	Playaway Products ...	X	-198.72	-234,924.80
Bill Pmt -Check	01/24/2025	11236	Grainger	X	-196.35	-235,121.15
Bill Pmt -Check	01/24/2025	11234	Demco	X	-140.17	-235,261.32
Bill Pmt -Check	01/24/2025	11257	Verizon 00001	X	-103.74	-235,365.06
Bill Pmt -Check	01/24/2025	11239	Jennifer Daddio	X	-55.00	-235,420.06
Bill Pmt -Check	01/24/2025	11256	Town of New Castle ...	X	-50.00	-235,470.06
Bill Pmt -Check	01/24/2025	11228	Brodart Co.	X	-47.28	-235,517.34
Bill Pmt -Check	01/24/2025	11255	Teresa Bueti	X	-31.12	-235,548.46
Bill Pmt -Check	01/24/2025	11238	Jacob Demlow	X	-12.07	-235,560.53
Bill Pmt -Check	01/24/2025	11229	Catherine Paulsen	X	-7.17	-235,567.70
Bill Pmt -Check	01/27/2025	11265	Better Building Conc...	X	-5,350.00	-240,917.70
Bill Pmt -Check	01/27/2025	11267	Verizon 0001-75	X	-263.94	-241,181.64
Bill Pmt -Check	01/27/2025	11266	Chappaqua Paint an...	X	-142.53	-241,324.17
Check	02/06/2025	PRT2/...	Paylocity Payroll	X	-43,910.15	-285,234.32
Check	02/06/2025	PRT 2/7	Paylocity Taxes	X	-16,751.44	-301,985.76
Check	02/06/2025	PRT 14-	NYS Retirement	X	-1,381.72	-303,367.48
Check	02/06/2025	PRT2/...	Paylocity Payroll	X	-907.35	-304,274.83
Bill Pmt -Check	02/07/2025	ACH	Paylocity	X	-202.63	-304,477.46
Bill Pmt -Check	02/11/2025	11270	NYS Employees He...	X	-56,920.75	-361,398.21
Bill Pmt -Check	02/11/2025	ACH	NYS Deferred Comp...	X	-5,400.69	-366,798.90
Bill Pmt -Check	02/11/2025	11269	J.Vasquez Landscap...	X	-3,600.00	-370,398.90
Bill Pmt -Check	02/11/2025	11268	Cemoy Clarke	X	-200.00	-370,598.90
Check	02/20/2025	PRT2/...	Paylocity Payroll	X	-43,530.19	-414,129.09
Check	02/20/2025	PRT 2...	Paylocity Taxes	X	-16,393.39	-430,522.48
Check	02/20/2025	PRT2/...	Paylocity Payroll	X	-907.35	-431,429.83
Bill Pmt -Check	02/20/2025	ACH	AFLAC	X	-242.10	-431,671.93
Bill Pmt -Check	02/21/2025	ACH	NYS Deferred Comp...	X	-5,508.11	-437,180.04
Bill Pmt -Check	02/21/2025	ACH	Paylocity	X	-367.72	-437,547.76
Bill Pmt -Check	02/27/2025	ACH	Valley Bank CARD ...	X	-6,982.12	-444,529.88
Check	02/27/2025	PRT 15	NYS Retirement	X	-1,355.79	-445,885.67
Total Checks and Payments					-445,885.67	-445,885.67

Deposits and Credits - 20 items

Chappaqua Central School District Public Library (new)

Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	02/03/2025			X	10.13	10.13
Deposit	02/03/2025			X	78.49	88.62
Deposit	02/04/2025			X	13.83	102.45
Deposit	02/05/2025			X	54.04	156.49
Deposit	02/06/2025			X	23.80	180.29
Deposit	02/10/2025			X	45.83	226.12
Deposit	02/12/2025			X	18.99	245.11
Deposit	02/14/2025			X	316.85	561.96
Deposit	02/14/2025			X	354.99	916.95
Deposit	02/18/2025			X	45.29	962.24
Deposit	02/18/2025			X	48.50	1,010.74
Deposit	02/19/2025			X	19.77	1,030.51
Deposit	02/20/2025			X	5.74	1,036.25
Deposit	02/21/2025			X	9.93	1,046.18
Deposit	02/24/2025			X	63.77	1,109.95
Deposit	02/25/2025			X	15.38	1,125.33
Deposit	02/26/2025			X	10.41	1,135.74
Deposit	02/26/2025			X	235.40	1,371.14
Deposit	02/28/2025			X	44.87	1,416.01
Deposit	02/28/2025			X	5,989.59	7,405.60
Total Deposits and Credits					7,405.60	7,405.60
Total Cleared Transactions					-438,480.07	-438,480.07
Cleared Balance					-438,480.07	1,815,545.44
Uncleared Transactions						
Checks and Payments - 27 items						
Bill Pmt -Check	04/24/2023	10025	Teresa Bueti		-133.05	-133.05
Bill Pmt -Check	07/17/2023	10208	Scarsdale Public Lib...		-25.00	-158.05
Bill Pmt -Check	09/08/2023	10272	Friends of the Chap...		-154.75	-312.80
Bill Pmt -Check	11/13/2023	10438	Teresa Bueti		-67.98	-380.78
Bill Pmt -Check	11/13/2023	10422	John C Hart Memori...		-7.99	-388.77
Bill Pmt -Check	12/31/2023	10513	Mary T McGrath		-494.70	-883.47
Bill Pmt -Check	01/22/2024	10555	New Castle Commu...		-300.00	-1,183.47
Bill Pmt -Check	02/23/2024	10639	Pound Ridge Library		-40.00	-1,223.47
Bill Pmt -Check	03/18/2024	10671	Nalco Water		-23.05	-1,246.52
Bill Pmt -Check	04/08/2024	10706	Baker & Taylor		-1,673.54	-2,920.06
Bill Pmt -Check	04/08/2024	10707	Bank of America		-33.87	-2,953.93
Bill Pmt -Check	05/23/2024	10790	Town of New Castle		-312.64	-3,266.57
Bill Pmt -Check	06/06/2024	10804	Joan Kuhn		-72.96	-3,339.53
Bill Pmt -Check	06/28/2024	10873	Nora Gross		-60.31	-3,399.84
Bill Pmt -Check	07/22/2024		Baker & Taylor		-225.59	-3,625.43
Bill Pmt -Check	07/22/2024	10891	Beatrice Farrand Gar...		-200.00	-3,825.43
Bill Pmt -Check	10/16/2024	11098	Utica National Insur...		-3,230.00	-7,055.43
Bill Pmt -Check	10/16/2024	11103	Westchester Library ...		-248.50	-7,303.93
Bill Pmt -Check	10/16/2024	11091	Robbin Friedman		-15.35	-7,319.28
Bill Pmt -Check	10/31/2024	ACH	AFLAC		-242.10	-7,561.38
Bill Pmt -Check	11/19/2024	11156	Yonkers Public Library		-70.00	-7,631.38
Bill Pmt -Check	11/19/2024	11148	Uma Dandapani		-4.50	-7,635.88
Bill Pmt -Check	12/23/2024	11190	Judy Lauder		-524.10	-8,159.98
Bill Pmt -Check	12/23/2024	11184	Jennifer Daddio		-63.00	-8,222.98
Bill Pmt -Check	01/24/2025	11242	Midwest Tape		-481.41	-8,704.39
Bill Pmt -Check	01/24/2025	11264	Yonkers Public Library		-45.00	-8,749.39
Bill Pmt -Check	01/24/2025	11240	Julie Ann Polasko		-17.52	-8,766.91
Total Checks and Payments					-8,766.91	-8,766.91
Deposits and Credits - 1 item						
Deposit	02/06/2024				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Uncleared Transactions					-7,766.91	-7,766.91
Register Balance as of 02/28/2025					-446,246.98	1,807,778.53
New Transactions						
Deposits and Credits - 2 items						

Chappaqua Central School District Public Library (new)
Reconciliation Detail

1001 · Valley- Checking_6387, Period Ending 02/28/2025

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	03/05/2025				331.99	331.99
Deposit	03/10/2025				4,470.95	4,802.94
Total Deposits and Credits					4,802.94	4,802.94
Total New Transactions					4,802.94	4,802.94
Ending Balance					-441,444.04	1,812,581.47



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

Children's Room -- February 2025 report
Robbin Friedman

Programs and attendance

Date	Program	Attendees
2/1/25	Saturday storytime (0-5)	32
2/1/25	Lunar New Year Celebration (all ages)	512
2/3/25	Movers and Shakers (0-1)	40
2/3/25	Theater storytime (0-5)	40
2/4/25	A Little Science, A Little Art (2-5)	55
2/5/25	Theater storytime (0-5)	48
2/5/25	Bouncing Babies (0-1)	28
2/5/25	World Readaloud Day school visit (Gr. 2)	20
2/5/25	Fun Free Play (0-5)	28
2/7/25	Song Circle online (0-5)	20
2/7/25	Bouncing Babies (0-1)	27
2/10/25	Lois Mailou Jones Community Art (all ages)	11
2/10/25	Movers and Shakers (0-1)	38
2/10/25	Theater storytime (0-5)	53
2/11/25	Storybook Dance (2-5)	19
2/12/25	Theater storytime (0-5)	53
2/12/25	Bouncing Babies (0-1)	20
2/12/25	Free Play for 1s and 2s (1-2)	25
2/12/25	Jr. Garden Club (Gr. 3-6)	5
2/13/25	Theater storytime (0-5)	62
2/13/25	Nursery Rhyme Time (2-3)	14
2/13/25	Palentine's Day (Gr. K-2)	5



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

2/13/25	Comics Crew (Gr. 4-6)	7
2/14/25	Song Circle online (0-5)	16
2/14/25	Bouncing Babies (0-1)	26
2/18/25	Short Films for Short People (all ages)	69
2/19/25	Theater storytime (0-5)	93
2/19/25	Bouncing Babies (0-1)	11
2/19/25	Read the Book/See the Movie (Gr. 3-6)	18
2/19/25	Free Play for 1s and 2s (1-2)	23
2/20/25	Theater storytime (0-5)	61
2/20/25	Nursery Rhyme Time (2-3)	13
2/20/25	A Little Science, A Little Art (2-5)	40
2/21/25	Song Circle online (0-5)	15
2/21/25	Bouncing Babies (0-2)	23
2/21/25	Frozen Singalong (all ages)	92
2/21/25	Read to a Dog (Gr. 1-3)	4
2/24/25	Mover and Shakers (0-1)	32
2/24/25	Theater storytime (0-5)	58
2/26/25	Theater storytime (0-5)	65
2/26/25	Bouncing Babies (0-1)	35
2/27/25	Pajama Storytime visit at Playcare (2-5)	55
2/27/25	Theater storytime (0-5)	101
2/27/25	Nursery Rhyme Time (2-3)	20
2/27/25	Ice Art (Gr. 2-4)	8
2/28/25	Black History Month visit at Friends (4)	16
2/28/25	Song Circle online (0-5)	17
2/28/25	Bouncing Babies (0-1)	36
2/28/25	Read to a Dog (Gr. 1-3)	4



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

	TOTAL	2113
--	-------	------

Professional Development

TCB: Webinars: Native Ways Of Knowing: William Bauer; Brief, but Descriptive: Writing Effective Alt Text; CCSD CPSE to CSE Transition Meeting video

MRG: Niche Academy: Brief, but Descriptive: Writing Effective Alt Text

JAP: SWANK Streaming services meeting

Outreach

Teresa joined a 2nd grade class at Roaring Brook School for World Read Aloud Day, reading two picture books and discussing what the students are reading.

Teresa also visited a 4s class at Friends Nursery School to celebrate Black History Month.

Mercy and Robbin made our annual visit for Pajamas and Pancakes day at Play Care Early Learning Center, providing storytimes to 2-year and 3-5-year classes.

Successes

The annual Lunar New Year celebration, held at the Chappaqua Performing Arts Center and cosponsored by the Town of New Castle, was a great success. This year, we piloted a run-through to allow the volunteers and friends and family of the performers to enjoy the show—we plan to develop the system to allow for two performances in future years. Enormous thanks to all our volunteers!



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

Adult Services Department – February 2025 Report

Denise Mincin

Book displays for January

Cookbooks featuring the Spice of the Month - Za'atar

Valentine's Day reading

Black History Month

Programs and Community

- The Spice Club's first and second potluck dinners were huge successes! In February, eighteen people brought in dishes to share and an enjoyable evening was had by all.
-
- Drop in Mah Jongg has begun.
- Celebrating the King: Inspire, Reflect, Connect took place at ChapPac in conjunction with the NC Committee on Inclusion.
- Tech Tuesdays is helping patrons learn how to use Google mail, and sheets, and now Ancestry.
- New programs scheduled:
 - Film Series
 - Poetry Workshops
 - Poetry Reading
 - Seed Starting Seminar
 - Author Talk by therapist about OCD
 - Doodling Meditation

Social Media

Instagram:

Biggest post of the month was a look back at the January 27th Spice Club potluck:



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



<https://www.instagram.com/p/DFycjyDp30L/>

Professional Dev.	Meetings	Outreach
Aspen Administration	All Staff Meeting	Homebound Delivery
All Staff PD: New Employee Handbook	Board Meeting	Special Needs / ARC Book Group x3
LJ Books are buzzing for Spring	Reference Department Meeting	Special Needs Games
2025 Digital Resources Overview	Department Heads Meeting	MLK program with the Town of New Castle Committee on Inclusion & Belonging
Brief, but Descriptive: Writing Effective Alt Text	Programming Meeting with Reference Staff	Spice Club Potluck
Webinar: Inclusive Shelves	Learning Round Table Planning Meeting for	



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

Professional Dev.	Meetings	Outreach
	ALA Conference 6/25	
All Staff PD: Policy Deep Dive	Debrief on MLK program with town's Committee on Inclusion and Belonging	
Neighbor's Link/ Know Your Rights	Video Accounts for the Library	
PRH Morning Book Buzz	Equity Meeting	
In the Mood to Swoon - Book Previews	Meeting with LibraryMarket	
EAP Benefits Presentation	Town of New Castle Conservation Board meeting on Citizen Science at Teatown	
AV Procedures for Theater	Data Walk @ WLS Results from Digital Poll	
WLA Mid-Winter Conference		
ZOOM Kirkus Inclusive Shelves		
Kirkus Inclusive Shelves		



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

Circulation – February 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	\$817.22	\$149.92	\$31.85	\$82.35	\$35.76	\$1,117.10
March 2025						\$0.00
April 2025						\$0.00
May 2025						\$0.00
June 2025						\$0.00
TOTAL	\$5,862.71	\$1,989.62	\$427.54	\$492.65	\$460.19	\$9,232.71

December Meetings/Events:

Feb 10 Personnel mtg
Feb 13 All Staff mtg
Feb 18 Budget mtg
Feb 19 WLS Tech Comm mtg
Feb 20 Circ Dept mtg
Feb 25 Budget mtg
Feb 25 WLS Data Dashboard mtg
Feb 27 Employee Handbook Pt 2

WLS STATS - ITEMS AND PATRONS

In-building Circulation: 14603
Loans sent to other libraries: 2199
Loans received from other libraries: 1783
New library cards: 69
Items added to collection: 411
Items removed from collection: 216



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

Circulation – February 2025 report

Marge Perlin, Head of Circulation, Payroll and Benefits

CHAPPAQUA LIBRARY USAGE STATS FOR FEB 2025							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
						578	Patrons
						817	Chkout/Ren
						787	Check ins
						75	Holds
						25	Unwanted Hlds
2	3	4	5	6	7	8	
151	558	418	462	0	426	254	Patrons
361	475	478	487	182	762	874	Chkout/Ren
272	545	424	757	182	505	679	Check ins
44	97	110	80	0	190	117	Holds
21	13	6	18	17	26	18	Unwanted Hlds
9	10	11	12	13	14	15	
263	469	400	390	419	204	497	Patrons
208	414	530	433	615	622	685	Chkout/Ren
163	525	514	406	651	773	658	Check ins
31	91	98	123	109	97	72	Holds
12	15	18	15	15	24	7	Unwanted Hlds
16	17	18	19	20	21	22	
174	0	442	431	431	434	345	Patrons
475	40	781	550	586	478	810	Chkout/Ren
542	40	696	492	467	427	751	Check ins
36	0	89	86	113	60	106	Holds
9	5	11	18	9	14	21	Unwanted Hlds
23	24	25	26	27	28		
217	463	416	464	511	376		Patrons
449	521	382	473	515	569		Chkout/Ren
412	561	411	453	446	483		Check ins
43	83	55	97	113	134		Holds
16	12	13	15	21	26		Unwanted Hlds
							Patrons
							Chkout/Ren
							Check ins
							Holds
							Unwanted Hlds
2024	Patrons	2025	Patrons	Chkout/Ren	Check in	Holds	Unwanted Hlds
Jan(28 days)	11348	Jan(28 days)	11,470	15,585	14,758	2,589	580
Feb(27 days)	10510	Feb(26 days)	10,193	14,572	14,022	2,349	440
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 librar			



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

Technical Services – February 2025 Report
Sally Scudo

In addition to routine processing (201 of 411 items added)

- Processed Citizen Scientist Biodiversity Kit (new item in Library of Things).
- Acquired and processed two new hotspots as part of the Senator Harckham grant.
- Mending: 20 books and 9 AV items repaired and returned to circulation.
- Sustainable Shelves: 129 books evaluated, 15 eligible for credit.

March 6, 2025

Jennifer Daddio
Chappaqua Library Director
195 S Greely Avenue
Chappaqua, NY 10514

RE: Chappaqua Central School District – Public Library TremCare Proposal

Dear Ms. Daddio:

Weatherproofing Technologies, Inc. is pleased to present the following proposal for the **Chappaqua Central School District – Public Library TremCare.**

This project would be completed under the OMNIA Contract Number CPN # R230404-320552.

Following the project description, there are two program options for Chappaqua Public Library.

1. One Inspection per year. Five Year Term.
2. Two Inspections per year. Five Year Term.

Project Description – TremCare Gold Maintenance Agreement:

1. Housekeeping
 - a. Removal of debris from roof area.
 - b. Removal of debris from drains, scuppers and gutters.
 - c. Disposal of debris in customer supplied waste containers.
2. Maintenance
 - a. Minor repairs to roof membrane and flashings with roof system appropriate materials.
 - b. Repair loose metal flashings.
 - c. Recaulking.
3. Emergency Leak Response
 - a. 24 hours/7 days a week toll-free number to report roof leaks.
 - b. Priority response to investigate and repair roof leaks.
4. Roof Inspections Reports
 - a. After inspections, provide a detailed roof condition report. This can be accessed through our web portal or in hard copy format if requested.

Project Investment:

Chappaqua Central School District – Public Library TremCare Gold Maintenance	
One Inspection Per Year – Five Year Term	\$ 15,758.22
Two Inspections Per Year – Five Year Term	\$ 28,475.38



Sincerely,



David Meyer
Senior Construction Manager

CC: Justin Frye, Tremco
Lauren O'Brien, Tremco
Gaetano Mastroianni, WTI
Kim Bowers, WTI
Tommy Li, WTI

Please Note:

- This price is valid for 60 days. After this time, project conditions are subject to reassessment.
- Prevailing Wage Rate will be required for this project. Owner or architect is responsible for providing PRC# & Rate Sheets.
- Any delays that are not a result of WTI/Tremco's work or scheduling may result in additional charges.
- Additional line item proposal or time and material costs will be provided for the unforeseen work that is not included in the base proposal.
- This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/filesshare/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.

A small green horizontal bar.

November 26, 2024

Jennifer Daddio, Director
Chappaqua Library
195 S. Greeley Avenue
Chappaqua, NY 10514

JDaddio@chappaqualibrary.org

Re: Chappaqua Library
Children's Room: Additional Services Proposal for Layout Revisions

Dear Jennifer,

Lothrop Associates Architects D.P.C. is pleased to present our Additional Services proposal for Architectural Concept Design Services for the Children's Room to modify the furniture layout as requested by the client and staff, otherwise known as the "Project."

We propose this as an amendment to our standing agreement for Concept Design Services , executed on June 26, 2024, whereby all Terms and Conditions apply.

To facility the Scope of Work outlined above , we will provide the following services for the Project:

SCOPE OF WORK

- Utilized the most recent layout dated, October 15, 2024, and incorporate client and staff comments received, November 14, 2024.
- The modified layout will include the following:
 - Maintain the Toddler's Play area with the carpet inset and the soft seating for the caregivers as on the most recent layout.
 - Maintain the design of the Coloring Nook / Sensory Play Area which provides engaging and self-directed activities for the children.
 - The new design of the Tween area will remain with the option to remove one mobile display unit to accommodate the space requirements.
 - The newly designed Collaboration Station area will remain with the understanding that Fiction may need to be reduced to accommodate the layout.
 - Maintain the original location of Pre-Shelving or keep it near its original location due to the book cart traffic and processing involved. Perhaps utilize the banquet area for Pre-shelving.
 - Relocate DVDs to the wall to the left of the restrooms. Staff has agreed to reduce the collection to one single-sided DVD shelf.
 - The existing mobile display units need to remain due to the ability to shelve non-fiction books which have become wider and larger and don't fit on the narrower fiction shelving.
 - Other reductions in collections can include elimination of the Professional Development Collection.
- Re-evaluate the existing book collection inventory provided by the client to be sure that the total number of books and expansion is accommodated in the modified layout.

FEE STRUCTURE

For the services outlined above, we propose a Lump Sum Fee of Two Thousand Dollars (\$2,000.00).

Fees will be billed on a monthly basis on a percentage of completion basis as determined by the Architect.

Reimbursable Expenses: We estimate a \$150.00 Reimbursable Expense Allowance for the Project. This Allowance is not included in the Lump Sum Fee outlined above. Any costs incurred for the Project such as mileage costs, printing, photographs, delivery service, consultants, and building department consultant and filing fees are considered a Reimbursable Expense. Unforeseen expenses other than those listed here are not included in the Lump Sum Fee. Building Permit Application and Permit Fees would be borne by the Contractor and, as such, are not considered a Reimbursable Expense.

If the foregoing meets with your approval and understanding, please sign in the place indicated below and return a copy to our office for our records.

Sincerely,



Bob Gabalski, AIA
Principal

AGREED TO AND ACCEPTED BY:

(Printed Name)

(Title)

(Signature)

(Date)



Important Facts About Notary E&O Insurance

A Notary authenticates identities to protect consumers from fraud. But if one of your notarizations is challenged, who protects you? If you don't have a Notary errors and omissions (E&O) insurance policy, you're on your own.

While most Notaries will never have a claim made against them, it's important to know what to do if it happens to you. In this guide, you'll understand how E&O insurance works and how much coverage you may need.

How Notary E&O insurance helps you

The decision to buy E&O insurance is personal and depends on your circumstances, yet an affordable policy can protect you from:

- Financial damages due to an error or omission filed against your surety bond
- Financial damages as a result of unintentionally violating the law while notarizing
- Defense costs from being named in a lawsuit even if you did nothing wrong
- Damages when your seal and forged signature unknowingly appear on a document conveying title to real property, causing a loss to a lender or property owner

To understand how claims are handled and settled, refer to the terms and conditions in your E&O insurance policy document.

What E&O insurance covers

Typically, E&O insurance covers the amount of the claim against you and, in most states, attorney fees and court costs up to the policy limit. In some states, E&O policies have separate limits for legal expenses.

What E&O policy covers:

- Failure to spot an imposter with a fake ID
- Mistakes or omissions in notarization
- Allegations of negligence during notarization
- Financial harm due to a delayed notarization

What E&O policy doesn't cover:

- Intentional fraud and misconduct
- Collusion with an imposter to defraud someone
- Liability claims or breaches of privacy outside the duties of a Notary in your state
- Unauthorized legal advice
- Non-compliance with state Notary laws

Does every Notary need E&O insurance?

While Notary E&O insurance is not required, it's strongly recommended. If you notarize documents as part of your job, ask your employer if their insurance policy covers you when performing notarizations. It usually only covers you for notarizations performed as part of your work duties, so you still may benefit from an E&O policy if you notarize outside of work.

If you're a Notary Signing Agent or otherwise self-employed Notary, an E&O policy is your only financial protection against claims.

E&O insurance vs. Notary bond

Errors and omissions insurance is not the same as a Notary bond. E&O insurance is designed to protect you from unintentional mistakes or oversights that cause financial harm to a client or the public. If a claim is filed, the policy will cover the loss and your legal defense as specified by your policy.

The surety bond most states require Notaries to get is designed to protect consumers and not the Notary.

If someone files a claim against you, and a loss is paid out of your bond, your bond company will come after you to repay the amount of the loss and any legal costs. If you had a full loss on a \$15,000 bond, for example, you may be liable to pay \$20,000 or more.

E&O coverage

The amount of E&O insurance you need as a Notary is based on your requirements. The Signing Professionals Workgroup recommends Notaries secure a \$25,000 E&O insurance policy. Some companies, however, prefer Signing Agents they hire to carry more coverage.

For Notaries providing general Notary work, an E&O policy should be sufficient to cover the amount of your bond, if required, plus coverage for additional expenses.

When deciding on your E&O coverage amount, consider how much you might need to protect your assets should they be affected in a lawsuit on account of a negligent notarization you perform.

When does E&O coverage end?

There are two types of E&O insurance policy: 1) Occurrence-based policy and 2) Claims-made policy.

- **Occurrence-based policy:** With this policy, you're covered for notarizations performed when the policy was in effect. If a claim arises after you've left the job or stopped being a Notary, you're still covered as long as the notarization happened during the policy period.
- **Claims-made policy:** You're only protected if the claim is filed while the policy is in effect. Once you stop paying premiums, you lose coverage unless you purchase tail coverage, which extends the reporting period for claims related to notarizations done while the policy was active. Occurrence-based policies protect you for work done in the past, while claims-made policies only cover claims filed within the policy's active period (or extended tail coverage, if purchased).

Cost of E&O insurance

Premiums vary by state as well as the amount and term of the policy. You can get a quote from any insurance agent or broker licensed to sell property and casualty insurance.

There is a potential benefit to buying E&O from the same company that provides your bond. If you do that, the company will generally pay any claims and expenses out of your E&O policy before your bond.

Also, some states require any claim paid from your bond to be reported to the Notary commissioning official's office, which may result in the suspension of your commission until your bond is reimbursed.

Protect Yourself From Claims

Get E&O Insurance

Knowledge Center

State Resources

Notary Public



[What is a Notary Public?](#)

[Why Become a Notary?](#)

[Being a Public Official](#)

[What is Notarization?](#)

[Notary History](#)

[Notaries and Notarios](#)

[How to Become a Notary](#)

[How to Renew Your Notary Commission](#)

[Stamp/Seal Information](#)

[Tips and Tutorials](#)

[Building Your Notary Business](#)

[Notary Fees By State](#)

Notary Signing Agent



[What is a Notary Signing Agent?](#)

[State Restrictions](#)

[Signing Agent Policies](#)

[How to Become an NSA](#)

[Notary Signing Agent Training](#)

[Background Screenings](#)

[Notary Signing Agent Supplies](#)

[Building Your NSA Business](#)

[Notary Signing Agent How-Tos](#)

[Non-Payment Issues](#)

[Resolving Non-Payment Issues](#)

[Common Collection Terms](#)

[Managing Your Collection Efforts](#)

[Sample Collection Letters](#)

[Signing Agent Loan Documents](#)

IPEN



[What is IPEN?](#)

[Benefits of IPEN](#)

[How to Become an Electronic Notary](#)

[Electronic Notary Tools & IPEN Systems](#)

[IPEN Standards of Practice](#)

Remote Online Notary



[What is a Remote Online Notary?](#)

[Remote, Electronic & Traditional Notarization](#)

[State of RON](#)

[3 RON Benefits for Notaries](#)

[Become a Remote Notary](#)

[Standards for RIN](#)

[RON Technology](#)

[Remote Notarization Platforms](#)

[How to Perform RON](#)

[Building Your RON Business](#)

[Remote Online Notary How-Tos](#)

Notary Bulletin

Laws & Resources



[New Notary Laws](#)

[Notary Law Tracking](#)

[State Notary Laws](#)

[U.S. Notary Reference](#)

[Model Notary Act](#)

[Notary Public Code of Professional Responsibility](#)

[Research & Special Reports](#)

[Certificate Forms \(members only\)](#)

[Glossary of Terms](#)

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

Chappaqua Library Annual Schedule

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