

## **Library Board of Trustees – Meeting November 13, 2024**

### **Agenda**

1. Approve Minutes – October 9 meeting
2. Audit of Bills
3. Financial Update
4. Bank Fraud – 2 checks in October
5. 5 Year Plan – needs to be updated
6. Sprinkler System Repair – Status
7. Election Update
8. Update on Changing the Size of the Board
9. Newsletter Status
10. Fundraising Committee Update
11. Raise for Patsy
12. Executive Session – Pending Litigation

**Mamaroneck Library Board of Trustees Meeting  
Minutes for October 9, 2024  
Mamaroneck Public Library**

Call to Order

- a. Ellen Hauptman, President, called the meeting to order at 7:00pm
  - b. Board members present: Sid Albert, Elenita Chmilowski, Deena Demasi, Lilliana Diaz-Pedrosa, Janice Goldklang, Ellen Hauptman, George Mgrditchian, Paul Ryan
  - c. Also present: Trish Byrnes, Interim Director
  - d. Board members absent: Luisa Fuentes, Ellen Freeman
  - e. Also absent: Richard Aks (non-board treasurer) and Jennifer O'Neill, Director
2. Motion to approve minutes: a motion to approve the September meeting minutes was made by Janice Goldklang seconded by Sid Albert. All approved.
3. Audit of Bills: All bills presented were approved by the Board. A vote was held to allow time-sensitive checks to be pre-processed after the initial review by the Finance Committee but prior to formal board approval at the board meeting. The motion passed with the condition that any such "pre-approved" checks must be clearly noted on the list of bills.
4. Sprinkler System Repair--FDC line from Prospect Avenue: As per previous minutes, there are two sprinkler systems that protect the MPL: a primary "wet" line, which continuously contains water, and two secondary "dry" emergency lines, which the fire department connects to an external water source to pump water under pressure into the sprinklers. Currently, there is an issue with the pressure on one of the secondary dry lines. However, the building remains protected by the functioning wet line as well as by the functioning dry line. There is an open question as to whether both dry lines are necessary, and Joe will consult with a visiting W&M technician to determine if that is the case to then discuss with the fire inspector.
- Bids to repair the dry sprinkler line were discussed. Paul Ryan made a motion to approve Labriola & Sons Excavating to proceed with Scenario 1 (excavating 2 feet to the check valve to attempt a repair), with the option to address additional steps as needed, up to a maximum cost of \$26,000. Sid Albert seconded the motion; all approved.
- An additional request for approval to repair a split in the stairway, with a reminder that such repairs do not require board approval in advance; all approved.
5. Financial Update/Proposed Budget: Increased income earnings due to late VOM billing, which allowed for interest to accrue. FDC valve repair is included in the current budget.

There was a discussion regarding the need for additional support for the Administrative Office during periods of special projects, such as audits. It was noted that extra assistance



or work hours may be required to manage the increased workload during these times. The director will evaluate these needs internally.

Proposed budget 2025-26 discussion. The budget has been set with a 5% tax increase, which is 0.5% less than last year. The largest expenses are salaries and debt payments. The budget increases funding to programming, although not at pre-crisis levels. For example the book budget was increased from \$0 to \$27,500.00, magazines and AV are back in the budget and not dependent on donations, and the budget restores some funding for professional training. Program funding has been established based on past estimates and actual use. Costs have also risen: Telephone, professional fees, building insurance, are some examples. Donations may help supplement programs. The budget can be amended to increase taxes to supplement services, but this would extend the debt period. The budget includes a new TAN of \$383,000.00 that may not be necessary if cash flow allows. The Board will look at whether we can decline the last TAN in February 2025. Patrons have been supportive through this crisis. Ellen H. moved to approve the budget, Lilliana seconded, Budget approved unanimously. Two Public Hearings on the Budget to be planned and publicized.

6. Organizational Meeting
  - a. Officers: Ellen H. President, Elenita C. Vice President, Ellen F. Secretary, Lilliana D. Treasurer--Approved unanimously.
  - b. Official Bank: All Voted to stay with TD Bank
  - c. Check signatories: Library Director, Board President, Board Treasurer
  - d. Attorney: Looking for an option that is closer to the VOM, but Chris Kurtz, Bond, Schoeneck & King approved for now
  - e. Newspaper: Journal News
  - f. Auditors: Nowracki Smith
7. Staff Holiday Party: Trish presented 2 options - \$1,200 in house and \$1,500 offsite. All approved a budget of \$1,500.00 for the annual staff holiday party, to be celebrated offsite. This represents an increase from last year's \$1,000 budget (celebration held in house) which was not enough.
8. Elections Update: Elections and the budget vote are scheduled for December 11, 2024, with three openings available. George M. and Erin Ahrens are planning to run. Nominating petitions will be publicized, and they are due by November 8, 2024.
9. Changing the size of the Board: George M. sent messages to the heads of staff of our state politicians. He is waiting for responses and will follow-up.
10. Fundraising Committee Update: Meetings on Monday to plot out monthly events and other ideas, such as 50/50 raffles, sleep over, selling notecards.
  - a. Monthly Ideas:
    - January: "Stuffed Animal Sleepover"
    - February: Scavenger Hunt

March: Movie Night Sing-a-long

April: April 6-12 is National Library Week - Elenita & Janice were asked about getting an author to speak during that time. Winner of the 50/50 raffle to be announced

May/June: Community Yard Sale

October: Pumpkin Decorating Contest; Pet Parade; work with VOM to see if we can have a hay-ride at the annual Spooktacular

November: Giving Tuesday

December: Year End Appeal

- b. December 7, 2024 Craft Fair: Sid A. reported that 20-25 vendors are expected, with each vendor table priced at \$75.00 (up from \$50 last year)
- c. The T-shirt contest has raised over \$375.00!
- d. Other Ideas: George M. offered pumpkins from his farm for a pumpkin patch. Discussion of potential events including a casino night, trivia night, bingo night and a Taste of Mamaroneck.

11. Meeting closed: motion to adjourn the meeting and go to Executive Session was made by George M. and seconded by Paul R.

12. Executive Session

13. The Executive Session ended at 8:45 and the public session resumed.

14. The appointments of Robert Jensen and Margo Hastings were approved. Both are part-time.

15. A motion was made to close the meeting; all voted in favor. The meeting was adjourned at 8:50 pm



**MAMARONECK PUBLIC LIBRARY DISTRICT  
INVOICES FOR APPROVAL  
November 2024**

\*\*Standard Pre-approved Payments Sent per Board Resolution  
\*\*\***(PAYMENTS BY DIRECT BANK CHARGE)**  
\*\*Payments Sent to Avoid Late Fees as per Board Resolution

ACCOUNTS	VENDORS	TOTAL AMT	NOTES
<b>Books-Adult (7401)</b>	Baker & Taylor (L041129) Baker & Taylor (L041129) Baker & Taylor (L041129) Baker & Taylor (L041129)	41.09 19.42 115.27 378.46	Books Books Books Books
<b>Contracts (7502)</b>	Glen Environmental Sound Water Treatment CBS (Xerox) Johnson Controls Delage (Minolta) Minerva Audio Visual	110.00 681.00 338.50 604.75 91.11 360.00	Monthly pest control 9/27 3 mth Service Base Charge (Nov)-monthly (Xerox) Service Call/Fire protection ACH - Online Pay-copy lease mthly (lease direct) 4th Qtr 2024
<b>Computer Software (7614)</b>	Lift Forward Clover	34.80 35.00	ACH - Online Pay- monthly (software) ACH - Online Pay- monthly
<b>Custodial Supplies(7600)</b>	Staples Staples Aramco	(26.54) 50.44 857.39	Return Refund Cleaning Stuff Bathroom Supplies
<b>Disability Insurance</b>	The Hartford	881.29 1,384.21	Group disability benefits-quarterly 9/30/24
<b>Election( 7609)</b>	Arborn	305.39	Brown Envelopes

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ACCOUNTS	VENDORS	TOTAL AMT NOTES
<b>Fuel / Utilities ( 7500)</b>	Con Edison Westchester Joint Water Works	305.39 ACH - Online Pay ACH - Online Pay
<b>Health Insurance (9060)</b>	NYSEE Health InsPending NYSEE Health InsPending NYSEE Health InsPending UHC-AARP Healthcare United Health Care	1,592.22 11/1/24-11/30/24 - Health Ins 12/1/24-12/31/24 - Health Ins Dental Ins./ November Retiree Healthcare (Medicare supplement)Nov Retiree healthcare - Rx/Nov
<b>Post &amp; Paid (2084)</b>	Andrea Raigosa-Lopez	50,079.08 Refund of Payment made
<b>Miscellaneous (7606)</b>	TD Card(Bonfire.com ) TD Card(Bonfire.com ) TD Card (Amazon) TD Card(Foreign Trans. Fee)	18.00 Youth Pull over hoodie Crewneck sweat shirt Amazon Prime Annual Fee Zamzar
<b>Museum Passes( 0946)</b>	Hudson River Museum	227.69 Mebrshp 1 yr
		300.00





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CCOUNTS	VENDORS	TOTAL AMT	NOTES
eriodicals( 7406)	TD Card(CX Magazine)	39.95	Art Magazine
ostage(7604)	Petty Cash	18.63	
rofessional Fees (7605)	NawrockiSmith	5,000.00	7/31 Bill- Final for FY ending 5/31/24
	Wstchstr Cnty Dept of Human Resources	40.00	Robert Jensen
	Wstchstr Cnty Dept of Human Resources	40.00	Trish Byrne
	Law Firm of Robert Agostisi, P.C	1,620.00	Service Fees
	Wstchstr Cnty Dept of Human Resources	40.00	Margo Hastings
		6,740.00	
rograms, Childrens(7421)	TD Card(Michaels)	34.63	Spooktacular
	TD Card(Michaels)	27.07	Spooktacular
	TD Card(Michaels)	45.71	Spooktacular
	TD Card(Stop & Shop)	3.57	Little Learner
	TD Card(Stop & Shop)	19.45	Spooktacular
	Petty Cash	56.49	Program Supplies
	Petty Cash	3.46	1/2&1/2
	Petty Cash	5.99	Reading Prog
	Petty Cash	42.03	Spooktacular program
	Petty Cash	24.38	Program Supplies
	Petty Cash	19.12	1/2 & 1/2
	Petty Cash	28.96	Analisa's GoodBye
	TD Card ( Amazon)	70.97	Program/ Halloween supplies
	Petty Cash	35.39	Mileage
	Joanne Roos	150.00	Dental Health Speaking Fee

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 November 2024

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ACCOUNTS	VENDORS	TOTAL AMT NOTES
<b>Programs, Adults (7425)</b>	Jane Meryll TD Card ( Amazon) Petty Cash Joan Mallory Erika the Harpist Jennifer Lang	150.00 6.39 4.98 200.00 225.00 200.00
		567.22
<b>Retirement Health (9060)</b>	Brigitte Dickinson Giuliana Maida Elaine Hennessey	174.70 174.70 174.70
		786.37
<b>Supplies(7601)</b>	Petty Cash Petty Cash Staples Contract Staples Contract TD Card (Shoprite) TD Card (Amazon) TD Card (Amazon) TD Card (Amazon) TD Card (Amazon)	35.31 12.97 51.07 69.85 15.74 3.58 19.82 21.99 43.14
		524.10
<b>Team Logic /WLS(7410)</b>	TD Card (Team Logic)	3,445.00
		273.47
		3,445.00 - <i>WLS</i> Monthly Subscription



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ACCOUNTS	VENDORS	TOTAL AMT NOTES
<b>Technology (7614)</b>		3,445.00
	Envisionware	575.00
	TD Card( Mobile beacon)	1,200.00
	TD Card( Zamzar)	81.00
	TD Card (Amazon)	5.49
	TD Card (Amazon)	35.98
	TD Card (Amazon)	17.99
	Google Workspace	13.04
		<b>Subscription</b>
		<b>10 Hot Spots</b>
		<b>Conversions/ Compressions</b>
		<b>Coupler Connectors</b>
		<b>Tech Supplies/Fire TV stick</b>
		<b>Tech Supplies/Fire TV stick</b>
		<b>ACH - NFG authorization</b>
		1,928.50
<b>Telephone( 7603)</b>		
	TD Card (NUSO)	471.80
	Verizon	270.99
	Verizon	36.74
	Optimum	299.94
		1,079.47
		<b>CC - Cloud/Monthly</b>
		<b>ACH - Online Pay/Internet</b>
		<b>ACH - Online Pay/Phone</b>
		<b>ACH - Online Pay/Internet</b>
<b>Union Dues (0604)</b>		
	CSEA, Inc	285.84
	CSEA, Inc	281.22
		EE deductions- 10/15/24
		EE deductions- 10/30/24
		567.06
<b>TOTAL EXPENSES</b>		<b>73,567.05</b>
		<b>73,567.05</b>
		<b>0.00</b>



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E STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT  
DAILY OPERATIONS  
136 PROSPECT AVE  
MAMARONECK NY 10543

Page: 1 of 4  
Statement Period: Oct 01 2024-Oct 31 2024  
Cust Ref #:  
Primary Account #:

**Municipal Advantage Checking**

MAMARONECK PUBLIC LIBRARY DISTRICT  
DAILY OPERATIONS

Account 11504

**ACCOUNT SUMMARY**

Beginning Balance	2,312,842.46	Average Collected Balance	1,859,297.93
Deposits	11,946.38	Interest Earned This Period	0.00
Electronic Deposits	264.48	Interest Paid Year-to-Date	34,706.07
Other Credits	5,102.07	Annual Percentage Yield Earned	0.00%
		Days in Period	31
Checks Paid	776,330.68		
Electronic Payments	103,848.83		
Ending Balance	1,449,975.88		

**DAILY ACCOUNT ACTIVITY**

**Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
10/08	DEPOSIT	1,532.89
10/21	DEPOSIT	10,303.49
10/21	DEPOSIT	110.00
	Subtotal:	11,946.38

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
10/02	CCD DEPOSIT, AMERICAN EXPRESS SETTLEMENT 6317331908	29.26
10/07	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	25.00
10/07	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	17.99
10/08	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	22.00
10/10	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	42.19
10/15	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	16.00
10/15	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	9.99
10/21	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	41.55
10/21	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	4.00
10/22	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	5.00
10/24	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	28.10
10/25	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	9.00
10/29	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	9.10
10/31	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	5.30
	Subtotal:	264.48





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STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT  
DAILY OPERATIONS

Page: 3 of 4  
Statement Period: Oct 01 2024-Oct 31 2024  
Cust Ref #: #  
Primary Account #:

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
10/15	CREDIT INTEREST, ANALYSIS INT	5,102.07
Subtotal:		5,102.07

Checks Paid

No. Checks: 38

\*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
10/01	13129	174.70	10/16	13166	55.90
10/01	13139*	465.60	10/11	13167	150.00
10/16	13143*	23.34	10/08	13168	3,852.87
10/16	13144	73.47	10/17	13169	465.60
10/01	13146*	174.70	10/16	13170	1,825.84
10/16	13151*	56.91	10/15	13171	21,721.61
10/16	13152	371.02	10/10	13177*	6,506.43
10/16	13153	156.59	10/11	13178	250.00
10/17	13154	51.40	10/15	13179	692,675.00
10/28	13155	174.70	10/15	13180	8,686.53
10/15	13156	338.50	10/25	13183*	285.84
10/15	13157	1,273.88	10/30	13188*	150.00
10/18	13158	299.78	10/28	13189	604.75
10/15	13159	174.70	10/25	13191*	22,618.09
10/16	13160	12.59	10/21	13192	148.26
10/07	13161	174.70	10/25	13193	681.00
10/18	13162	398.00	10/24	13195*	1,384.21
10/08	13163	48.33	10/25	13196	1,825.84
10/10	13165*	500.00	10/31	13306*	7,500.00
Subtotal:					776,330.68

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
10/01	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 642339081	17.00
10/02	ELECTRONIC PMT-WEB, VERIZON PAYMENTREC 9573274550001	36.74
10/03	MERCHANT SERVICES DB, TD MERCHANT SVS DISCOUNT 958232648880	28.11
10/07	CCD DEBIT, CON ED OF NY CECONY 85752010000	1,575.22
10/07	ELECTRONIC PMT-WEB, GOOGLE GOOGLE_VOI US0042YSJO	13.04
10/08	TD ETREASURY DR, Transfer To CK 4308888217	50,000.00
10/08	CCD DEBIT, IRS USATAXPYMT 270468260852581	61.88
10/11	ACH DEBIT, CLOVER APP CLOVER APP 1479367	35.00



America's Most Convenient Bank®

STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT  
DAILY OPERATIONS

Page: 4 of 4  
Statement Period: Oct 01 2024-Oct 31 2024  
Cust Ref #: #  
Primary Account #:

DAILY ACCOUNT ACTIVITY

Electronic Payments (continued)

POSTING DATE	DESCRIPTION	AMOUNT
10/16	CCD DEBIT, LEASEDIRECT 9679_1 1126949	91.11
10/22	ACH DEBIT, OPTIMUM 7869 CABLE PMNT 93086602	299.94
10/24	ELECTRONIC PMT-WEB, VERIZON PAYMENTREC 2570399370001	270.99
10/24	ELECTRONIC PMT-WEB, LIFTFORWARD, INC LIFTFORWRD M120711314252	34.80
10/28	TD ETREASURY DR, Transfer To CK 4308888217	40,000.00
10/31	TD ETREASURY DR, Transfer To CK 4268769169	11,368.00
10/31	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 644423946	17.00
	Subtotal:	103,848.83

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
09/30	2,312,842.46	10/17	1,527,521.54
10/01	2,312,010.46	10/18	1,526,823.76
10/02	2,312,002.98	10/21	1,537,134.54
10/03	2,311,974.87	10/22	1,536,839.60
10/07	2,310,254.90	10/24	1,535,177.70
10/08	2,257,846.71	10/25	1,509,775.93
10/10	2,250,882.47	10/28	1,468,996.48
10/11	2,250,447.47	10/29	1,469,005.58
10/15	1,530,705.31	10/30	1,468,855.58
10/16	1,528,038.54	10/31	1,449,975.88



Mamaroneck Public Library

0223 TD Daily Operating 5594, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/06/2024

Reconciled by: Pearl Rose

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance .....	
Interest earned .....	2,312,842.46
Checks and payments cleared (53) .....	5,102.07
Deposits and other credits cleared (18) .....	-872,680.15
Adjustment .....	12,211.50
Statement ending balance .....	-7,500.00
	<u>1,449,975.88</u>
Uncleared transactions as of 10/31/2024 .....	
Register balance as of 10/31/2024 .....	-3,205.86
Cleared transactions after 10/31/2024 .....	1,446,770.02
Uncleared transactions after 10/31/2024 .....	0.00
Register balance as of 11/06/2024 .....	-41,164.33
	<u>1,405,605.69</u>

Details

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/05/2024	Bill Payment	13129	Elaine Hennessey	-174.70
09/05/2024	Bill Payment	13139	UnitedHealthCare	-465.60
09/17/2024	Bill Payment	13144	Baker & Taylor L694158	-73.47
09/17/2024	Bill Payment	13151	Staples Contract & Commercial	-56.91
09/17/2024	Bill Payment	13146	Brigitte Dickinson	-174.70
09/17/2024	Bill Payment	13143	Baker & Taylor L339838	-23.34
09/30/2024	Bill Payment	13153	Baker & Taylor L339838	-156.59
09/30/2024	Bill Payment	13152	Baker & Taylor L041129	-371.02
09/30/2024	Bill Payment	13154	Baker & Taylor L694158	-51.40
09/30/2024	Bill Payment	13155	Brigitte Dickinson	-174.70
09/30/2024	Bill Payment	13156	Connecticut Business System	-338.50
09/30/2024	Bill Payment	13157	CSEA Employee Benefit Fund	-1,273.88
09/30/2024	Bill Payment	13158	CSEA, Inc.	-299.78
09/30/2024	Bill Payment	13159	Elaine Hennessey	-174.70
09/30/2024	Bill Payment	13160	Foley Hardware	-12.59
09/30/2024	Bill Payment	13161	Giuliana Maida	-174.70
09/30/2024	Bill Payment	13162	J & M Heating & Air Conditioni...	-398.00
09/30/2024	Bill Payment	13163	Petty Cash - Mamaroneck Pu...	-48.33
09/30/2024	Bill Payment	13165	Solomon R. Guggenheim Mus...	-500.00
09/30/2024	Bill Payment	13166	Staples Contract & Commercial	-55.90
09/30/2024	Bill Payment	13167	Stepping Stones Museum for ...	-150.00
09/30/2024	Bill Payment	13168	TD Card Services	-3,852.87
09/30/2024	Bill Payment	13169	UnitedHealthCare	-465.60
09/30/2024	Bill Payment	13170	UnitedHealthcare-AARP	-1,825.84
09/30/2024	Bill Payment	13171	Village of Mamaroneck-Clerk ...	-21,721.61
10/01/2024	Expense		Westchester Joint Water Works	-17.00
10/01/2024	Expense		Verizon	-36.74
10/02/2024	Expense		Amex	-0.64
10/03/2024	Bill Payment	13180	Village of Mamaroneck-Clerk ...	-8,686.53
10/03/2024	Expense		TD Merchant	-28.11
10/03/2024	Bill Payment	13177	Law Firm of Robert Agostisi, P.C	-6,506.43
10/03/2024	Expense		Con Edison	-1,575.22
10/03/2024	Bill Payment	13178	Storm King Art Center	-250.00
10/03/2024	Bill Payment	13179	Village of Mamaroneck	-692,675.00
10/07/2024	Expense		GOOGLE	-13.04
10/08/2024	Transfer			-11,368.00
10/08/2024				



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/08/2024	Transfer			-50,000.00
10/08/2024	Expense		Clover App Market	-35.00
10/16/2024	Expense		De Lage Landen Financial Se...	-91.11
10/16/2024	Expense		Verizon	-270.99
10/16/2024	Expense		Optimum	-299.94
10/17/2024	Bill Payment	13192	Petty Cash - Mamaroneck Pu...	-148.26
10/17/2024	Bill Payment	13183	CSEA, Inc.	-285.84
10/17/2024	Bill Payment	13188	Joanne Roos, RDH	-150.00
10/17/2024	Bill Payment	13189	Johnson Controls, Fire Protec...	-604.75
10/17/2024	Bill Payment	13191	NYS Employee Health Ins Pe...	-22,618.09
10/17/2024	Bill Payment	13193	Sound Water Treatment Cent...	-681.00
10/17/2024	Bill Payment	13195	The Hartford-Disability	-1,384.21
10/17/2024	Bill Payment	13196	UnitedHealthcare-AARP	-1,825.84
10/24/2024	Expense		Liffforward	-34.80
10/31/2024	Expense		Westchester Joint Water Works	-17.00
<b>Total</b>				<b>-872,680.15</b>

Deposits and other credits cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/30/2024	Deposit			29.90
10/04/2024	Deposit			25.00
10/05/2024	Deposit			17.99
10/07/2024	Deposit			22.00
10/07/2024	Deposit			1,532.89
10/09/2024	Deposit			42.19
10/11/2024	Deposit			9.99
10/12/2024	Deposit			16.00
10/17/2024	Deposit			10,303.49
10/18/2024	Deposit			41.55
10/19/2024	Deposit			4.00
10/21/2024	Deposit		Network for Good	110.00
10/21/2024	Deposit			5.00
10/22/2024	Deposit			25.70
10/23/2024	Deposit			2.40
10/24/2024	Deposit			9.00
10/28/2024	Deposit			9.10
10/30/2024	Deposit			5.30
<b>Total</b>				<b>12,211.50</b>

**Additional Information**

Uncleared checks and payments as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/25/2024	Bill Payment	13089	Jian Yang Rong	-200.00
09/17/2024	Bill Payment	13142	Animal Embassy, LLC	-450.00
09/30/2024	Bill Payment	13164	Robert Markowitz	-450.00
10/17/2024	Bill Payment	13184	Envisionware, Inc	-575.00
10/17/2024	Bill Payment	13194	Staples Contract & Commercial	-74.97
10/17/2024	Bill Payment	13197	Westchester County Dept of H...	-80.00
10/17/2024	Bill Payment	13187	Joan A Mallory	-200.00
10/17/2024	Bill Payment	13186	Hudson River Museum	-300.00
10/17/2024	Bill Payment	13185	Glen Environmental	-110.00
10/17/2024	Bill Payment	13190	Minerva Audio Visual Inc.	-360.00
10/17/2024	Bill Payment	13182	Baker & Taylor L041129	-60.51
10/17/2024	Bill Payment	13181	Arborn Printing	-305.38
10/24/2024	Bill Payment	13201	Westchester County Dept of H...	-40.00
<b>Total</b>				<b>-3,205.86</b>



Uncleared checks and payments after 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/05/2024	Bill Payment	13221	Petty Cash - Mamaroneck Pu...	-139.45
11/05/2024	Bill Payment	13224	TD Card Services	-5,836.96
11/05/2024	Bill Payment	13218	Law Firm of Robert Agostisi, P.C	-1,620.00
11/05/2024	Bill Payment	13207	Andrea Raigosa-Lopez	-18.00
11/05/2024	Bill Payment	13208	AramSCO, Inc.	-857.37
11/05/2024	Bill Payment	13209	Baker & Taylor L041129	-493.73
11/05/2024	Bill Payment	13210	Brigitte Dickinson	-174.70
11/05/2024	Bill Payment	13211	Connecticut Business System	-338.50
11/05/2024	Bill Payment	13212	CSEA Employee Benefit Fund	-1,105.80
11/05/2024	Bill Payment	13213	CSEA, Inc.	-281.22
11/05/2024	Bill Payment	13214	Elaine Hennessey	-174.70
11/05/2024	Bill Payment	13215	Erika the Harpist	-225.00
11/05/2024	Bill Payment	13216	Giuliana Maida	-174.70
11/05/2024	Bill Payment	13217	Jane Meryll-Ven	-150.00
11/05/2024	Bill Payment	13222	Staples Contract & Commercial	-69.85
11/05/2024	Bill Payment	13220	NYS Employee Health Ins Pe...	-24,063.75
11/05/2024	Bill Payment	13219	NawrockiSmith	-5,000.00
11/05/2024	Bill Payment	13223	UnitedHealthCare	-465.60
Total				-41,189.33

Uncleared deposits and other credits after 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2024	Deposit			9.00
11/02/2024	Deposit			16.00
Total				25.00



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E STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT  
PAYROLL ACCOUNT  
136 PROSPECT AVE  
MAMARONECK NY 10543

Page: 1 of 2  
Statement Period: Oct 01 2024-Oct 31 2024  
Cust Ref #:  
Primary Account #:

**Municipal Advantage Checking**

MAMARONECK PUBLIC LIBRARY DISTRICT  
PAYROLL ACCOUNT

Account # 4

**ACCOUNT SUMMARY**

Beginning Balance	59,909.05	Average Collected Balance	65,872.10
Electronic Deposits	90,000.00	Interest Earned This Period	0.00
Electronic Payments	99,039.06	Interest Paid Year-to-Date	0.00
Ending Balance	50,869.99	Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
10/08	TD ETREASURY CR, Transfer From CK 4434935594	50,000.00
10/28	TD ETREASURY CR, Transfer From CK 4434935594	40,000.00
	Subtotal:	90,000.00

**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
10/02	CTX DEBIT, ASCENSUS TRUST RET PLAN 432926 09302024	2,385.96
10/07	ACH DEBIT, 9102716322 CONS COLL 50208R	2,946.25
10/11	CCD DEBIT, ADP WAGE PAY WAGE PAY 938532537641BYM	30,530.77
10/11	CCD DEBIT, ADP TAX ADP TAX 96BYM 101541A01	12,528.30
10/11	CCD DEBIT, ADP PAYROLL FEES ADP FEES 929735568787	1,138.65
10/16	ACH DEBIT, NATIONWIDE PAYMENTS DCD0011773847	171.03
10/28	CCD DEBIT, AFLAC NY ACHPMT 87101154	172.80
10/30	CCD DEBIT, ADP WAGE PAY WAGE PAY 516094648841BYM	35,062.04
10/30	CCD DEBIT, ADP TAX ADP TAX 96BYM 103144A01	14,103.26
	Subtotal:	99,039.06

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	59,909.05	10/11	60,379.12
10/02	57,523.09	10/16	60,208.09
10/07	54,576.84	10/28	100,035.29
10/08	104,576.84	10/30	50,869.99



Mamaroneck Public Library

0222 TD New Payroll 8217, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/06/2024

Reconciled by: Pearl Rose

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance.....	59,909.05
Checks and payments cleared (9).....	-99,039.06
Deposits and other credits cleared (2).....	90,000.00
Statement ending balance.....	<u>50,869.99</u>
Uncleared transactions as of 10/31/2024.....	-1,283.08
Register balance as of 10/31/2024.....	<u>49,586.91</u>

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/08/2024	Expense		Ascensus Retirement Plan	-2,385.96
10/08/2024	Expense		NYS RETIREMENT PAYROLL	-2,946.25
10/15/2024	Journal	PRFeeOct(8.31-9.30.24		-1,138.65
10/15/2024	Journal	1(PR9.20.24-10.5.24)		-30,530.77
10/15/2024	Journal	1(PR9.20.24-10.5.24)		-12,528.30
10/15/2024	Expense		Nationwide Retirement Solutio...	-171.03
10/28/2024	Expense		AFLAC	-172.80
10/30/2024	Journal	PR10/6-10/26/24)10/30		-35,062.04
10/30/2024	Journal	PR10/6-10/26/24)10/30		-14,103.26
Total				<u>-99,039.06</u>

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/08/2024	Transfer			50,000.00
10/08/2024	Transfer			40,000.00
Total				<u>90,000.00</u>

Additional Information

Uncleared checks and payments as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2024	Journal	PR10/6-10/26/24)10/30		-904.40
10/30/2024	Journal	PR10/6-10/26/24)10/30		-378.68
Total				<u>-1,283.08</u>



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E STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT  
DONATION ACCOUNT  
136 PROSPECT AVE  
MAMARONECK NY 10543

Page: 1 of 2  
Statement Period: Oct 01 2024-Oct 31 2024  
Cust Ref #:  
Primary Account #:

**Municipal Advantage Checking**

MAMARONECK PUBLIC LIBRARY DISTRICT  
DONATION ACCOUNT

Account #

**ACCOUNT SUMMARY**

Beginning Balance	329,383.68	Average Collected Balance	330,109.93
Electronic Deposits	11,368.00	Interest Earned This Period	0.00
Other Credits	655.65	Interest Paid Year-to-Date	5,953.84
Ending Balance	341,407.33	Annual Percentage Yield Earned	0.00%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

**Electronic Deposits**

POSTING DATE	DESCRIPTION	AMOUNT
10/31	TD ETREASURY CR, Transfer From CK 4434935594	11,368.00
Subtotal:		11,368.00

**Other Credits**

POSTING DATE	DESCRIPTION	AMOUNT
10/15	CREDIT INTEREST, ANALYSIS INT	655.65
Subtotal:		655.65

**DAILY BALANCE SUMMARY**

DATE	BALANCE	DATE	BALANCE
09/30	329,383.68	10/31	341,407.33
10/15	330,039.33		



Mamaroneck Public Library

0219 TD Donations 9169, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/06/2024

Reconciled by: Pearl Rose

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance.....	329,383.68
Interest earned.....	655.65
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	11,368.00
Statement ending balance.....	<u>341,407.33</u>
Register balance as of 10/31/2024.....	341,407.33

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/08/2024	Transfer			11,368.00
Total				11,368.00

**Library - Revenue & Expenses - Actual Vs Plan - As of October 31, 2024**

**YTD Actual      Full Yr Plan      Variance      % Used**

<b><u>Revenue</u></b>	<b><u>YTD Actual</u></b>	<b><u>Full Yr Plan</u></b>	<b><u>Variance</u></b>	<b><u>% Used</u></b>
RE Taxes	1,624,816	3,249,631	(1,624,815)	50%
Other Revenue	60,792	14,985	45,807	406%
Emelin Revenue	18,536	23,567	(5,031)	79%
Appropriated Fund Transfer	408,778	408,778	-	100%
TAN	766,667	766,667	-	100%

<b>Total</b>	<b>2,879,589</b>	<b>4,463,628</b>	<b>(1,584,039)</b>	<b>65%</b>
--------------	------------------	------------------	--------------------	------------

Expenses	935,546	2,473,128	1,537,582	38%
TAN Payment	1,204,605	1,204,000	(605)	100%
Debt Service	692,675	786,500	93,825	88%

<b>Total</b>	<b>2,832,826</b>	<b>4,463,628</b>	<b>1,630,802</b>	<b>63%</b>
--------------	------------------	------------------	------------------	------------

**Net Income/Loss**      **46,763**      **-**

	<b>10/31/24 Bank Balance</b>	<b>Bank Reconciliation</b>
Payroll	50,870	49,587
Donations	341,407	341,407
Daily Operations	1,449,976	1,446,770
<b>Total</b>	<b>1,842,253</b>	<b>1,837,764</b>

**Notes:**

Revenue:

Most revenue accounts are better than plan, especially interest

State Aide (\$5,596) and Utica Dividend (\$5,420) are one time receipts; received in July

Expense:

Fuel/Utilities over plan due to timing of quarterly invoices from the Village

Building Insurance (\$48,047), Workmen's Comp (\$11,374), J&M Contract (\$15,000) are one-time payments made in June

WLS (\$20,000) half-year payment made in July



**Mamaroneck Public Library**

**Budget vs. Actuals: FY\_2024\_2025**

**FY25 P&L- October 2024**

	Oct 2024			Total	
	Actual	Budget	YTD Actual	YTD Budget	
Income				Annual Budget	
1001 Village of Mamaroneck Oper		270,803	1,624,816	1,354,013	3,249,631
2082 Fines	246	208	1,803	1,042	2,500
2083 Over and Short		0	-	-	-
2084 Lost and Paid	177	42	783	208	500
2401 Interest	5,758	104	23,537	521	1,250
2410 Hall Rental		146	1,793	729	1,750
2416 Book Sale	281	167	1,216	833	2,000
2703 Coffee Service		21	-	104	250
2770 Other Receipts		63	11,592	313	750
2780 Gifts and donation	10,246	0	14,472	-	-
2781 Appropriated Fund Transfer		34,065	-	170,324	408,778
3001 State Aide		499	5,596	2,494	5,985
3002 Emelin Theatre		1,964	18,536	9,820	23,567
3003 TAN Premium		63,889	2,885	319,445	766,667
<b>Total Income</b>	<b>16,708</b>	<b>371,969</b>	<b>1,707,029</b>	<b>1,859,845</b>	<b>4,463,628</b>
<b>Gross Profit</b>	<b>16,708</b>	<b>371,969</b>	<b>1,707,029</b>	<b>1,859,845</b>	<b>4,463,628</b>



**Mamaroneck Public Library**  
**Budget vs. Actuals: FY\_2024\_2025**  
**FY25 P&L- October 2024**

	<b>Oct 2024</b>				<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
enses					
000 Certorari		2,083	-	10,417	25,000
100 Salaries	97,360	105,106	474,825	525,532	1,261,276
Overtime	176	833	1,255	4,167	10,000
Overtime Regular Rate	-	-	3,687	-	-
total 7100 Salaries	<b>97,536</b>	<b>105,940</b>	<b>479,767</b>	<b>540,115</b>	<b>1,271,276</b>
401 Books Adult	535	0	2,804	-	-
7402 Books Juv			632	-	-
7405 Books YA			314	-	-
total 7401 Books Adult	<b>535</b>	<b>0</b>	<b>3,750</b>	<b>-</b>	<b>-</b>
406 Periodicals	-	267	4,291	1,333	3,200
407 Computer Software		500	2,915	2,500	6,000
408 AV Recording Adult			1,600	-	-
410 WLS/Team Logic	3,445	5,417	36,345	27,083	65,000
411 Professional Training			189	-	-
412 Programs		2,708	300	13,542	32,500
7421 Programs Juv	277		11,333	-	-
7425 Programs Adult	361		1,597	-	-
total 7412 Programs	<b>639</b>	<b>2,708</b>	<b>13,230</b>	<b>13,542</b>	<b>32,500</b>



**Mamaroneck Public Library**  
**Budget vs. Actuals: FY\_2024\_2025**  
**FY25 P&L- October 2024**

	<b>Oct 2024</b>				<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
'7500 Fuel/Utilities	2,093	9,167	45,750	45,833	110,000
'7501 Building Maintenance		7,975	5,007	39,875	95,700
'7502 Contracts	2,104	7,917	32,600	39,583	95,000
'600 Custodial Supplies	881	833	1,582	4,167	10,000
'601 Supplies	271	833	1,580	4,167	10,000
'602 Printing		417	-	2,083	5,000
'603 Telephone	1,079	1,050	5,395	5,250	12,600
'604 Postage	19	208	235	1,042	2,500
'605 Professional Fees	8,246	3,333	44,936	16,667	40,000
'606 Miscellaneous	228	208	287	1,042	2,500
'607 Taxes		417	-	2,083	5,000
'608 Building Insurance		4,167	48,057	20,833	50,000
'609 Election	305	292	305	1,458	3,500
'612 Coffee Expenses		229	7	1,146	2,750
'613 Marketing		208	-	1,042	2,500
'614 Technology	1,998	625	3,344	3,125	7,500
'615 Outreach		833	-	4,167	10,000
010 NYS Retirement		13,108	-	65,542	157,300
030 Payroll Taxes	7,113	8,475	34,913	42,376	101,702
035 Payroll Expenses	1,201	1,000	5,112	5,000	12,000



**Mamaroneck Public Library**

**Budget vs. Actuals: FY\_2024\_2025**

**FY25 P&L- October 2024**

**Oct 2024**

**Total**

	<b>Actual</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
140 Workers' Compensation		1,000	11,374	5,000	12,000
155 Disability Insurance	310	633	1,922	3,167	7,600
160 Health Insurance	46,827	26,250	142,365	131,250	315,000
120 TAN Expenses	8,687		8,687	-	-
21 TAN Interest Exp		100,333	-	501,667	1,204,000
30 Bond Anticipation Note Int	102,675	16,375	102,675	81,875	196,500
31 Bond Anticipation Note Pri	590,000	49,167	590,000	245,833	590,000
<b>Total Expenses</b>	<b>876,190</b>	<b>371,969</b>	<b>1,628,221</b>	<b>1,859,845</b>	<b>4,463,628</b>
Operating Income	(859,483)	0	78,807		0
Reconciliation Discrepancies	7,500		7,500		
Other Expenses	7,500	0	7,500		
Other Income	(7,500)	0	(7,500)		
Income	(866,983)	0	71,307		0



Mamaroneck Public Library Overtime Report FY 2024

136 Prospect Ave  
Mamaroneck, New York 10453

October 2024 Overtime hours worked

Pay Period	Person	OT Hours( Time & Half)	OT Hours(Straight)	Date	Reason
10/15/2024	Joseph Derenzis				
	Patsy D'Ambrosio				
	Teresa Beebe				
	Hilary Herzoff				
	Terry Nuna				
	Renee Rauch				
<b>10/15/2024</b>	<b>Total OT Hours</b>	<b>-</b>	<b>-</b>		
10/30/2024	Joseph DeRenzis				
	Gerado Benavides				
	Teresa Beebe				
	Beverly Broodie Stewart	3.00		10/20/2024	Park Event
	Sally Mathews	3.00		10/20/2024	Park Event
<b>10/30/2024</b>	<b>Total OT Hours</b>	<b>6.00</b>	<b>-</b>		

DATE	COUNTER	LIBRARY HOURS		PER HOUR
10/1/2024	170	10 TO 6	8	21.3
10/2/2024	257	10 TO 8	10	25.7
10/3/2024	231	10 TO 6	8	28.9
10/4/2024	199	10 TO 5	7	28.4
10/5/2024	216	10 TO 5	7	30.9
10/6/2024				
10/7/2024	247	10 TO 8	10	24.7
10/8/2024	230	10 TO 6	8	28.8
10/9/2024	269	10 TO 8	10	26.9
10/10/2024	183	10 TO 6	8	22.9
10/11/2024	176	10 TO 5	7	25.1
10/12/2024	179	10 TO 5	7	25.6
10/13/2024				
10/14/2024	0	10 TO 8	10	0.0 CLOSED
10/15/2024	214	10 TO 6	8	26.8
10/16/2024	276	10 TO 8	10	27.6
10/17/2024	199	10 TO 6	8	24.9
10/18/2024	214	10 TO 5	7	30.6
10/19/2024	206	10 TO 5	7	29.4
10/20/2024				
10/21/2024	231	10 TO 8	10	23.1
10/22/2024	176	10 TO 6	8	22.0
10/23/2024	211	10 TO 8	10	21.1
10/24/2024	218	10 TO 6	8	27.3
10/25/2024	189	10 TO 5	7	27.0
10/26/2024	170	10 TO 5	7	24.3
10/27/2024				
10/28/2024	242	10 TO 8	10	24.2
10/29/2024	191	10 TO 6	8	23.9
10/30/2024	240	10 TO 8	10	24.0
10/31/2024	171	10 TO 6	8	21.4
Total	5094		208	24.5