



MAMARONECK PUBLIC LIBRARY

MLP Board Meeting Agenda

September 10, 2025

Agenda Items

1. **Call to Order**
2. **Approve Minutes: July 9, 2025 Meeting**
3. **Financial Review(July and August)**
 - Audit of Bills
 - Financial Update
4. **Review Draft Budget: 2026-27**
5. **Review/Approve the updated Financial Controls**
6. **Process Review: Issuing checks after Audit of the Bills**
7. **Organizational**
 - Trustee Orientation and Training Reminders
 - MPL Attorney Search updates
 - Newsletter Updates
 - Staffing Changes:
 - Appointments: Library Page (Sabrina White) and Children's Librarian (Veronica Popsis).
 - Transitions:
8. **New Business**
9. **Public Comment**
10. **Adjournment**

**Mamaroneck Library board of Trustees Meeting
Minutes for July 9, 2025**

Board members present: Ellen Hauptman, Luisa Fuentes, Elenita Chmilowski, Paul Ryan, Janice Goldklang, Sid Albert, David Brown, George Mgrditchian, Erin Ahrens

Board members absent: Lilliana Diaz, Erin Ahrens

Also attending: Trish Bryne, Director, Richard Aks (non-board Treasurer)

David Brown, Board Vice President, called the meeting to order at 7pm.

Motion to approve the minutes of June 11th meeting: All approved

Audit of Bills: A motion to approve the June bills was made by George Mgrditchian. All bills presented were approved by the Board.

Financial Update: Ellen Hauptman provided an overview of the Library's financial situation. The 2nd TAN was paid in full, and since the 3rd TAN wasn't needed, the final payment was approximately \$13,000 less than plan. Additionally, Ellen reported that based on the board's definition of financial health (3 months operating expenses in the bank), the Library is financially healthy. Interest Income and Hall Rental Income are both greater than plan and Salary Expense are less than plan. All approved the financial statement and bank reconciliations presented for May.

The Board approved the 5 Year Strategic Plan. Ellen and Luisa will work on a project plan, identifying "low hanging fruit" and after reviewing with Trish, will present it to the Board. The Board agreed that we will track against this plan and post our progress on the website.

Trish provided an update about the Summer Reading Program. She stated that the kickoff event on June 27th went extremely well. She also mentioned that Terry Numa did an outstanding job leading the program and the entire staff provided support for the event.

Trish told the Board that Terry Kirchner, Executive Director of WLS, has offered new trustee training. He has offered to do this via Zoom or come to the Library to do this in person. Both David and Luisa are interested in this. Trish will contact Erin to see if she would like to attend.

George provided an update about the attorney search. He and Lillian have a short list of potential candidates and are continuing the search. They hope to have this completed by the September meeting.

George also provided the status on changing the size of the Board. The bill has passed both the Assembly and Senate. The Education Budget Department has also approved the request and this will be forwarded to Governor Hochul for signing.

David hopes to have a draft newsletter ready for the Board by the September meeting.

A motion was made to enter Executive Session at 7:25pm. All approved.

Executive Session concluded and 7:59pm, followed by adjourning the meeting.

The meeting was adjourned at 7:59pm.

Respectfully submitted,
Ellen Hauptman
Treasurer

DRAFT

MAMARONECK PUBLIC LIBRARY DISTRICT
INVOICES FOR APPROVAL
 September 2025

**Standard Pre-approved Payments
 ***PAYMENTS BY DIRECT BANK CHARGE
 *Black - Current

ACCOUNTS	VENDORS	INVOICE AMT	TOTAL AMT	NOTES
AV Adult (7408)	OverDrive TD Bank Amazon TD Bank Amazon	\$640.70 \$31.99 \$76.09		Ebook & Audiobooks DVDs DVDs
Books-Adults (7401)	Broadart TD Card - Amazon	\$444.48 \$24.50	\$748.78	books
Contracts (7502)	Glen Environmental DeLage Landen Alliance (Unitec) Johnson Controls Con Edison CBS	\$110.00 \$91.11 \$1,460.16 \$1,317.90 \$46.66 \$265.00	\$468.98	Pest Control August Maintenance Sept-Nov Alarm & Detection Monitoring August 6 - 9/5
Deferred Compensation (0606)	NYS Deferred Comp-Nationwid Vanguard NYS Deferred Comp-Nationwid	\$172.61 \$2,802.74 \$235.11	\$3,290.83	ACH-EE deduction 8/15/25 ACH-EE contribution ACH-EE Deduction 8/30/25
Fuel/Utilites (7500)	Westchester Joint Water Works WJWW	\$17.00 \$622.71	\$639.71	ACH Monthly
Health Insurance (9060)	NYS Employees Health Ins United HealthCare AARP UnitedHealthcare NYS Employees Health Ins	\$28,791.09 \$506.20 \$2,070.01 \$1,349.14		Coverage Period Sept Retiree Part D August Dental/Vision Sept
Miscellaneous (7606)	Westchester County Dept. HR Westchester County Dept. HR	\$40.00 \$40.00	\$80.00	New Hire Paperwork Veronica Civil Service

Museum Pass (0946)

Guggenheim
Westchester Library System

\$500.00
\$212.50

Nov. 1, 2025 - Oct. 31, 2026
9/11 Memorial & Museum

\$712.50

Postage (7604)

TD Bank (USPS)
TD Bank (USPS)

\$31.40
\$109.20

stamps

\$140.60

PR Liability (EE ded's/ 0606)

AFLAC

\$172.80

EE Contributions June

Professional Devel (7411)

TD Bank - LJ&SLJ ProDevel

\$209.94

Customer Service Training

Programs Adult (7425)

Susan P.Adler
River Rise, LLC
TD Bank Walmart
TD Bank Amazon
TD Bank Amazon
Phoenix Blu LLC
Abe Ovadia

\$150.00
\$175.00
\$38.61
\$42.39
\$9.74
\$200.00
\$500.00

Yoga classes July - Sept.
Wellness Workshop
canvases
paints
felt
Speaking Event 10/15/25
Jazz Duo Program 9/27/25

\$209.94

Programs Childrens (7421)

TD Bank - Amazon
TD Bank - Amazon
TD Bank - Amazon
TD Bank - Stern Alliance
TD Bank - Amazon

\$183.47
\$0.06
\$163.42
\$300.00
\$48.47

Children's Program
Dr. kit gift (card credit from last bill)
National Night Out & Concert Nite
Stem Ever After Program
hanging bags, markers

\$1,115.74

Programs YA (7424)

TD Bank - Amazon
TD Bank - Amazon

\$6.99
\$78.88

Plant pots & seeds
cross stitch supplies

\$695.42

Retiree Health (9060)

Elaine Hennessey
Briggett Dickinson
Giuliana Maida
Lori Friedli

\$185.00
\$185.00
\$185.00
\$185.00

Retiree Reimburse Sept.
Retiree Reimburse Sept.
Retiree Reimburse Sept.
Retiree Reimburse Sept.

\$85.87

Account	Vendor	Amount	Description	Amount	Retiree Reimburse Sept.
Supplies (7601)	Andre Friedli	\$185.00			
			Staples	\$77.62	
			TD Bank - Amazon	\$7.18	
			TD Bank - Amazon	\$13.96	
			TD Bank - Amazon	\$12.82	
			TD Bank - Amazon	\$43.95	
			TD Bank - Amazon	\$22.24	
			TD Bank - Amazon	\$13.96	
			TD Bank - Amazon	\$47.26	
			Petty Cash	\$3.49	
				\$925.00	
Technology (7614) Computer Software	Verizon	\$270.99	ACH Monthly Internet		
	TD Bank - Events Calendar	\$161.48	website events calendar		
	Lift Forward	\$34.80	Microsoft Cloud Service		
	Optimum	\$299.94	ACH Monthly Internet backup		
					\$242.48
Team Logic	TD Bank - Team Logic	\$2,437.00	Monthly		
Telephone (7603)	Verizon	\$40.04	ACH Monthly elevator		
	TD Bank - NUSO	\$475.74	Monthly		
				\$3,204.21	
Union Dues (0604)	CSEA, Inc.	\$354.19			8/15/25
	CSEA, Inc.	\$362.67			8/31/25
				\$515.78	
				\$716.86	
TOTAL EXPENSES		49143.62			
ACCOUNTS					49143.62



Bank

America's Most Convenient Bank®

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STATEMENT OF ACCOUNT

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

Page: 1 of 4
Statement Period: Aug 01 2025-Aug 31 2025
Cust Ref #:
Primary Account #:

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

ACCOUNT SUMMARY

Beginning Balance	416,321.58	Average Collected Balance	1,330,234.82
Deposits	9,751.62	Interest Earned This Period	0.00
Electronic Deposits	327.08	Interest Paid Year-to-Date	14,208.97
Other Credits	1,756,633.44	Annual Percentage Yield Earned	0.00%
Checks Paid	7,755.47	Days in Period	31
Electronic Payments	109,223.15		
Ending Balance	2,066,055.10		

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
08/14	DEPOSIT	
08/27	DEPOSIT	6,029.60
		3,722.02
	Subtotal:	9,751.62

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
08/01	CCD DEPOSIT, AMERICAN EXPRESS SETTLEMENT 6317331908	12.12
08/04	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	22.15
08/04	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	7.60
08/05	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	31.50
08/06	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	30.00
08/07	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	49.00
08/08	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	15.00
08/11	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	1.50
08/12	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	2.00
08/18	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	20.00
08/18	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	18.80
08/18	CCD DEPOSIT, AMERICAN EXPRESS SETTLEMENT 6317331908	6.26
08/19	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	35.45
08/20	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	10.00
08/21	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	22.90
08/25	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	6.40
08/27	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	24.00
08/29	MERCHANT SERVICES CR, TD MERCHANT SVS DEPOSIT 958232648880	12.40
	Subtotal:	327.08



Bank

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STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

Page: 3 of 4
Statement Period: Aug 01 2025-Aug 31 2025
Cust Ref #:
Primary Account #:

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
08/14	WIRE TRANSFER INCOMING, VILLAGE OF MAMARONECK	5.00
08/15	CREDIT INTEREST, ANALYSIS INT	402.44
08/15	WIRE TRANSFER INCOMING, VILLAGE OF MAMARONECK	1,756,226.00
Subtotal:		1,756,633.44

Checks Paid

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
08/06	13520	185.00	08/18	14088*	185.00
08/04	14065*	362.67	08/21	14089	75.00
08/01	14068*	200.65	08/21	14090	185.00
08/25	14071*	300.00	08/11	14091	18.47
08/05	14075*	506.20	08/21	14092	185.00
08/06	14076	110.00	08/12	14093	497.05
08/07	14081*	705.00	08/14	14094	605.10
08/11	14082	1,503.50	08/14	14098*	338.50
08/18	14084*	185.00	08/13	14100*	1,245.66
08/19	14085	362.67			
Subtotal:					7,755.47

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
08/04	MERCHANT SERVICES DB, TD MERCHANT SVS DISCOUNT 958232648880	26.60
08/05	ELECTRONIC PMT-WEB, WESTCHESTER JOIN PAYMENT 659862060	831.48
08/06	ELECTRONIC PMT-WEB, GOOGLE GOOGLE_VOI US0047MAM0	13.16
08/11	TD ETREASURY DR, Transfer To CK 4308888217	50,000.00
08/13	CCD DEBIT, CON ED OF NY CECONY 85752010000	2,378.11
08/13	CCD DEBIT, CON ED OF NY CECONY 85752010000	1,953.16
08/13	CCD DEBIT, CON ED OF NY CECONY 85752010000	1,720.75
08/13	CCD DEBIT, CON ED OF NY CECONY 85752010000	91.78
08/18	CCD DEBIT, LEASEDIRECT 13669_1 1126949	91.11
08/22	ACH DEBIT, OPTIMUM 7869 CABLE PMNT 93086602	299.94
08/26	TD ETREASURY DR, Transfer To CK 4308888217	50,000.00
08/26	ELECTRONIC PMT-WEB, VERIZON PAYMENTREC 2570399370001	270.99
08/26	ELECTRONIC PMT-WEB, LIFTFORWARD, INC LIFTFORWRD M121197254107	34.80
08/29	TD ETREASURY DR, Transfer To CK 4268769169	1,511.27
Subtotal:		109,223.15



Bank

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STATEMENT OF ACCOUNT

MAMARONECK PUBLIC LIBRARY DISTRICT
DAILY OPERATIONS

Page: 4 of 4
Statement Period: Aug 01 2025-Aug 31 2025
Cust Ref #:
Primary Account #:

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
07/31	416,321.58	08/15	2,115,862.65
08/01	416,133.05	08/18	2,115,446.60
08/04	415,773.53	08/19	2,115,119.38
08/05	414,467.35	08/20	2,115,129.38
08/06	414,189.19	08/21	2,114,707.28
08/07	413,533.19	08/22	2,114,407.34
08/08	413,548.19	08/25	2,114,113.74
08/11	362,027.72	08/26	2,063,807.95
08/12	361,532.67	08/27	2,067,553.97
08/13	354,143.21	08/29	2,066,055.10
08/14	359,234.21		

Mamaroneck Public Library

0223 TD Daily Operating 5594, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/04/2025

Reconciled by: Linda Bhandari

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

Summary

	USD
Statement beginning balance.....	
Interest earned.....	416,321.58
Checks and payments cleared (31).....	402.44
Deposits and other credits cleared (21).....	-116,979.03
Statement ending balance.....	<u>1,766,310.11</u>
	<u>2,066,055.10</u>
Uncleared transactions as of 08/31/2025.....	
Register balance as of 08/31/2025.....	-41,096.57
Cleared transactions after 08/31/2025.....	2,024,958.53
Uncleared transactions after 08/31/2025.....	0.00
Register balance as of 09/04/2025.....	-4,907.21
	<u>2,020,051.32</u>

Details

Checks and payments cleared (31)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2025	Bill Payment	13520	Brigitte Dickinson	-185.00
07/10/2025	Bill Payment	14068	Demco, Inc	-200.65
07/10/2025	Bill Payment	14065	CSEA, Inc.	-362.67
07/23/2025	Bill Payment	14081	Sound Water Treatment Cent...	-705.00
07/23/2025	Bill Payment	14075	United HealthCare	-506.20
07/23/2025	Bill Payment	14071	Rinku Bhattacharya	-300.00
07/23/2025	Bill Payment	14076	Glen Environmental	-110.00
08/01/2025	Bill Payment	14091	Ingram	-18.47
08/01/2025	Bill Payment	14090	André Friedli	-185.00
08/01/2025	Bill Payment	14089	Village of Mamaroneck-Clerk ...	-75.00
08/01/2025	Bill Payment	14088	Elaine Hennessey	-185.00
08/01/2025	Expense		GOOGLE	-13.16
08/01/2025	Bill Payment	14093	Brodart	-497.05
08/01/2025	Bill Payment	14082	W & M Fire Protection Services	-1,503.50
08/01/2025	Bill Payment	14092	Lori Friedli-1	-185.00
08/01/2025	Bill Payment	14084	Giuliana Maida	-185.00
08/01/2025	Bill Payment	14085	CSEA, Inc.	-362.67
08/05/2025	Bill Payment	14100	Aramsco, Inc.	-1,245.66
08/05/2025	Bill Payment	14094	OCLC Inc	-605.10
08/05/2025	Bill Payment	14098	Connecticut Business System	-338.50
08/12/2025	Journal	R.ACCR010/May&Jul		-6,143.80
08/15/2025	Expense		Westchester Joint Water Works	-831.48
08/15/2025	Transfer			-50,000.00
08/15/2025	Expense		TD Merchant	-26.60
08/18/2025	Expense		De Lage Landen Financial Se...	-91.11
08/22/2025	Expense		Optimum	-299.94
08/26/2025	Transfer			-50,000.00
08/26/2025	Expense		Liffforward	-34.80
08/26/2025	Expense		Verizon	-270.99
08/29/2025	Transfer			-1,511.27
08/31/2025	Expense		Amex	-0.41

Total -116,979.03

Deposits and other credits cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/29/2025	Deposit			12.39
08/01/2025	Deposit			22.15

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/02/2025	Deposit			
08/04/2025	Deposit			7.60
08/05/2025	Deposit			31.50
08/06/2025	Deposit			30.00
08/07/2025	Deposit			49.00
08/08/2025	Deposit			15.00
08/11/2025	Deposit			1.50
08/14/2025	Deposit			2.00
08/14/2025	Deposit			6.40
08/15/2025	Deposit			6,029.60
08/15/2025	Deposit		Village of Mamaroneck-Clerk ...	1,756,231.00
08/16/2025	Deposit			18.80
08/18/2025	Deposit			20.00
08/19/2025	Deposit			35.45
08/20/2025	Deposit			10.00
08/23/2025	Deposit			22.90
08/26/2025	Deposit			6.40
08/27/2025	Deposit			24.00
08/28/2025	Deposit			3,722.02
				12.40
Total				1,766,310.11

Additional Information

Uncleared checks and payments as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/19/2025	Bill Payment	13495		
07/23/2025	Bill Payment	14079	Raymond Geddes & Company...	-147.60
08/01/2025	Bill Payment	14086	Patricia Bradshaw	-125.00
08/01/2025	Bill Payment	14083	Staples Contract & Commercial	-53.71
08/01/2025	Bill Payment	14087	Brigitte Dickinson	-185.00
08/05/2025	Bill Payment	14099	Peter Mandel	-185.00
08/05/2025	Bill Payment	14097	Baker & Taylor L041129	-18.85
08/05/2025	Bill Payment	14096	Yonkers Public Library-Grinto...	-8.95
08/05/2025	Bill Payment	14095	Lynn Schmeidler	-125.00
08/14/2025	Bill Payment	14107	NYS Employees' Health Ins P...	-28,791.09
08/14/2025	Bill Payment	14106	Brodart	-444.48
08/14/2025	Bill Payment	14105	River Rise LLC	-175.00
08/14/2025	Bill Payment	14104	Glen Environmental	-110.00
08/14/2025	Bill Payment	14103	United HealthCare	-506.20
08/14/2025	Bill Payment	14102	CSEA, Inc.	-354.19
08/14/2025	Bill Payment	14101	Solomon R. Guggenheim Mus...	-500.00
08/22/2025	Check	14112	Susan P. Adler	-150.00
08/22/2025	Bill Payment	14110	TD Card Services	-4,407.27
08/22/2025	Bill Payment	14109	Staples Contract & Commercial	-77.62
08/22/2025	Bill Payment	14108	Westchester County Dept of H...	-40.00
08/22/2025	Check	14111	United Healthcare-AARP	-2,070.01
08/22/2025	Bill Payment	14113	TD Card Services	-183.47
08/26/2025	Bill Payment	14117	Overdrive, Inc.	-640.70
08/26/2025	Bill Payment	14115	Connecticut Business System	-265.00
08/26/2025	Bill Payment	14114	Petty Cash - Mamaroneck Pu...	-3.49
08/26/2025	Bill Payment	14116	Alliance Elevator Co, LLC	-1,460.16
			Jennifer O'Neill	-86.37
Total				-41,114.16

Uncleared deposits and other credits as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/29/2025	Deposit			
08/30/2025	Deposit			5.60
				11.99
Total				17.59

Uncleared checks and payments after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/02/2025	Bill Payment	14131		
09/02/2025	Bill Payment	14129	Westchester County Dept of H...	-40.00
09/02/2025	Bill Payment	14130	Brigitte Dickinson	-185.00
09/02/2025	Bill Payment	14118	Elaine Hennessey	-185.00
09/02/2025	Bill Payment	14119	Phoenix Blu LLC	-200.00
09/02/2025	Bill Payment	14121	Giuliana Maida	-185.00
09/02/2025	Bill Payment	14122	CSEA, Inc.	-362.67
09/02/2025	Bill Payment	14123	Abraham Ovadia	-500.00
09/02/2025	Bill Payment	14125	CSEA Employee Benefit Fund	-1,349.14
09/02/2025	Bill Payment	14126	André Friedli	-185.00
09/02/2025	Bill Payment	14127	Johnson Controls, Fire Protec...	-1,317.90
09/02/2025	Bill Payment	14128	Lori Friedli-1	-185.00
			Westchester Library System	-212.50
Total				-4,907.21



America's Most Convenient Bank®

E STATEMENT OF ACCOUNT

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

Page: 1 of 2
Statement Period: Aug 01 2025-Aug 31 2025
Cust Ref #:
Primary Account #:

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
PAYROLL ACCOUNT

ACCOUNT SUMMARY

Beginning Balance	62,834.61	Average Collected Balance	66,376.99
Electronic Deposits	100,000.00	Interest Earned This Period	0.00
Electronic Payments	111,457.35	Interest Paid Year-to-Date	0.00
Ending Balance	51,377.26	Annual Percentage Yield Earned	0.00%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
08/11	TD ETREASURY CR, Transfer From CK 4434935594	50,000.00
08/26	TD ETREASURY CR, Transfer From CK 4434935594	50,000.00
	Subtotal:	100,000.00

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
08/05	CTX DEBIT, ASCENSUS TRUST RET PLAN 432926 07312025	2,802.74
08/06	ACH DEBIT, 9102716322 CONS COLL 50208R	2,458.06
08/08	CCD DEBIT, ADP PAYROLL FEES ADP FEES 925438130025	619.65
08/14	CCD DEBIT, ADP WAGE PAY WAGE PAY 944536525737BYM	33,829.05
08/14	CCD DEBIT, ADP TAX ADP TAX 96BYM 081533A01	13,422.70
08/18	ACH DEBIT, NATIONWIDE PAYMENTS DCD0013165683	172.61
08/27	CCD DEBIT, AFLAC NY ACHPMT 104756144	172.80
08/28	CCD DEBIT, ADP WAGE PAY WAGE PAY 943636479903BYM	41,200.46
08/28	CCD DEBIT, ADP TAX ADP TAX 96BYM 082935A01	16,779.28
	Subtotal:	111,457.35

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
07/31	62,834.61	08/14	59,702.41
08/05	60,031.87	08/18	59,529.80
08/06	57,573.81	08/26	109,529.80
08/08	56,954.16	08/27	109,357.00
08/11	106,954.16	08/28	51,377.26

Mamaroneck Public Library

0222 TD New Payroll 8217, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/04/2025

Reconciled by: Linda Bhandari

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

Summary

	USD
Statement beginning balance.....	62,834.61
Checks and payments cleared (9).....	-111,457.35
Deposits and other credits cleared (2).....	100,000.00
Statement ending balance.....	<u>51,377.26</u>
Register balance as of 08/31/2025.....	51,377.26

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2025	Expense		Ascensus Retirement Plan	-2,802.74
08/06/2025	Expense		NYS and Local Retirement Sy...	-2,458.06
08/06/2025	Expense		Nationwide Retirement Solutio...	-172.61
08/08/2025	Journal	R.ACCRL001/Jul		-619.65
08/15/2025	Journal	ADP.PR.Dsbrsmnt8/15		-13,422.70
08/15/2025	Journal	ADP.PR.Dsbrsmnt8/15		-33,829.05
08/27/2025	Expense		AFLAC	-172.80
08/31/2025	Journal	01(PR8/3-8/23/25)		-41,200.46
08/31/2025	Journal	01(PR8/3-8/23/25)		-16,779.28
Total				-111,457.35

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/15/2025	Transfer			50,000.00
08/26/2025	Transfer			50,000.00
Total				100,000.00



Bank

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STATEMENT OF ACCOUNT

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

Page: 1 of 2
Statement Period: Aug 01 2025-Aug 31 2025
Cust Ref #:
Primary Account #:

Municipal Advantage Checking

MAMARONECK PUBLIC LIBRARY DISTRICT
DONATION ACCOUNT

ACCOUNT SUMMARY

Beginning Balance	498,810.22	Average Collected Balance	499,273.79
Electronic Deposits	1,511.27	Interest Earned This Period	0.00
Other Credits	578.65	Interest Paid Year-to-Date	4,901.71
Ending Balance	500,900.14	Annual Percentage Yield Earned	0.00%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
08/29	TD ETREASURY CR, Transfer From CK 4434935594	1,511.27
	Subtotal:	1,511.27

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
08/15	CREDIT INTEREST, ANALYSIS INT	578.65
	Subtotal:	578.65

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
07/31	498,810.22	08/29	500,900.14
08/15	499,388.87		

Mamaroneck Public Library

0219 TD Donations 9169, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/04/2025

Reconciled by: Linda Bhandari

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

Summary

	USD
Statement beginning balance.....	
Interest earned.....	498,810.22
Checks and payments cleared (0).....	578.65
Deposits and other credits cleared (1).....	0.00
Statement ending balance.....	<u>1,511.27</u>
Register balance as of 08/31/2025.....	<u>500,900.14</u>
	500,900.14

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/29/2025	Transfer			1,511.27
Total				<u>1,511.27</u>

Projected Cash Flow June 2025 - May 2026

	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Starting Balance	2,076,446	1,061,347	975,337	2,577,236	1,679,338	1,480,690	1,265,042	929,644	730,997	2,074,343	1,875,695	1,677,047	
RE Tax			1,756,231						1,631,244			24,638	3,412,113
Other Revenue	4,551	3,828	7,814	750	750	750	750	750	750	750	750	750	22,943
Donations	194	50,624	1,511										52,329
Emelin Reimbursement			18,148	602	602	602	602	602	602	602	602	602	23,567
TAN													-
Total Income	4,745	54,452	1,783,704	1,352	1,352	1,352	1,352	1,352	1,632,596	1,352	1,352	25,990	3,510,952
Expenses	196,237	149,131	129,771	200,000	200,000	217,000	336,750	200,000	200,000	200,000	200,000	200,000	2,428,889
Debt Service Principal				610,000									610,000
Debt Service Interest				89,250					89,250				178,500
TAN Repayment	798,282												798,282
Total Expense	994,519	149,131	129,771	899,250	200,000	217,000	336,750	200,000	289,250	200,000	200,000	200,000	4,015,671
Ending Balance	1,086,672	966,668	2,629,270	1,679,338	1,480,690	1,265,042	929,644	730,997	2,074,343	1,875,695	1,677,047	1,503,037	

Mamaroneck Public Library – Controls

RISK	CONTROL
<p>Check Issuance/ACH Payments</p>	<p>A detailed review of all disbursements are made by the Director first, then by 2 Board Members the Board before checks are issued (Audit of Bills). 2 signatures are required on all checks – Library Director and either the Board President or the Board Treasurer is back-up for Board President. Blank checks will not be signed. The use of Positive Pay provides greater control over check issuance and ACH payments. All payments are verified by the Business Office before the bank processes the check/ACH payments. When the bank statements are received, the check photos should be reviewed to ensure there are 2 signatures on every check and that the check numbers are in sequential order. Checks will be kept in a locked cabinet at all times when not in use.</p>
<p>Check Deposits</p>	<p>All check deposits will be verified against Quick Books/Journal Entries and approved by the Director prior to the deposit. The deposit will be further verified in the next bank statement. At a minimum, deposits will be made weekly.</p>
<p>Cash Deposits</p>	<p>Cash deposits will be reconciled to the amounts collected (e.g. at the front register. All cash deposits will be verified against Quick Books/Journal Entries and approved by the Director prior to the deposit. The deposit will be further verified in the next bank statement. At a minimum, deposits will be made weekly.</p>
<p>Credit Cards (currently 3 Director, Children’s Services and Facilities Management) Note: the Director’s credit card is primarily used for overall Library expense/online purchases</p>	<ul style="list-style-type: none"> • None of the credit cards will be shared. The only 3 users are the Director, Facilities Manager and the Head of Children’s Youth Services. • There are only 3 authorized credit card users: the Director, the Facilities Manager and the Head of Youth Services. Credit cards cannot be shared with others. • The Director’s credit card is primarily used for overall Library expenses and purchases. • Prior approval for credit card use is required (workflow system in place). The Director can approve Facilities Management and Children’s Youth Services. This includes emergency situations; the Director should be aware of all emergencies. • All prior approvals must be documented and submitted to the Board with the credit card bills and receipts (this includes the use of the Director’s card).

	<ul style="list-style-type: none"> All receipts must be attached to the credit card bill along with a separate sheet listing the date, amount, vendor and an explanation of the charge prior to Director approving payment. The credit card invoice will be compared to the approval documentation. The summary sheet will be provided to the Board of Trustees in the monthly Board Pack.
Amazon Account	The Amazon Corporate Account has been closed.
Amazon	All orders must be approved in advance by the Director and documented. The Accounting Team places all orders based on the Director's prior written approval. When the monthly bills are provided to the Board for approval, detail of all Amazon purchases along with the approval documentation and an explanation of the purchase will be provided.
Bank Reconciliations	Bank reconciliations will be performed by an employee or official who does not have custody or access to cash, and who does not record cash receipts, cash disbursements, or journal entry transactions. Check images should be retained in electronic format for audit purposes. Due to limited staff, the Board of Trustees must approve the reconciliations at each board meeting.
Journal Entries	Will be reviewed monthly by Nawrocki-Smith for one year (TBD)
Overtime and Additional Regular Hours	All non-Sunday overtime will be approved by the Director prior to incurring overtime hours. For full-time staff, all hours paid at the regular rate between 35 and 40 hours per week will be approved by the Director in advance. Additionally, all comp time must be approved in advance by the Director. The All overtime approvals must be in writing and submitted to the business office for verification when preparing the payroll entries. A summary of the approvals with explanations will also be submitted to the Board as part of the monthly Board Pack.
Payroll	Prior to processing, the timesheets /payroll entries will be verified by the Director and approved in writing. The Business Manager reviews the Payroll Summary Sheet (created using data from actual timesheets) which highlights any out of the ordinary conditions to be verified. Any discrepancies are corrected prior to final ADP submission. The bookkeeper enters the data into ADP. Need more information on the current process; controls will be better defined once the process is understood.
Emelin Rent & Reimbursements	An agreement has been reached with the Emelin that billing will be quarterly, with the exception of the Insurance bill and Air Rights rent which are billed on an annual basis. The checklist for the quarterly bills includes: <ul style="list-style-type: none"> Rent,

	<ul style="list-style-type: none"> • Gas (Con Edison), • Sewer Tax (Town Bill), • Pest Control, • Westchester Joint Water Works, • Electricity (Village Bill from The NY Power Authority) and • Fire Sprinkler Inspection and Maintenance. <p>The reimbursements will be recorded as income (not an offset to the expense).</p>
Quick Books	<p>Only the Business Office will have passwords for Quick Books. The passwords cannot be saved to any application or computer system. The passwords are not to be shared with anyone. All passwords will be changed every 3 months.</p>
Budget Control	<p>The Director and Board of Trustees will carefully monitor expenditures versus the annual budget. If there is a need to spend more money than budgeted, a transfer from a different line item must occur. The costs must remain in-line with the annual budget.</p>
Audit of Bills	<p>Prior to the monthly Board of Trustees meeting, a list of all bills with back-up documentation (e.g. invoices) will be presented to the Treasurer and another Board member (TBD) for review. If there are any questions, they can be resolved prior to the Board approving bill payment at the monthly meeting. The Audit of Bills (list requiring approval) must be part of the monthly Board pack.</p>
Donations	<p>The Director (or designee) Business Office will maintain a list of all donations via Network for Good received including the name of the donor, the date of the donation, the amount of the donation and the special designation, if any. Any checks and/or cash donations received by the Library will be manually entered into Network for Good. This will be included in the Monthly Board Packet sent to the Board President and Treasurer on a monthly basis.</p>
Monthly Board Packet	<p>The Board Packet will be distributed to the Board X (TBD) 4 days before the Board Meeting and will include:</p> <ul style="list-style-type: none"> • Bank Balances (4 accounts) • Bank Reconciliations/Statements • Income & Expense Budget vs Actual • Balance Sheet • List of Bills to be paid (see Audit of Bills) • Credit card summary sheets • Overtime and Regular Hours (over 35 hours/week) approvals with explanation (excludes Sunday hours)

	<ul style="list-style-type: none"> • Detailed list of all donations received during the month • Petty Cash monthly log <p>The Board approves the financials at the meeting and the approval is documented in the meeting minutes. Any questions and/or concerns are also documented in the meeting minutes.</p>
Monies Collected at the Front Desk	<p>A cash register reconciliation is performed daily Perform a daily cash register reconciliation comparing start of day to end of day. Data is collected by category: fines, book sale, donations, lost & paid and miscellaneous.</p>
Separation of duties and mitigating controls	<p>Will ensure proper checks and balances are in place (e.g. a bill will have proper approval before check disbursement)</p>
Petty Cash	<p>There will never be more than \$250 in Petty Cash at any time. The Director approves all cash withdrawals. The Business Office will receive any change and receipts and will maintain a log to records for all cash usage and track corresponding receipts. The monthly log will be included in the Board Packet. All disbursements are included in the Audit of the Bills. There is a monthly reconciliation based on remaining cash and the receipts. There is single ownership of the Petty Cash fund and it will be kept in a locked space. Petty Cash is kept in a secure location at all times.</p>
Staff Resignations/Retirements	<p>A process will be put into place to ensure a proper transition of duties.</p> <p>Need to ensure all system access is removed immediately. All departing employees' system access will be removed immediately upon their departure by the Systems Administrator.</p>
Purchasing Policy	<p>Will be reviewed for completeness— The current policy requires a minimum of 2 3 bids for amounts over \$6,000, but 3 are obtained.</p> <p>Additional Controls:</p> <ul style="list-style-type: none"> • Annual Maintenance contracts over \$6,000 will go out for bid on an annual basis—when the contract is up for renewal. • Any purchase over \$6,000 will go out for bid • If the Library does not go with the lowest bidder, an explanation must be provided and documented in the Board meeting minutes. • The person approving the purchase cannot be the same as the person requesting the purchase.

	<ul style="list-style-type: none"> • The budget should be verified in advance. If a transfer from one account to another is needed or if an over budget variance would occur, prior approval from the Director and the Board is required. • The responsibility for the receipt and verification of items ordered will be segregated from the employee who requested or authorized the purchase. • Goods should be received and/or services rendered before a payment is submitted. Checks should be mailed directly to the vendor(s). • Director's written approval is required.
<p>Purchase Orders</p>	<p>Any Purchase Order over \$6,000 must go out to bid. All items entered on the supply list require a purchase order created by the accounting team. The Director approves all purchase orders in advance of the purchase. Once approved, the accounting team Business Office orders the items. When the invoices are received, they are compared to the purchase orders for accuracy. The purchase order is attached to the invoice for The back-up documentation is attached to the invoice to issue the check for payment. All purchase requests must be approved by the Director prior to submitting to the Business Office for purchase. If the cost of the item(s) being purchased is significantly greater than the original amount approved, the item will be returned to the requester for research/clarification and then resubmit to the Director accompanied by the explanation, for approval.</p>