Library Board of Trustees – Meeting April 9, 2025

Agenda

1. Approve Minutes – March 12th meeting
2. Oath of Office – missing oaths (Sid, Elenita, Lilliana, Paul, Janice)
3. Audit of Bills
4. Financial Update
5. Anti-Fraternization Policy
6. New Business

Library Board of Trustees Meeting
Minutes for March 12, 2025
Mamaroneck Public Library

Call to order

Ellen Hauptman, President, called the meeting to order at 7:00.
Board members present: Ellen Hauptman, Lilliana Diaz, David Brown, Janice Goldklang, George Mgrditchian, Elenita Chmilowski, Paul Ryan, Ellen Freeman, Sid Albert
Board members absent: Luisa Fuentes
Also attending: Trish Byrne, Director and Richard Acks (non-board treasurer)

Audit Presentation- John Castles , Director of Nawrocki Smith LLP. Mr. Castles presented the audit for Fiscal year ending May 31, 2024 to the Board. There were no current year recommendations on improving accounting procedures and internal controls. Mr. Castles thanked the business office for their cooperation throughout the audit process. The Board's audit committee recommends that the entire Board approve the audit. We voted unanimously in favor to approve the audit.
The next audit will begin at the end of October.

Approve Minutes: Motion to Approve the minutes for February 12 meeting. All approved.

Audit of Bills: A motion to approve the bill for February. All approved.

Financial Update: Lilliana presented the financial update. We are financially healthy. The Board approved the financials.

TAN update: At this moment we cannot prove we have a fiscal need for an additional TAN of $383,000. However, we can take out a third TAN if need be in the future. Ellen Hauptman recommends that we do not take out an additional TAN as it costs us approximately $30,000 for issuance fees and interest. The faster the Library is out of debt the better. Ellen will speak to the Village to make sure we can take out a third TAN if we have an unexpected expense.

The Board approved the motion that we will not ask for an additional TAN at the present time.

New credit/debit card policy: The intent of the new credit/debit card policy is not to make money for the Library but to insure that tax payers are not paying these extra fees. The Library will add 3 and 1/2 % for a patron using a credit or debit card to cover extra fees. This policy will begin June 1 and the patrons will be informed of the change.

The board unanimously appointed Monica Slattery to work at the front desk.

Deena Demasi resigned from the Library Board.

Fundraiser on April 8. Reminder to Board members to invite friends to the fundraiser. At this time we only have 19 people attending.

Five year plan: Ellen Freeman gave an update on the five year plan. She asked for help with the community input interviews on April 3. In addition, the survey also went out by email to the community for their input, is available online and in paper form at the Library.

Executive Session: The Board went into executive session to discuss an employment issue 8:04. The executive session ended at 8:30.

The Board meeting was adjourned at 8:30.

Respectfully submitted,
Ellen Freeman
Secretary

Anti-Fraternization for Supervisors

This policy applies to all supervisors, managers, and individuals in leadership roles within The Mamaroneck Public Library, regardless of their employment status or tenure including but not limited to the following positions: Library Director, Business Manager, Head of Adult Services, Head of Youth Services, Facilities Manager and Head of Tech Services. A "supervisor" is defined as any individual who holds a position of authority over other employees and manages their work.

Policy Statement

This policy is designed to maintain a professional work environment, prevent conflicts of interest, ensure fairness in decision-making, and avoid any appearance of favoritism or undue influence in the workplace.

To promote fairness, objectivity, and a healthy work environment, supervisors and their subordinates are prohibited from engaging in intimate or romantic relationships with one another. This includes any interaction that may create a conflict of interest, compromise professional integrity or undermine the workplace dynamic.

Any conduct that creates an uncomfortable or hostile work environment, including inappropriate displays of affection or favoritism, will be addressed promptly.

Disclosure Requirement

If a supervisor finds themselves in an existing romantic or intimate relationship with a subordinate, they must immediately disclose the relationship to the Library Director and/or Board President to discuss appropriate steps. This disclosure ensures the relationship is managed professionally and any potential conflicts of interest are addressed.

Reporting Concerns

Any employee who feels that a supervisor's intimate relationship with a subordinate is affecting the work environment or creating a conflict of interest is encouraged to report the matter confidentially to the Library Director and/or Library Board President.

Retaliation against any employee who reports concerns in good faith is strictly prohibited.

Mamaroneck Public Library

0223 TD Daily Operating 5594, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/03/2025

Reconciled by: Pearl Rose

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

Summary

	USD
Statement beginning balance	2,147,446.80
Interest earned	595.32
Checks and payments cleared (53)	-286,681.59
Deposits and other credits cleared (21)	9,527.75
Statement ending balance	1,870,888.28
Uncleared transactions as of 03/31/2025	-1,504.87
Register balance as of 03/31/2025	1,869,383.41
Cleared transactions after 03/31/2025	0.00
Uncleared transactions after 03/31/2025	-31,247.25
Register balance as of 04/03/2025	1,838,136.16

Details

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/28/2025	Bill Payment	13323	Richard P. Feingold	-200.00
02/05/2025	Bill Payment	13351	Elaine Hennessey	-185.00
02/05/2025	Bill Payment	13350	Brigitte Dickinson	-185.00
02/06/2025	Bill Payment	13353	Demco, Inc	-166.98
02/27/2025	Bill Payment	13377	UnitedHealthCare	-506.20
02/27/2025	Bill Payment	13376	Giuliana Maida	-185.00
02/27/2025	Bill Payment	13378	UnitedHealthcare-AARP	-1,957.59
02/27/2025	Bill Payment	13355	Staples Contract & Commercial	-43.49
02/27/2025	Bill Payment	13356	Glen Environmental	-110.00
02/27/2025	Bill Payment	13357	Midwest Tape	-68.22
02/27/2025	Bill Payment	13358	Petty Cash - Mamaroneck Pu...	-63.16
02/27/2025	Bill Payment	13359	Baker & Taylor L041129	-235.34
02/27/2025	Bill Payment	13361	Paula T Romeo	-187.50
02/27/2025	Bill Payment	13362	Trivia, AD LLC	-400.00
02/27/2025	Bill Payment	13363	NYS Employees' Health Ins P...	-28,675.24
02/27/2025	Bill Payment	13364	CSEA, Inc.	-307.20
02/27/2025	Bill Payment	13365	Susan P. Adler	-150.00
02/27/2025	Bill Payment	13366	CSEA Employee Benefit Fund	-1,189.84
02/27/2025	Bill Payment	13367	O.S.P. Fire Protection,Inc	-231.00
02/27/2025	Bill Payment	13368	Stamford Museum and Nature...	-125.00
02/27/2025	Bill Payment	13369	Connecticut Business System	-338.50
02/27/2025	Bill Payment	13370	Alliance Elevator Co, LLC	-1,460.16
02/27/2025	Bill Payment	13371	Aramsco, Inc.	-45.40
02/27/2025	Bill Payment	13374	CSEA, Inc.	-328.26
02/27/2025	Bill Payment	13375	Elaine Hennessey	-185.00
03/03/2025	Expense		Westchester Joint Water Works	-17.00
03/03/2025	Expense		TD Merchant	-27.15
03/04/2025	Bill Payment	13380	Baker & Taylor L041129	-419.17
03/04/2025	Expense		Verizon	-43.43
03/04/2025	Bill Payment	13383	Ron Vitti Turf and Landscaping	-300.00
03/04/2025	Bill Payment	13382	Mateo Fernandes	-370.88
03/04/2025	Bill Payment	13379	Midwest Tape	-48.73
03/04/2025	Bill Payment	13381	TD Card Services	-19,980.74
03/05/2025	Bill Payment	13385	Deductible Recovery Group	-5,000.00
03/05/2025	Expense		GOOGLE	-13.17
03/05/2025	Expense		Westchester Joint Water Works	-233.02
03/11/2025	Expense		Clover App Market	-35.00
03/12/2025	Transfer			-45,000.00
03/12/2025	Expense		Con Edison	-1,397.44

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/18/2025	Bill Payment	13394	UnitedHealthcare-AARP	-1,958.59
03/18/2025	Bill Payment	13387	Baker & Taylor L694158	-13.99
03/18/2025	Bill Payment	13388	CSEA, Inc.	-258.34
03/18/2025	Bill Payment	13389	NYS Employees' Health Ins P…	-23,859.93
03/18/2025	Bill Payment	13390	Petty Cash - Mamaroneck Pu…	-12.00
03/18/2025	Bill Payment	13396	Village of Mamaroneck-Clerk …	-93,825.00
03/18/2025	Expense		De Lage Landen Financial Se…	-91.11
03/24/2025	Expense		Optimum	-299.94
03/25/2025	Transfer			-50,000.00
03/25/2025	Expense		Verizon	-270.99
03/25/2025	Expense		Liftforward	-34.80
03/31/2025	Expense		Amex	-0.09
03/31/2025	Transfer			-5,625.00
03/31/2025	Expense		Westchester Joint Water Works	-17.00
Total				-286,681.59

Deposits and other credits cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/20/2024	Check	13345	ABC Company	0.00
03/03/2025	Deposit			84.50
03/04/2025	Deposit			7.80
03/05/2025	Deposit			6.00
03/06/2025	Deposit			15.90
03/08/2025	Deposit			3.00
03/10/2025	Deposit			5.25
03/11/2025	Deposit			9.99
03/12/2025	Deposit			5,070.00
03/12/2025	Deposit			3.20
03/12/2025	Deposit			1,408.70
03/15/2025	Deposit			7.45
03/17/2025	Deposit			5.05
03/20/2025	Deposit			18.30
03/21/2025	Deposit			12.50
03/22/2025	Deposit			2.00
03/24/2025	Deposit			4.40
03/25/2025	Deposit			8.99
03/26/2025	Deposit			2,837.02
03/27/2025	Deposit			14.70
03/29/2025	Deposit			3.00
Total				9,527.75

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/05/2024	Bill Payment	13207	Andrea Raigosa-Lopez	-18.00
02/27/2025	Bill Payment	13373	Brigitte Dickinson	-185.00
03/18/2025	Bill Payment	13386	Automated Control Logic	-981.87
03/18/2025	Bill Payment	13391	PLDA	-55.00
03/18/2025	Bill Payment	13393	Glen Environmental	-110.00
03/18/2025	Bill Payment	13392	Saima Sheikh	-155.00
Total				-1,504.87

Uncleared checks and payments after 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Bill Payment	13400	Town of Mamaroneck Tax Rec…	-4,518.34
04/01/2025	Bill Payment	13401	TD Card Services	-4,577.79

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Bill Payment	13402	Village of Mamaroneck-Clerk ...	-14,922.23
04/01/2025	Bill Payment	13403	Petty Cash - Mamaroneck Pu...	-8.00
04/01/2025	Bill Payment	13404	Staples Contract & Commercial	-93.85
04/01/2025	Bill Payment	13416	Talewise	-400.00
04/01/2025	Bill Payment	13407	CSEA, Inc.	-277.78
04/01/2025	Bill Payment	13408	The Hartford-Disability	-1,318.39
04/01/2025	Bill Payment	13409	André Friedli	-185.00
04/01/2025	Bill Payment	13410	Brigitte Dickinson	-185.00
04/01/2025	Bill Payment	13411	Deni Bonet	-600.00
04/01/2025	Bill Payment	13412	Elaine Hennessey	-185.00
04/01/2025	Bill Payment	13413	Giuliana Maida	-185.00
04/01/2025	Bill Payment	13414	Lori Friedli-1	-185.00
04/01/2025	Bill Payment	13405	CSEA Employee Benefit Fund	-1,357.92
04/01/2025	Bill Payment	13415	Mathew Adam Mazur	-500.00
04/01/2025	Bill Payment	13398	Baker & Taylor L041129	-121.15
04/01/2025	Bill Payment	13399	UnitedHealthCare	-506.20
04/02/2025	Bill Payment	13419	The Center for Continuing Ed...	-100.00
04/02/2025	Bill Payment	13418	Bruce Museum	-100.00
04/02/2025	Bill Payment	13417	Baker & Taylor L694158	-215.60
04/03/2025	Bill Payment	13420	Sound Water Treatment Cent...	-705.00
Total				-31,247.25

TD Bank

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STATEMENT OF ACCOUNT

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

Page:	1 of 5
Statement Period:	Mar 01 2025-Mar 31 2025
Cust Ref #:	
Primary Account #:	

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

Account #

ACCOUNT SUMMARY

Beginning Balance	2,147,446.80	Average Collected Balance	1,956,271.32
Deposits	9,315.72	Interest Earned This Period	0.00
Electronic Deposits	211.94	Interest Paid Year-to-Date	3,535.59
Other Credits	595.32	Annual Percentage Yield Earned	0.00%
		Days in Period	31
Checks Paid	183,576.45		
Electronic Payments	103,105.05		
Ending Balance	1,870,888.28		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
03/12	DEPOSIT	5,070.00
03/12	DEPOSIT	1,408.70
03/26	DEPOSIT	2,837.02
	Subtotal:	9,315.72

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
03/04	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	84.50
03/05	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	7.80
03/06	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	6.00
03/07	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	15.90
03/10	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	3.00
03/11	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	5.25
03/13	CCD DEPOSIT, AMERICAN EXPRESS SETTLEMENT 6317331908	9.90
03/13	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	3.20
03/17	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	7.45
03/18	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	5.05
03/21	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	18.30
03/24	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	12.50
03/24	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	2.00
03/25	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	4.40
03/26	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	8.99
03/28	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	14.70
03/31	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	3.00
	Subtotal:	211.94

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STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

Statement Period: Mar 01 2025-Mar 31 2025
Cust Ref #:
Primary Account #:

DAILY ACCOUNT ACTIVITY

Electronic Payments (continued)

POSTING DATE	DESCRIPTION	AMOUNT
03/18	CCD DEBIT, LEASEDIRECT 11783_1 1126949	91.11
03/24	ACH DEBIT, OPTIMUM 7869 CABLE PMNT 93086602	299.94
03/25	TD ETREASURY DR, Transfer To CK 4308888217	50,000.00
03/25	ELECTRONIC PMT-WEB, VERIZON PAYMENTREC 2570399370001	270.99
03/25	ELECTRONIC PMT-WEB, LIFTFORWARD, INC LIFTFORWRD M120940889474	34.80
03/31	TD ETREASURY DR, Transfer To CK 4268769169	5,625.00
03/31	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 652758370	17.00
	Subtotal:	103,105.05

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
02/28	2,147,446.80	03/17	2,084,550.55
03/03	2,147,402.65	03/18	2,054,052.70
03/04	2,147,443.72	03/19	2,048,711.70
03/05	2,147,038.35	03/20	2,047,954.03
03/06	2,146,859.35	03/21	2,045,779.40
03/07	2,146,675.25	03/24	2,044,345.81
03/10	2,146,678.25	03/25	1,993,636.08
03/11	2,146,648.50	03/26	1,996,470.09
03/12	2,086,500.86	03/27	1,878,471.17
03/13	2,085,324.12	03/28	1,878,485.87
03/14	2,084,318.66	03/31	1,870,888.28

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STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

Statement Period: Mar 01 2025-Mar 31 2025
Cust Ref #:
Primary Account #:

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
03/17	CREDIT INTEREST, ANALYSIS INT	595.32
	Subtotal:	595.32

Checks Paid

No. Checks: 37

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

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
03/07	13323	200.00	03/18	13371	45.40
03/12	13350*	185.00	03/14	13374*	328.26
03/06	13351	185.00	03/14	13375	185.00
03/05	13353*	166.98	03/14	13376	185.00
03/18	13355*	43.49	03/24	13377	506.20
03/19	13356	110.00	03/21	13378	1,957.59
03/24	13357	68.22	03/24	13379	48.73
03/12	13358	63.16	03/20	13380	419.17
03/21	13359	235.34	03/12	13381	19,980.74
03/18	13361*	187.50	03/17	13382	370.88
03/24	13362	400.00	03/27	13383	300.00
03/18	13363	28,675.24	03/19	13385*	5,000.00
03/14	13364	307.20	03/27	13387*	13.99
03/25	13365	150.00	03/25	13388	258.34
03/13	13366	1,189.84	03/27	13389	23,859.93
03/19	13367	231.00	03/26	13390	12.00
03/24	13368	125.00	03/31	13394*	1,958.59
03/20	13369	338.50	03/27	13396*	93,825.00
03/18	13370	1,460.16			
				Subtotal:	183,576.45

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
03/03	MERCHANT SERVICES DB, TD MERCHANT SVS DISCOUNT 958232648880	27.15
03/03	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 651300812	17.00
03/04	ELECTRONIC PMT-WEB, VERIZON PAYMENTREC 9573274550001	43.43
03/05	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 651531624	233.02
03/05	ELECTRONIC PMT-WEB, GOOGLE GOOGLE_VOI US00459FF3	13.17
03/11	ACH DEBIT, CLOVER APP CLOVER APP 1479367	35.00
03/12	TD ETREASURY DR, Transfer To CK 4308888217	45,000.00
03/12	CCD DEBIT, CON ED OF NY CECONY 85752010000	1,397.44

Mamaroneck Public Library

0219 TD Donations 9169, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/03/2025

Reconciled by: Pearl Rose

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

Summary

	USD
Statement beginning balance	434,841.64
Interest earned	493.19
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	5,625.00
Statement ending balance	440,959.83
Register balance as of 03/31/2025	440,959.83

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			5,625.00
Total				5,625.00

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E **STATEMENT OF ACCOUNT**

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

Page:	1 of 3
Statement Period:	Mar 01 2025-Mar 31 2025
Cust Ref #:	
Primary Account #:	

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
PAYROLL ACCOUNT

Account #

ACCOUNT SUMMARY

Beginning Balance	51,533.90	Average Collected Balance	56,889.89
Electronic Deposits	95,000.00	Interest Earned This Period	0.00
		Interest Paid Year-to-Date	0.00
Electronic Payments	90,772.71	Annual Percentage Yield Earned	0.00%
Ending Balance	55,761.19	Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
03/12	TD ETREASURY CR, Transfer From CK 4434935594	45,000.00
03/25	TD ETREASURY CR, Transfer From CK 4434935594	50,000.00
	Subtotal:	95,000.00

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
03/04	CTX DEBIT, ASCENSUS TRUST RET PLAN 432926 02282025	2,066.76
03/10	ACH DEBIT, 9102716322 CONS COLL 50208R	1,970.85
03/13	CCD DEBIT, ADP WAGE PAY WAGE PAY 937734498222BYM	29,297.75
03/13	CCD DEBIT, ADP TAX ADP TAX 96BYM 031411A01	11,665.10
03/14	CCD DEBIT, ADP PAYROLL FEES ADP FEES 931236366941	866.15
03/14	CTX DEBIT, ASCENSUS TRUST RET PLAN 432926 03022024	500.00
03/17	ACH DEBIT, NATIONWIDE PAYMENTS DCD0012461417	171.03
03/26	CCD DEBIT, AFLAC NY ACHPMT 95770341	172.80
03/28	CCD DEBIT, ADP WAGE PAY WAGE PAY 928936746559BYM	31,621.95
03/28	CCD DEBIT, ADP TAX ADP TAX 96BYM 033113A01	12,440.32
	Subtotal:	90,772.71

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
02/28	51,533.90	03/14	50,167.29
03/04	49,467.14	03/17	49,996.26
03/10	47,496.29	03/25	99,996.26
03/12	92,496.29	03/26	99,823.46
03/13	51,533.44	03/28	55,761.19

Mamaroneck Public Library

0222 TD New Payroll 8217, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/03/2025

Reconciled by: Pearl Rose

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

Summary

	USD
Statement beginning balance	51,533.90
Checks and payments cleared (10)	-90,772.71
Deposits and other credits cleared (2)	95,000.00
Statement ending balance	55,761.19
Register balance as of 03/31/2025	55,761.19

Details

Checks and payments cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/04/2025	Expense		Ascensus Retirement Plan	-2,066.76
03/10/2025	Expense		NYS RETIREMENT PAYROLL	-1,970.85
03/14/2025	Journal	018		-866.15
03/14/2025	Expense		Ascensus Retirement Plan	-500.00
03/15/2025	Journal	01(PR02/23-03/08/25)		-29,297.75
03/15/2025	Journal	01(PR02/23-03/08/25)		-11,665.10
03/17/2025	Expense		Nationwide Retirement Solutio...	-171.03
03/26/2025	Expense		AFLAC	-172.80
03/31/2025	Journal	02(PR03/09-03/22/25)		-31,621.95
03/31/2025	Journal	02(PR03/09-03/22/25)		-12,440.32
Total				-90,772.71

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/12/2025	Transfer			45,000.00
03/25/2025	Transfer			50,000.00
Total				95,000.00

TD Bank

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STATEMENT OF ACCOUNT

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

Page:	1 of 3
Statement Period:	Mar 01 2025-Mar 31 2025
Cust Ref #:	
Primary Account #:	

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
DONATION ACCOUNT

Account #

ACCOUNT SUMMARY

Beginning Balance	434,841.64	Average Collected Balance	435,261.73
Electronic Deposits	5,625.00	Interest Earned This Period	0.00
Other Credits	493.19	Interest Paid Year-to-Date	1,613.19
		Annual Percentage Yield Earned	0.00%
Ending Balance	440,959.83	Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
03/31	TD ETREASURY CR, Transfer From CK 4434935594	5,625.00
	Subtotal:	5,625.00

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
03/17	CREDIT INTEREST, ANALYSIS INT	493.19
	Subtotal:	493.19

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
02/28	434,841.64	03/31	440,959.83
03/17	435,334.83		

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
April 2025

**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	INVOICE AMT	TOTAL AMT	NOTES
Books-Adult (7401)				
	TD Card (Amazon)	61.23		Books for Event
	Baker & Taylor	13.99		Books
	Baker & Taylor	121.15		Books
			196.37	
Books-Children (7402)	Baker & Taylor	215.60		
			$ 215.60	
Bond Interest(9730)				
	Village of Mamaroneck	93,825.00		2nd Interest payment for FYE 24-25
			$ 93,825.00	
Building Maintenance (7501)	TD Card (Zoro Tools)	244.25		
	TD Credit Card (Village Paint)	121.28		Paint for new meeting room
			365.53	
Contracts (7502)	Sound Water Treatment	705.00		January Bill
	Glen Environmental	110.00		Monthly pest control
	Automated Control Logic	981.87		Service:Controller inputs Reading Max value 2/13/25
	Delage	91.11		ACH-Mthly
			$ 1,887.98	
Disability Insurance (9055)				
	The Hartford	1318.39		Group disability benefits
			$ 1,318.39	
Fuel / Utilities (7500)				
	Village of Mamaroneck - Clerk Treasurer	14,922.23		Electricity, Dec, Jan, Feb.
	Con Edison	1,397.44		ACH
	WJWW	17.00		ACH

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
April 2025

**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	INVOICE AMT	TOTAL AMT	NOTES
	WJWW	233.02		ACH
			$ 16,569.69	
Health Insurance (9060)				
	CSEA EE Benefit Fund	1,357.92		Dental/ Premium April 2025
	NYS EE Health Insurance Pending Acct	23,859.93		April 2025
	United Health Care/AARP	1,958.59		Retiree Medicare Supplement-April 25
	United Health Care	506.20		Retiree Rx premium April 2025
	AFLAC	172.80		EE contibution
			$ 27,855.44	
Marketing (7613)				
	TD Card (Vistaprint)	76.93		Posters for Event
			$ 76.93	
Museum Passes (0946)				
	Bruce Museum	100.00		Annual Library Memship
	TD Card -Westchester Children's Museum	275.00		Annual Membership
	TD Card - Frick Collection	200.00		Annual Membership
			$ 575.00	
Postage (7604)				
	TD Credit Card(USPS)	10.50		Mail to Civil Service
			$ 10.50	
Professional Training (7411)				
	PLDA	55.00		Annual Dues & Sunshine Fund 2025
			$ 55.00	
Programs-Adult (7425)				
	Center for Continuing Education	100.00		Community Event

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
April 2025

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

COUNTS	VENDORS	INVOICE AMT		TOTAL AMT	NOTES
	Deni Bonet	600.00			Music Event
			$	700.00	
grams-Youth (7421)					
	TD Credit Card (Stop & Shop)	19.72			Ramadan program
	TD Credit Card (Millers)	15.96			Train table supplies
	TD Credit Card (Michaels)	2.59			Stickers
	TD Credit Card (S&S Worldwide)	349.95			Art Supplies
	TD Credit Card (Amazon)	57.94			Spring break program
	Saima Sheikh	155.00			Children's Program / Catering
	Mathew Adam Mazur	500.00			Musical Performance
	Talewise	400.00			Scientific Experiments
			$	1,501.16	
iree Health (9060)					
	Brigitte Dickinson	185.00			Retiree reimbursementApr
	Elaine Hennessey	185.00			Retiree reimbursement/Apr
	Giuliana Maida	185.00			Retiree reimbursement/Apr
	Lori Friedli	185.00			Retiree reimbursement/Apr.
	Andre Friedli	185.00			Retiree reimbursement/Apr.
			$	925.00	
plies(7601)					
	TD Card (Amazon)	118.49			Supplies
	Petty Cash	12.00			1/2 & 1/2
	Staples Contract	93.85			Office supplies
	TD Card (Amazon)	9.99			Stars - DVDs
	TD Card (Amazon)	37.92			Milk
	TD Card (Trader Joe)	57.87			Staff Event
	Petty Cash	8.00			1/2 & 1/2
			$	338.12	

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
April 2025

**Standard Pre-approved Payments Sent per Board Resolution
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**Payments Sent to Avoid Late Fees as per Board Resolution

CCOUNTS	VENDORS	INVOICE AMT		TOTAL AMT	NOTES
k					
	Town of Mamaroneck - Tax Receiver	4,518.34			Sewer Tax Annual
				4,518.34	
chnology (7614)	Lift Forward	34.80			Microsoft Cloud Services
	Google Work place	13.17			2 factor authentication
	Clover	35.00			Fees for CC Machine
	TD Card (Amazon)	20.97			Audio cable
	TD card (Tech Soup)	16.00			Licensing for Windows 11 on laptops
			$	119.94	
ephone (7603)					
	TD Card (NUSO)	472.46			Telephone
	Verizon	270.99			ACH Monthly
	Verizon	43.43			ACH Monthly
	Optimum	299.94			ACH Monthly
			$	1,086.82	
S/ Team Logic (7410)	TD Card (Team Logic)	$2,437.00			Monthly Invoice
			$	2,437.00	
ferred Compensation					
	NYS Deferred Comp(Nationwide)	171.03			ACH/EE Deduction- 03/31/25
	NYS Deferred Comp(Nationwide)	171.03			ACH/EE Deduction- 03/15/25
	Ascensus/ Vanguard	2408.59			ACH/EE Deduction- 03/31/25
			$	2,750.65	
on Dues					
	CSEA, Inc	258.34			EE deductions- 3/15

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
April 2025

**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	INVOICE AMT	TOTAL AMT	NOTES
	CSEA, Inc	277.78		EE deductions- 3/31
			$ 536.12	
TOTAL EXPENSES		$ 157,864.58	$ 157,864.58	$ 0.00

Mamaroneck Public Library

Budget vs. Actuals: FY_2024_2025

FY25 P&L - March 2025

	Mar 2025		Total		
	Actual	**Budget**	**YTD Actual**	**YTD Budget**	**Annual Budget**
Income					
1001 Village of Mamaroneck Oper		270,803	3,211,976	2,708,026	3,249,631
2082 Fines	199	208	3,661	2,083	2,500
2083 Over and Short		-	-	-	-
2084 Lost and Paid	54	42	1,257	417	500
2401 Interest	1,089	104	36,102	1,042	1,250
2410 Hall Rental	685	146	6,715	1,458	1,750
2416 Book Sale	320	167	2,528	1,667	2,000
2703 Coffee Service		21	-	208	250
2770 Other Receipts		63	11,595	625	750
2780 Gifts and donation	5,722	-	111,489	-	-
2781 Appropriated Fund Transfer		34,065	-	340,648	408,778
3001 State Aide		499	6,218	4,988	5,985
3002 Emelin Theatre		1,964	20,549	19,639	23,567
3003 TAN Premium		63,889	2,885	638,889	766,667
Services			-		-
Total Income	**8,069**	**371,969**	**3,414,975**	**3,719,690**	**4,463,628**
Gross Profit	**8,069**	**371,969**	**3,414,975**	**3,719,690**	**4,463,628**

Mamaroneck Public Library

Budget vs. Actuals: FY_2024_2025

FY25 P&L - March 2025

	Mar 2025		Total		
	Actual	**Budget**	**YTD Actual**	**YTD Budget**	**Annual Budget**
Expenses					
5000 Certorari		2,083	-	20,833	25,000
7100 Salaries	88,136	105,106	943,910	1,051,063	1,261,276
Overtime	531	833	4,231	8,333	10,000
Overtime Regular Rate			3,854	-	-
Total 7100 Salaries	**88,667**	**105,940**	**951,995**	**1,059,397**	**1,271,276**
7401 Books Adult	182	-	4,568	-	-
7402 Books Juv	230		1,007	-	-
7405 Books YA			314	-	-
Total 7401 Books Adult	**412**	**-**	**5,889**	**-**	**-**
7406 Periodicals		267	4,291	2,667	3,200
7407 Computer Software	35	500	5,814	5,000	6,000
7408 AV Recording Adult			2,034	-	-
7410 WLS/Team Logic	2,437	5,417	70,452	54,167	65,000
7411 Professional Training	55		244	-	-
7412 Programs		2,708	300	27,083	32,500
7421 Programs Juv	377		13,252	-	-
7424 Programs YA			19	-	-
7425 Programs Adult	(100)		2,695	-	-
Total 7412 Programs	**277**	**2,708**	**17,766**	**27,083**	**32,500**
7500 Fuel/Utilities	16,587	9,167	87,308	91,667	110,000

Mamaroneck Public Library

Budget vs. Actuals: FY_2024_2025

FY25 P&L - March 2025

	Mar 2025		Total		
	Actual	Budget	YTD Actual	YTD Budget	Annual Budget
7501 Building Maintenance	1,347	7,975	23,627	79,750	95,700
7502 Contracts	2,394	7,917	38,946	79,167	95,000
7600 Custodial Supplies		833	2,191	8,333	10,000
7601 Supplies	338	833	4,426	8,333	10,000
7602 Printing		417	-	4,167	5,000
7603 Telephone	1,087	1,050	10,802	10,500	12,600
7604 Postage	11	208	581	2,083	2,500
7605 Professional Fees	(40)	3,333	247,239	33,333	40,000
7606 Miscellanous		208	341	2,083	2,500
7607 Taxes	4,518	417	4,518	4,167	5,000
7608 Building Insurance		4,167	48,057	41,667	50,000
7609 Election		292	3,012	2,917	3,500
7612 Coffee Expenses		229	7	2,292	2,750
7613 Marketing	77	208	7,073	2,083	2,500
7614 Technology	85	625	3,698	6,250	7,500
7615 Outreach	100	833	100	8,333	10,000
9010 NYS Retirement		13,108	142,332	131,083	157,300
9030 Payroll Taxes	6,454	8,475	69,513	84,752	101,702
9035 Payroll Expenses	866	1,000	10,356	10,000	12,000
9040 Workers' Compensation		1,000	11,374	10,000	12,000
9055 Disability Insurance	735	633	2,846	6,333	7,600

Mamaroneck Public Library

Budget vs. Actuals: FY_2024_2025

FY25 P&L - March 2025

	Mar 2025		Total		
	Actual	Budget	YTD Actual	YTD Budget	Annual Budget
9060 Health Insurance	21,170	26,250	229,529	262,500	315,000
9620 TAN Expenses			8,687	-	-
9621 TAN Interest Exp		100,333	-	1,003,333	1,204,000
9730 Bond Anticipation Note Int	93,825	16,375	196,500	163,750	196,500
9731 Bond Anticipation Note Pri		49,167	590,000	491,667	590,000
Total Expenses	**241,436**	**371,969**	**2,803,030**	**3,719,690**	**4,463,628**
Net Operating Income	**(233,368)**	**0**	**611,944**		**0**
Other Expenses					
Reconciliation Discrepancies			-		-
Total Other Expenses	-	-	-		-
Net Other Income	-	-	-		-
Net Income	**(233,368)**	**0**	**611,944**		**0**

Mamaroneck Public Library Overtime Report FY 2024

136 Prospect Ave
Mamaroneck, New York 10453

March 2025 Overtime hours worked

Pay Period	Person	OT Hours (Time & Half)	OT Hours (Straight)	Date	Reason
3/15/2025	Joseph Derenzis	2.00		3/6/2025	Burglar Alarm
3/15/2025	**Total OT Hours**	**2.00**	**-**		
3/31/2025	Joseph DeRenzis	2.00		3/13/25	Power Outage& Fire Alarm
		2.00		3/15/2025	Toilet Blockage
3/31/2025	**Total OT Hours**	**4.00**	**-**		