

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
February 18, 2025 @ 10:15 a.m.

I Call to Order / Pledge of Allegiance

II Minutes: Approve- January 21, 2024 and February 11, 2024

III Approval of Statistics, Financial reports, and Bills

IV Director Report:

Stephen Hoefer, RCLS- Internet Safety Policy & CIPA compliance

V Action Items: - RCLS & CIPA compliance

- Motion to approve the "PJFL INTERNET SAFETY POLICY"

- Motion to authorize the Director to sign the RCLS "Letter of Agency for E-Rate Program Funding Year 2026-2031"

- Motion to Approve the Annual Report

- Motion to Approve PJFL Patron Incident Report

VI Old Business:

- Carpet RFP

Strategic Plan

VIII New Business:

- Freedom of Information Law forms

- Bylaw revision

-Staffing

-Annual Report

- Contractor Agreement

- PJFL Patron Incident Report

-Accept the resignation of Katelyn Tobey effective February 4, 2025

Public Comment – This will exclude any comment on any issue involving a specific employee-this must be done in executive session. (As stated in the Patron Complaint Policy)

IX Executive Session- Personnel

X Adjournment: Next regular meeting March 18, 2025 @ 10:15 am

## **Minutes of the Port Jervis Free Library Board of Trustees**

**January 21, 2025**

**2:00 PM**

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, Dick Roberts

Public: Anonymous, Idriz Miftari, Taylor Sauschurck, Connie Treuting, Susan Wade

**I/II Call to Order/Pledge of Allegiance** - The meeting was called to order at 2:00 PM.

### **III Public Comment**

- Idriz Miftari expressed concern about issues with Board actions.
- Anonymous expressed displeasure with the Library's proposed patron conduct policy.

### **IV Minutes (Attachment 1A-B)**

- *Dick made a motion, seconded by Dolores, to approve the minutes of the December 17, 2024 meeting. Unanimously passed.*
- *Dick made a motion, seconded by Liz, to approve the minutes of the January 14, 2025 meeting. Unanimously passed.*

### **V Correspondence** – none

### **VI Approval of Statistics and Financial Reports (Attachment 2A-G)**

- *Valerie made a motion, seconded by Liz, to approve the statistics, financial reports and bills as presented. Unanimously passed.*

### **VII Director's Report (Attachment 3A-B)**

- The roof has developed a leak. Two vendors to date have been in to assess the remediation job.
- The procurement of a dishwasher will be put on hold to possibly be included at a subsequent date with a larger-scope job.
- The contractor contract template was received. Carl asked that the document be finalized for discussion at the next meeting.
- The policy manual is with FLEA.
- The FOIL policy is with the attorney for review and comment.
- A timeline for revamping the website is expected from the vendor Belsito by the end of the week.
- Curran will contact RCLS to get a template from RCLS to assist in preparing a MOU with the Friends.
- Connie gave the Program report.
- Senate bullet aid for \$10,000 was received. The funds are to be earmarked for programming.
- *Dick made a motion, seconded by Liz, to approve the Directors Report. Unanimously passed.*

### **VIII Unfinished Business**

- *Liz made a motion, seconded by Dolores, to approve the Patron Conduct Policy.* It was noted that the Board was involved in the process of devising the policy and were forwarded the final draft, which was also posted to the website. Carl stated that In order for the Library to serve the citizens

of the community, behavior that could be considered a nuisance needs to be addressed. Patrons should be respectful of others, the building and its contents. This policy revision to the existing regulations is an attempt to serve both patrons and staff. ***Unanimously passed.***

- The Newton Howitt painting has been completed and is ready for pickup. Curran will obtain an estimate of the value of the painting and will determine a time to pick up the painting.
- The Service Plan review will be scheduled to start in February. Curran will firm up the date of the February meeting by the end of January.
- The Clerk of the Town of Minisink notified the Board that the Town has declined to continue the arrangement of providing its residents with library cards recognized by the Library.
- Valerie noted that more than one parent has approached her to say that they will not bring their children, nor return themselves, to the Library due to ongoing incidents. Carl asked Curran to fine-tune the needs and to investigate options for hiring security personnel with Cheryl Kent Biccum from the Civil Service office, as well as prepare an RFP for such services to be discussed at the February meeting. It was noted that Curran already has the names of two firms to send the RFP and will investigate getting a third firm.

#### **IX New Business**

- ***Liz made a motion, seconded by Dick, to accept the resignation of Mallory Conklin effective December 31, 2024. Unanimously passed.***

#### **X Next Meeting**

- The next regularly scheduled meeting will take place Tuesday, February 18, 2025 at 10:15 a.m.

#### **XI Executive Session**

- ***Dick made a motion, seconded by Valerie, to enter into Executive Session at 2:49 PM to discuss personnel issues. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to come out of Executive Session at 3:17 PM. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to authorize the Director post and conduct a search for a part-time Library Clerk. Unanimously passed.*** (Note: Liz was excused from the meeting at 3:00 PM and did not participate in the vote.)
- ***Valerie made a motion, seconded by Dolores, to appoint Idriz Miftari to full-time Library Clerk retroactive to November 18, 2024, at a rate of \$17.25 per hour.*** Carl recommended that, in an effort at continuing the Board's history of fairness to employees, a six-month probationary period be abbreviated and begin on September 3, 2024, which coincides with Idriz's start date as a part-time hire. ***Unanimously passed by voice vote: Dolores, Carl, Valerie, Dick.***

**XII Adjournment** – ***Valerie made a motion, seconded by Dolores, to adjourn the meeting at 3:20 PM. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

## **Minutes of the Port Jervis Free Library Board of Trustees**

**February 11, 2025**

**1:30 PM**

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, Dick Roberts

Public: Idriz Miftari

**I/II Call to Order/Pledge of Allegiance** - The meeting was called to order at 1:30 PM.

### **III Executive Session**

- *Dick made a motion, seconded by Dolores, to enter Executive Session at 1:30 PM and individually invite the Director and Idriz Miftari. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to come out of Executive Session at 2:24 PM. Unanimously passed.*

### **IV Next Meeting**

The next regularly scheduled meeting will take place Tuesday, February 18, 2025 at 10:15 a.m.

### **V Adjournment**

*Dick made a motion, seconded by Dolores, to adjourn the meeting at 2:24 PM. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary



2:11 PM  
02/12/25  
Accrual Basis

Port Jervis Free Library  
**Balance Sheet**  
As of January 31, 2025

	<u>Jan 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	2,136,096.63
1006 · CHASE CHECKING	67,757.15
1007 · Chase Savings	1,997.56
1008 · NYLAF - Harrison Thune	7,830.50
Total Checking/Savings	<u>2,213,981.84</u>
Total Current Assets	<u>2,213,981.84</u>
<b>TOTAL ASSETS</b>	<u><b>2,213,981.84</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	33,817.67
Total Accounts Payable	<u>33,817.67</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	-1,976.00
2210 · Social Security Tax Payable	-3,002.20
2212 · Medicare Withholding Tax Payabl	-702.14
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	14,159.70
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>7,535.84</u>
Total Current Liabilities	<u>41,353.51</u>
<b>Total Liabilities</b>	<u>41,353.51</u>
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,043,042.01
Net Income	574,451.08
Total Equity	<u>2,172,628.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,213,981.84</b></u>

Port Jervis Free Library  
Profit & Loss Budget vs. Actual  
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Real Property Taxes	1,176,339.42	1,184,556.00	-8,216.58	99.3%
PILOT	0.00	1,500.00	-1,500.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	1,942.20	3,000.00	-1,057.80	64.7%
4001 · Fines	549.26	750.00	-200.74	73.2%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	6,176.20	9,338.00	-3,161.80	66.1%
Total Charges for Services	9,642.66	14,088.00	-4,445.34	68.4%
4055 · Services to Other Governments	2,600.00	13,000.00	-10,400.00	20.0%
<b>Miscellaneous</b>				
4004 · Gifts	519.22	300.00	219.22	173.1%
4008 · Library Merchandise	70.00	0.00	70.00	100.0%
Total Miscellaneous	589.22	300.00	289.22	196.4%
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	3,382.00	3,000.00	382.00	112.7%
4025 · State Aid LLSA	4,839.00	5,000.00	-161.00	96.8%
4026 · RCLS Grnts & St. Aid thru R...	10,000.00	10,000.00	0.00	100.0%
Total Operating Grants	18,221.00	18,000.00	221.00	101.2%
Interest Income	49,112.85	19,000.00	30,112.85	258.5%
Total Income	1,256,505.15	1,250,444.00	6,061.15	100.5%
Gross Profit	1,256,505.15	1,250,444.00	6,061.15	100.5%
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	73,326.87	68,340.00	4,986.87	107.3%
6000 · Salaries Clerical FT	98,009.34	200,000.00	-101,990.66	49.0%
6001 · Salaries Clerical PT	135,488.07	252,800.00	-117,311.93	53.6%
6003 · Salaries Maintenance	32,972.80	53,575.00	-20,602.20	61.5%
Total Personal Services	339,797.08	574,715.00	-234,917.92	59.1%
<b>Contractual</b>				
6005 · Board Reporting	770.00	1,827.00	-1,057.00	42.1%
6030 · Books	6,871.68	25,000.00	-18,128.32	27.5%
6031 · Books Children	1,731.76	7,000.00	-5,268.24	24.7%
6032 · Book Friends	641.03	1,000.00	-358.97	64.1%
6035 · Periodicals	5,751.00	10,000.00	-4,249.00	57.5%
6038 · Audio Adult	2,168.60	4,500.00	-2,331.40	48.2%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	36.84	1,500.00	-1,463.16	2.5%
6041 · ANSER	2,720.00	29,460.00	-26,740.00	9.2%
6045 · Computer Eqpt/Software	29,486.81	20,000.00	9,486.81	147.4%
6050 · Library Supplies	5,162.02	8,500.00	-3,337.98	60.7%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	8,750.10	17,000.00	-8,249.90	51.5%
6061 · Utilities Gas	1,379.98	11,000.00	-9,620.02	12.5%
6062 · Utilities Water	843.24	2,200.00	-1,356.76	38.3%
6065 · Utilities Telephone/Internet	2,839.51	6,000.00	-3,160.49	47.3%
6070 · Building Janitorial Supp	1,540.97	6,000.00	-4,459.03	25.7%
6071 · Building Maintenance	26,235.27	24,977.00	1,258.27	105.0%
6072 · Building Improvements	3,360.00	29,650.00	-26,290.00	11.3%
6075 · Copier Maintenance	3,238.10	7,000.00	-3,761.90	46.3%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	33,143.42	80,000.00	-46,856.58	41.4%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	33,000.00	61,965.00	-28,965.00	53.3%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	117.00	700.00	-583.00	16.7%
6100 · Dues	0.00	600.00	-600.00	0.0%

2:19 PM  
02/12/25  
Accrual Basis

Port Jervis Free Library  
Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6120 · Postage	1,008.12	2,000.00	-991.88	50.4%
6125 · Programs	1,761.94	5,000.00	-3,238.06	35.2%
6126 · Programs Children	224.01	5,000.00	-4,775.99	4.5%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	3,365.91	6,000.00	-2,634.09	56.1%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	2,121.50	2,000.00	121.50	106.1%
<b>Total Contractual</b>	<b>204,172.48</b>	<b>418,779.00</b>	<b>-214,606.52</b>	<b>48.8%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	21,067.44	45,000.00	-23,932.56	46.8%
6015 · Employer Medicare	4,927.10	9,250.00	-4,322.90	53.3%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-170.73	4,500.00	-4,670.73	-3.8%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	70,082.58	130,000.00	-59,917.42	53.9%
6132 · Benefits Retirement	63,359.64	55,000.00	8,359.64	115.2%
<b>Total Employee Benefits</b>	<b>163,429.82</b>	<b>256,950.00</b>	<b>-93,520.18</b>	<b>63.6%</b>
<b>Total Expense</b>	<b>707,399.38</b>	<b>1,250,444.00</b>	<b>-543,044.62</b>	<b>56.6%</b>
<b>Net Ordinary Income</b>	<b>549,105.77</b>	<b>0.00</b>	<b>549,105.77</b>	<b>100.0%</b>
<b>Net Income</b>	<b>549,105.77</b>	<b>0.00</b>	<b>549,105.77</b>	<b>100.0%</b>

# Port Jervis Free Library Payroll Summary January 2025

2:11 PM  
02/12/25

	Cassidy, Barbara M.			Cherry, Echo J			Cherry, Kalista M			Conklin, ...		
	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Hours
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salaries and Wages Director			0.00			0.00			0.00		0.00	
Salaries and Wages FT			0.00			0.00			0.00		0.00	
Salaries and Wages MTNC			0.00			0.00			0.00		0.00	
Salaries and Wages PT	58.25	32.51	1,883.71	88	16.50	1,435.50	30	16.50	488.50	7	488.50	7
retroactive pay FT			0.00			0.00			0.00		0.00	
Total Gross Pay	58.25		1,883.71	88		1,435.50	30		488.50	7		7
Deductions from Gross Pay												
Health Insurance			0.00			0.00			0.00		0.00	
Retirement			0.00			0.00			-17.87		-17.87	
Total Deductions from Gross Pay			0.00			0.00			-17.87		-17.87	
Adjusted Gross Pay	58.25		1,883.71	88		1,435.50	30		470.63	7		7
Taxes Withheld												
Federal Withholding			-207.00			0.00			0.00		0.00	
Medicare Employee			-27.31			-20.81			-7.08		-7.08	
Social Security Employee			-116.79			-89.00			-30.29		-30.29	
NY - Withholding			-81.10			-23.28			0.00		0.00	
NY - Disability Employee			0.00			0.00			0.00		0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00		0.00	
Total Taxes Withheld			-432.20			-133.09			-37.37		-37.37	
Net Pay	58.25		1,451.51	88		1,302.41	30		433.26	7		7
Employer Taxes and Contributions												
Medicare Company			27.31			20.81			7.08		7.08	
Social Security Company			116.79			89.00			30.29		30.29	
NY - Disability Company			0.00			0.00			0.00		0.00	
NY - Unemployment			0.00			0.00			0.00		0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		0.00	
Total Employer Taxes and Contributions			144.10			109.81			37.37		37.37	

# Port Jervis Free Library Payroll Summary January 2025

2:11 PM  
02/12/25

	Conklin, Mallory E		Conklin, Matthew J.		Fedoruk, Olga		Joergle-Gildea, Stacy	
	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director		0.00			0.00			0.00
Salaries and Wages FT		0.00			0.00			0.00
Salaries and Wages MTNC		0.00			0.00			0.00
Salaries and Wages PT	16.46	115.22	79.75	17.93	1,443.05	81.5	18.95	1,530.43
retroactive pay FT		0.00			0.00			0.00
Total Gross Pay		115.22	79.75		1,443.05	81.5		1,530.43
Deductions from Gross Pay								
Health Insurance		0.00			0.00			0.00
Retirement		0.00			-43.30			0.00
Total Deductions from Gross Pay		0.00			-43.30			0.00
Adjusted Gross Pay		115.22	79.75		1,399.75	81.5		1,530.43
Taxes Withheld								
Federal Withholding		0.00			-86.00			-79.00
Medicare Employee		-1.67			-20.92			-22.19
Social Security Employee		-7.14			-89.47			-94.89
NY - Withholding		0.00			-69.84			-27.13
NY - Disability Employee		-0.58			0.00			-3.60
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-9.39			-246.23			-226.81
Net Pay		105.83	79.75		1,153.52	81.5		1,303.62
Employer Taxes and Contributions								
Medicare Company		1.67			20.92			22.19
Social Security Company		7.14			89.47			94.89
NY - Disability Company		0.00			0.00			0.00
NY - Unemployment		0.00			0.00			0.00
NY - WCTMT (Transit Tax)		0.00			0.00			0.00
Total Employer Taxes and Contributions		8.81			110.39			117.08

# Port Jervis Free Library Payroll Summary January 2025

	Joergle,...		Koehler, Curran Z		Kroger, Alberta J.		Marlon, Antonia	
	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director	0.00	30	264.15	7,924.50			0.00	0.00
Salaries and Wages FT	0.00			0.00			0.00	0.00
Salaries and Wages MTNC	0.00			0.00			0.00	0.00
Salaries and Wages PT	3,234.44			0.00	83	31.01	2,557.33	77.75
retroactive pay FT	0.00			0.00			0.00	0.00
Total Gross Pay	3,234.44	30		7,924.50	83		2,557.33	77.75
Deductions from Gross Pay								
Health Insurance	0.00			-289.14			0.00	0.00
Retirement	0.00			-356.61			-76.72	0.00
Total Deductions from Gross Pay	0.00			-645.75			-76.72	0.00
Adjusted Gross Pay	3,234.44	30		7,278.75	83		2,480.61	77.75
Taxes Withheld								
Federal Withholding	-271.00			-696.00			-227.00	0.00
Medicare Employee	-46.90			-114.91			-37.08	-23.23
Social Security Employee	-200.54			-491.32			-158.55	-99.32
NY - Withholding	-111.89			-350.22			-94.58	-29.93
NY - Disability Employee	0.00			0.00			-1.20	-1.20
Medicare Employee Addl Tax	0.00			0.00			0.00	0.00
Total Taxes Withheld	-630.33			-1,652.45			-518.41	-153.68
Net Pay	2,604.11	30		5,626.30	83		1,962.20	1,448.19
Employer Taxes and Contributions								
Medicare Company	46.90			114.91			37.08	23.23
Social Security Company	200.54			491.32			158.55	99.32
NY - Disability Company	0.00			0.00			0.00	0.00
NY - Unemployment	0.00			0.00			0.00	0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00	0.00
Total Employer Taxes and Contributions	247.44			606.23			195.63	122.55

Total Employer Taxes and Contributions



Port Jervis Free Library  
Payroll Summary  
January 2025

	Rogers, Evelyn		Sauschuck, Taylor		Seger, Brighid K		Soberg, Julie	
	Rate	Jan 25	Hours	Rate	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director	36.78	3,089.52						
Salaries and Wages FT		0.00	210	21.65				
Salaries and Wages MTNC		0.00						
Salaries and Wages PT		0.00			51.5	16.50	94	16.75
retroactive pay FT		0.00						
Total Gross Pay		3,089.52	210	4,505.12	51.5		94	
Deductions from Gross Pay								
Health Insurance		0.00		-289.14				
Retirement		-139.03		-135.16				
Total Deductions from Gross Pay		-139.03		-424.30				
Adjusted Gross Pay		2,950.49	210	4,080.82	51.5		94	
Taxes Withheld								
Federal Withholding		-197.00		-409.00				
Medicare Employee		-44.80		-65.32				
Social Security Employee		-191.55		-279.32				
NY - Withholding		-139.11		-174.34				
NY - Disability Employee		-1.20		-1.20				
Medicare Employee Addl Tax		0.00		0.00				
Total Taxes Withheld		-573.66		-929.18				
Net Pay		2,376.83	210	3,151.64	51.5		94	
Employer Taxes and Contributions								
Medicare Company		44.80		65.32				
Social Security Company		191.55		279.32				
NY - Disability Company		0.00		0.00				
NY - Unemployment		0.00		0.00				
NY - IMCTMT (Transit Tax)		0.00		0.00				
Total Employer Taxes and Contributions		236.35		344.64				

# Port Jervis Free Library Payroll Summary January 2025

2:11 PM  
02/12/25

	Soberg, ...			Sommers, Diane M.			Thiele, Diane M.			Tidd, Ralph		
	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salaries and Wages Director	0.00			0.00			0.00			0.00		
Salaries and Wages FT	0.00			0.00			0.00			0.00		
Salaries and Wages MTNC	0.00			0.00			0.00			0.00		
Salaries and Wages PT	1,541.75	73.5	17.40	1,261.65	104	19.72	2,030.63	240	25.76	6,182.40		
retroactive pay FT	0.00			0.00			0.00			0.00		
Total Gross Pay	1,541.75	73.5	1,261.65	1,261.65	104	2,030.63	2,030.63	240		6,182.40		
Deductions from Gross Pay												
Health Insurance	0.00			0.00			0.00			-144.56		
Retirement	0.00			0.00			0.00			0.00		
Total Deductions from Gross Pay	0.00			0.00			0.00			-144.56		
Adjusted Gross Pay	1,541.75	73.5	1,261.65	1,261.65	104	2,030.63	2,030.63	240		6,037.84		
Taxes Withheld												
Federal Withholding	0.00			-97.00			-129.00			-567.00		
Medicare Employee	-22.36			-18.29			-29.44			-89.64		
Social Security Employee	-95.59			-78.22			-125.90			-383.31		
NY - Withholding	-87.53			-31.32			-48.06			-287.69		
NY - Disability Employee	0.00			0.00			-1.20			-1.20		
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00		
Total Taxes Withheld	-205.48			-224.83			-333.60			-1,308.84		
Net Pay	1,336.27	73.5	1,036.82	1,036.82	104	1,697.03	1,697.03	240		4,729.00		
Employer Taxes and Contributions												
Medicare Company	22.36			18.29			29.44			89.64		
Social Security Company	95.59			78.22			125.90			383.31		
NY - Disability Company	0.00			0.00			0.00			0.00		
NY - Unemployment	0.00			0.00			0.00			0.00		
NY - MICTMT (Transit Tax)	0.00			0.00			0.00			0.00		
Total Employer Taxes and Contributions	117.95			96.51			155.34			472.95		

# Port Jervis Free Library Payroll Summary January 2025

2:11 PM

02/12/25

	Tobey, Katelyn A			Treuting, Connie			Williams, Starr R.			TOTAL
	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours	Rate	Jan 25	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	210	18.24	3,788.40	211.5	36.68	7,715.07	210	18.71	3,852.10	114.00
Salaries and Wages FT			0.00			0.00			0.00	1,052.25
Salaries and Wages MTNC			0.00			0.00			0.00	240.00
Salaries and Wages PT			0.00			0.00			0.00	1,068.25
retroactive pay FT			0.00			0.00			0.00	
Total Gross Pay	210		3,788.40	211.5		7,715.07	210		3,852.10	2,474.50
Deductions from Gross Pay										
Health Insurance			0.00			-336.70			0.00	
Retirement			-113.64			0.00			-115.57	
Total Deductions from Gross Pay			-113.64			-336.70			-115.57	
Adjusted Gross Pay	210		3,674.76	211.5		7,378.37	210		3,736.53	2,474.50
Taxes Withheld										
Federal Withholding			-205.00			-948.00			-333.00	
Medicare Employee			-54.93			-111.87			-55.86	
Social Security Employee			-234.88			-478.33			-238.83	
NY - Withholding			-129.77			-358.33			-139.51	
NY - Disability Employee			0.00			-1.20			-1.20	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-624.58			-1,897.73			-768.40	
Net Pay	210		3,050.18	211.5		5,480.64	210		2,968.13	2,474.50
Employer Taxes and Contributions										
Medicare Company			54.93			111.87			55.86	
Social Security Company			234.88			478.33			238.83	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			289.81			590.20			294.69	

# Port Jervis Free Library Payroll Summary January 2025

2:11 PM  
02/12/25

	TOTAL
Rate	Jan 25
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salaries and Wages Director	11,014.02
Salaries and Wages FT	23,401.82
Salaries and Wages MTNC	6,182.40
Salaries and Wages PT	22,744.67
retroactive pay FT	336.56
Total Gross Pay	63,679.47
Deductions from Gross Pay	
Health Insurance	-1,059.54
Retirement	-1,045.80
Total Deductions from Gross Pay	-2,105.34
Adjusted Gross Pay	61,574.13
Taxes Withheld	
Federal Withholding	-4,738.00
Medicare Employee	-923.34
Social Security Employee	-3,948.13
NY - Withholding	-2,387.83
NY - Disability Employee	-14.98
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-12,012.28
Net Pay	49,561.85
Employer Taxes and Contributions	
Medicare Company	923.34
Social Security Company	3,948.13
NY - Disability Company	0.00
NY - Unemployment	0.00
NY - MCTMT (Transit Tax)	0.00
Total Employer Taxes and Contributions	4,871.47

Port Jervis Free Library  
Chase Account activity

January 15, 2025 to February 12, 2025

Details	Posting Date	Description	Amount	Type
DEBIT	2/11/2025	Online ACH Payment 11161550815 To BrighidSeger (_#####1948)	(259.04)	ACH_PAYMENT
DEBIT	2/11/2025	Online ACH Payment 11161550817 To MatthewConnelly (_#####6231)	(295.15)	ACH_PAYMENT
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543486 to #####7064	(295.15)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543485 to #####3260	(370.08)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543484 to #####0649	(386.08)	BASIC_PAYROLL
DEBIT	2/11/2025	Online ACH Payment 11161543494 To Nancy (_#####4789)	(459.09)	ACH_PAYMENT
DEBIT	2/11/2025	Basic Online Payroll Payment 11161550818 to #####1376	(488.49)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543483 to #####4522	(489.27)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543479 to #####9748	(509.95)	BASIC_PAYROLL
DEBIT	2/11/2025	Online ACH Payment 11161543490 To JulieSoberg (_#####1730)	(560.33)	ACH_PAYMENT
DEBIT	2/11/2025	Basic Online Payroll Payment 11161550821 to #####5734	(621.64)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161550816 to #####9139	(719.67)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543481 to #####1601	(733.63)	BASIC_PAYROLL
DEBIT	2/11/2025	Online ACH Payment 11161543487 To Katelyn (_#####7795)	(759.33)	ACH_PAYMENT
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543477 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543482 to #####4263	(1,008.35)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543488 to #####8462	(1,012.59)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543489 to #####0937	(1,012.67)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543480 to #####7671	(1,552.63)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161543478 to #####2902	(1,768.60)	BASIC_PAYROLL
DEBIT	2/11/2025	Basic Online Payroll Payment 11161550819 to #####2173	(1,827.25)	BASIC_PAYROLL
DEBIT	2/5/2025	SERVICE CHARGES FOR THE MONTH OF JANUARY	(295.92)	FEE_TRANSACTION
DEBIT	2/4/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:250204 CO ENTRY DESCR:CONS	(1,025.04)	ACH_DEBIT
DEBIT	2/3/2025	Online Payment 23600659953 To RCLS 02/03	(7,443.50)	BILLPAY
DEBIT	2/3/2025	Online ACH Payment 11160589770 To Cheshire (_#####5530)	(3,300.00)	ACH_PAYMENT
DEBIT	2/3/2025	Online Payment 23577318597 To Kanopy 02/03	(71.00)	BILLPAY
DEBIT	1/31/2025	Basic Online Payroll Payment 11160546251 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	1/31/2025	Basic Online Payroll Payment 11160440927 to #####2214	(185.00)	BASIC_PAYROLL
DEBIT	1/31/2025	Basic Online Payroll Payment 11160440924 to #####3325	(185.00)	BASIC_PAYROLL
DEBIT	1/31/2025	Basic Online Payroll Payment 11160440926 to #####9692	(185.00)	BASIC_PAYROLL
DEBIT	1/31/2025	Basic Online Payroll Payment 11160440925 to #####7906	(185.00)	BASIC_PAYROLL
DEBIT	1/31/2025	Online ACH Payment 11160440923 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT

CHECK	1/30/2025 CHECK 1151	ORIG CO NAME: NYLAF	ORIG ID: 1113470543	DESC DATE:	CO ENTRY DESCR: NYLAF	SEC:	(174.26) CHECK_PAID
CREDIT	1/30/2025	ORIG CO NAME: NYLAF	ORIG ID: 1113470543	DESC DATE:	CO ENTRY DESCR: NYLAF	SEC:	50,000.00 ACH_CREDIT
DEBIT	1/29/2025	ORIG CO NAME: NYS DTF WT	ORIG ID: 146013200	DESC DATE:	CO ENTRY DESCR: Tax Paym		(780.74) ACH_DEBIT
DEBIT	1/29/2025	ORIG CO NAME: IRS	ORIG ID: 3387702000	DESC DATE: 012925	CO ENTRY DESCR: USATAXPY		(4,757.92) ACH_DEBIT
DEBIT	1/28/2025	Online ACH Payment 11159863767	To Kalista (_#####6097)				(188.44) ACH_PAYMENT
DEBIT	1/28/2025	Online ACH Payment 11159863777	To MatthewConnelly (_#####6231)				(191.66) ACH_PAYMENT
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854900	to #####7064				(191.66) BASIC_PAYROLL
DEBIT	1/28/2025	Online ACH Payment 11159863774	To BrigidSeger (_#####1948)				(281.07) ACH_PAYMENT
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863763	to #####3260				(308.91) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854902	to #####0649				(386.09) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863770	to #####9139				(434.14) BASIC_PAYROLL
DEBIT	1/28/2025	Online ACH Payment 11159863769	To JulieSoberg (_#####1730)				(479.73) ACH_PAYMENT
DEBIT	1/28/2025	Online ACH Payment 11159863776	To Nancy (_#####4789)				(480.95) ACH_PAYMENT
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854901	to #####9748				(524.60) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863775	to #####1376				(525.18) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863761	to #####4522				(560.72) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863766	to #####5734				(576.79) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863762	to #####1601				(643.41) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854904	to #####0031				(872.90) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854905	to #####4263				(1,008.34) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863773	to #####0937				(1,012.68) BASIC_PAYROLL
DEBIT	1/28/2025	Online ACH Payment 11159863772	To Katelyn (_#####7795)				(1,026.83) ACH_PAYMENT
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863768	to #####8462				(1,256.34) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159854903	to #####7671				(1,552.64) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863764	to #####2902				(1,768.61) BASIC_PAYROLL
DEBIT	1/28/2025	Basic Online Payroll Payment 11159863771	to #####2173				(1,827.24) BASIC_PAYROLL
CHECK	1/23/2025 CHECK 1150						(3,360.00) CHECK_PAID
DEBIT	1/22/2025	Online Payment 23471149123	To Kanopy 01/22				(36.00) BILLPAY
DEBIT	1/22/2025	Online Payment 23465712397	To RCLS 01/22				(1,325.00) BILLPAY
DEBIT	1/22/2025	Online Payment 23465709295	To Rotary Club of Port Jervis NY 01/22				(63.00) BILLPAY
DEBIT	1/22/2025	Online Payment 23465693263	To Brodard Co 01/22				(112.22) BILLPAY
DEBIT	1/22/2025	Online Payment 23465676827	To Brodard Co 01/22				(225.51) BILLPAY
DEBIT	1/22/2025	Online Payment 23465664879	To Baker and Taylor 01/22				(40.85) BILLPAY
DEBIT	1/22/2025	Online Payment 23465662038	To BLACKSTONE PUBLISHING 01/22				(219.05) BILLPAY
DEBIT	1/22/2025	Online Payment 23465660446	To AMAZON CAPITAL SERVICES 01/22				(95.27) BILLPAY
DEBIT	1/22/2025	Online Payment 23465625838	To Bachman Law Firm PLLC 01/22				(9,347.92) BILLPAY
DEBIT	1/21/2025	Online ACH Payment 11159294389	To Katelyn (_#####7795)				(2,000.00) ACH_PAYMENT

DEBIT	1/21/2025 Online ACH Payment 11159296278 To SusanWade (#####0178)	(186.62) ACH_PAYMENT
DEBIT	1/21/2025 ORIG CO NAME:INTUIT * ORIG ID:0000756346 DESC DATE:250118 CO ENTRY DESCR:Payroll	(1,100.00) ACH_DEBIT
DEBIT	1/17/2025 Online Payment 23415788509 To PITNEY BOWES GLOBAL FINANCIAL SV 01/17	(289.06) BILLPAY
DEBIT	1/16/2025 ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymt	(740.62) ACH_DEBIT
CREDIT	1/16/2025 ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:	50,000.00 ACH_CREDIT
DEBIT	1/15/2025 Online Payment 23394764205 To NY ST DEPT CIVIL SVC-AGENCY PMT 01/15	(10,421.64) BILLPAY
DEBIT	1/15/2025 Online Payment 23393622941 To Tri State Paper and Cleaning 01/15	(524.17) BILLPAY
DEBIT	1/15/2025 Online Payment 23393621150 To TIME WARNER CABLE 01/15	(158.76) BILLPAY
DEBIT	1/15/2025 Online Payment 23393609935 To RCLS 01/15	(2,524.00) BILLPAY
DEBIT	1/15/2025 Online Payment 23393594405 To RCLS 01/15	(2,720.00) BILLPAY
DEBIT	1/15/2025 Online Payment 23393566577 To RCLS 01/15	(87.76) BILLPAY
DEBIT	1/15/2025 Online Payment 23393591374 To PORT JERVIS WATER DEPT 01/15	(286.61) BILLPAY
DEBIT	1/15/2025 Online Payment 23393561816 To ORANGE & ROCKLAND UTILITIES 01/15	(1,863.45) BILLPAY
DEBIT	1/15/2025 Online Payment 23393560253 To Masters Termite & Pest Control 01/15	(270.31) BILLPAY
DEBIT	1/15/2025 Online Payment 23393556192 To JOSEPH J KOWALL, SR 01/15	(1,820.00) BILLPAY
DEBIT	1/15/2025 Online Payment 23393526494 To GREENWALD DOHERTY 01/15	(49.50) BILLPAY
DEBIT	1/15/2025 Online Payment 23393552480 To Frontier 01/15	(58.38) BILLPAY
DEBIT	1/15/2025 Online Payment 23393523236 To Frontier 111182-4 01/15	(4.96) BILLPAY
DEBIT	1/15/2025 Online Payment 23393539726 To CARDMEMBER SERVICE 01/15	(756.04) BILLPAY
DEBIT	1/15/2025 Online Payment 23393506887 To Brodart Co 01/15	(53.35) BILLPAY
DEBIT	1/15/2025 Online Payment 23393495503 To BLACKSTONE PUBLISHING 01/15	(67.99) BILLPAY
DEBIT	1/15/2025 Online Payment 23393483828 To BLACKSTONE PUBLISHING 01/15	(237.49) BILLPAY
DEBIT	1/15/2025 ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:011525 CO ENTRY DESCR:USATAXPYT	(4,543.74) ACH_DEBIT





JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 -2051

January 01, 2025 through January 31, 2025

Primary Account: [REDACTED]

### CUSTOMER SERVICE INFORMATION

Web site: [www.Chase.com](http://www.Chase.com)  
Service Center: 1-877-425-8100  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679  
We accept operator relay calls

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PORT JERVIS FREE LIBRARY  
138 PIKE STREET  
PORT JERVIS NY 12771

**To help protect you from fraud and scams, you'll no longer be able to send Zelle® payments to recipients originating from social media – such as social media marketplaces or messaging apps.**

Due to the significant rise in social media scams and to help protect your account, we'll be updating our policies on March 23, 2025, limiting your ability to send Zelle® payments identified as originating from contact through social media. As a result, we may:

- Request details about your payment's purpose and how you made contact with the recipient.
- Block or decline payments identified as originating from contact through social media.
- Decline payments, restrict your use of Zelle® through Chase or take other actions as described in your account agreement.

The updates to the policy become effective March 23, 2025, and will be outlined in Section 2 of the Zelle® Service Agreement, which may appear as a separate agreement or as an Addendum to the Digital Services Agreement. You can review the new agreements beginning January 23, 2025. Here's how to access them:

- On [chase.com/business](http://chase.com/business), log in to your account, click the Main Menu, then select "Agreements & disclosures."
- On the Chase Mobile® app, go to "Legal information" in Profile & Settings or at the bottom of the home page, then "Legal agreements and disclosures."

If you have questions, please call the number on this statement.

### CONSOLIDATED BALANCE SUMMARY

#### ASSETS

##### Checking & Savings

ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
[REDACTED]	\$49,911.14	\$53,721.63
Chase Platinum Business Checking	1,997.53	1,997.56
Chase Business Premier Savings	\$51,908.67	\$55,719.19
<b>Total</b>	<b>\$51,908.67</b>	<b>\$55,719.19</b>

**TOTAL ASSETS**



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED FEBRUARY 17TH IN OBSERVANCE OF THE  
PRESIDENTS DAY HOLIDAY

**Activity Summary** **General Account**

1/1/2025 - 1/31/2025

Investment Pool Summary		MAX
Beginning Balance		\$2,228,100.04
Dividends		\$7,996.59
Purchases		\$0.00
Redemptions		(\$100,000.00)
Ending Balance		\$2,136,096.63
Average Monthly Rate		4.282%
Share Price		\$1.000
Total		\$2,136,096.63

Total Fixed Income	\$0.00
--------------------	--------

Account Total	\$2,136,096.63
---------------	----------------

**Port Jervis Free Library**  
Susan Wade  
138 Pike Street  
Port Jervis, NY 12771



**PMA Financial Network**  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563

**Your PMA Representative**  
Brittany Woodruff  
(717) 519-5911  
bwoodruff@pmanetwork.com



# NYLAF Monthly Statement

Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED FEBRUARY 17TH IN OBSERVANCE OF THE  
PRESIDENTS' DAY HOLIDAY

## Activity Summary **[REDACTED]** Harrison-Thune

1/1/2025 - 1/31/2025

Investment Pool Summary		MAX
Beginning Balance		\$7,802.17
Dividends		\$28.33
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$7,830.50
Average Monthly Rate		4.282%
Share Price		\$1.000
Total		\$7,830.50

Total Fixed Income	\$0.00
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Account Total	\$7,830.50
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Port Jervis Free Library  
Susan Wade  
138 Pike Street  
Port Jervis, NY 12771



**PMA**<sup>TM</sup>

**PMA Financial Network**  
2135 CityGate Lane, 7th Floor  
Naperville, IL 60563

**Your PMA Representative**  
Brittany Woodruff  
(717) 519-5911  
bwoodruff@pmanetwork.com

Port Jervis Free Library Director's Report  
February 18, 2025

Staffing Issues

1. Staffing Shortage
  - a. January – I will begin to look for another full-time and part-time staff member.
  - b. February – We are currently in procedural discussions with the town civil service secretary and our Attorney.
2. Staff Day
  - a. January – Staff development day will be held all day February 21.
  - b. February – I have scheduled with local EMS to have emergency medical situations training for the first two hours.

Building Issues

1. Facilities Updates
  - a. January – We have found a leak in one of the units in the attic. Ralph and George will be working to fix this in the coming days.
  - b. February – It would not be warrantee work, but the leak is in a position where Ralph can handle it. Should be fixed by March weather pending. Vape detectors in the bathrooms.
2. Carpet
  - a. November – I have created a RFP and submitted it to the board for approval.
  - b. December – At the board's request, we will look at fixing/replacing the front desk as well. I believe we could get these two projects done either together or separately.
  - c. January – With board approval, I have started sending out the carpet RFPs. I will let the board know as they come in and at what price.
  - d. February – All quotes should be in before the end of the Monday.
3. Property
  - a. February – No update.
4. Security
  - a. February – I have been reaching out to several local and regional security companies for quotes. I should have some quotes before the end of the month.
5. Desk Barrier
  - a. February – A solid plexiglass barrier to replace the current soft barrier.
6. Painting
  - a. February – I have been in contact with the restorer, the appraiser, and the transporter and everything should be good to go depending on receipt of payment to the restorer. We should receive the painting by the 25<sup>th</sup> of February.

Policies and Procedures

1. Policy Manuals Update & Insurance
  - a. October – We received a grace period to get the necessary changes done to our internal policies.
  - b. December – I have attached additional edits that I would like to see in the manual with my report. I have been in contact with The Judith Bachman Law Firm PLLC. They will be writing the Contractor contract template for the library.

This would complete the policy manual and our requirement for the insurance company.

- c. January – The policy manual is with FLEA pending review and the FOIL policy and forms should be finished as of this regular board meeting.
- d. February – Flea should have the policy manual done by the end of the month.

2. Patron Incident Report

- a. The board has been presented with a Patron Incident Report for review and approval.

Tech Issues

1. Website

- a. January – Belsito Communications, Inc. is ready to start on our website. I should be receiving their completion timeline soon.
- b. February – I have given them all of the information that they were looking for and we have received our first mockup of the website. Hopefully we'll be seeing some movement here in March.

Friends of the Library and Community Organizations – January 2025

- 1. The Friends had a meeting last month and their Membership Committee met earlier this month. They are holding off on direct mailers. They will not be paying for staff day lunches going forward.
- 2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.

Programs and Patron Report – January 2024

- 1. Connie will give the program report.
- 2. We are no longer contracted with Minisink.

Grants and Funding

1. RCLS Grants

- a. None since the last report.

2. E-Rate Grants

- a. January – I had Stacy sit in on a webinar for E-Rate Grants through CIPA compliance. I think it would be a good idea to meet the RCLS representative in February and apply for the grant by becoming CIPA compliant.
- b. February – Stephen Hoefer of RCLS will present information concerning CIPA (Children's Internet Protection Act).

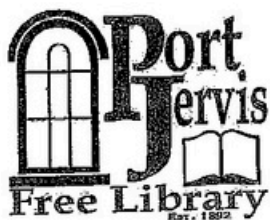
## Program Statistics for January 2025

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	26	2 Sessions; all ages
Wednesdays	Mixed Story Time	kids + adults	3 Sessions; Ages 0-5 Stories, songs, interactive activities
Fridays	PreK Play Day	1 kids + 2 adults	4 Sessions; Open play time for toddlers & preschoolers
			Family program exploring a Welsh holiday tradition. For ages 8 & up
Tuesdays	Arctic STEM	28	Children's STEM program for ages 10-12. 4 sessions
Jan. 24	Sensory Crafts	10	Slime-making program for ages 8-13.
			For grades K & up. Canceled due to no registration.
Jan. 6	Bracelet Making	5	Tweens & Teens craft program. Children who attended were 8-17 years old.
Jan. 10	Painting Winterscapes	4	Tweens & Teens craft program. Children who attended were 10 years old
	YA Book Discussion	0	Teen program
Jan. 9	TBR Jars & Book Talk	2 teens & 7 adults	Teen & adult based-based program.
Jan. 16	New Year's Tarot	6	Teen & adult informational program. 0 teens attended.
Jan. 25	Intro to Crochet	6	Teen & adult craft program. 1 teen attended.
Thursdays	Fiber Crafts	44	Adult program. 3 Sessions
Mondays	Scrap & Yap	14	Adult scrapbooking program. 3 Sessions
Tuesdays	True Crimes Talk	0	Adult program. 4 sessions
Mondays	Asanas Yoga	42	Adult program. 3 Sessions
Tuesdays	Chair Yoga	62	Adult program. 4 Sessions
	Art & Audiobooks		Adult program. Make a craft while listening to a short story.
Jan. 9	Women's Book Discussion	5	Adult program
	Write Now	0	Creative writing program for adults
	Genealogy Workshop		Adult program
	Bullet Journal Workshop		Adult program
	Tea Tasting		Adult program
	Saturday Fiber Crafts		Adult program
			Adult program combining craft & food presentation.
Jan. 21	HUB Paint & Learn: Ceramics	7	Adult craft program
			Craft program. No teens registered for this YA program so we opened it up to adults and pre-teens.
			Adult craft program.
Jan. 14	Take a Hobby; Leave a Hobby	20	Craft supply swap. Open to all ages.

## Program Statistics for January 2025

Jan. 23	Sip & Solve	6	All ages. Relaxing evening of puzzle activities.
Mondays @ 10:30	HUB Classes for Seniors		Different topics each week. 4 sessions
Mondays @ 2:00	HUB Classes for Seniors	6	Different topics each week. A repeat of the morning sessions. 4 sessions
Tuesdays	Computer Classes for Adults	1	HUB program. Different topics each week. 3 sessions
Thursdays	HUB Kids Tech (Ages 13+)	0	4 sessions, each covering a different topic
Thursdays	HUB Kids Tech (Ages 9-12)	3	4 sessions, each covering a different topic
Thursdays	HUB Kids Tech (Ages 6-8)	4	4 sessions, each covering a different topic
Jan. 17	HUB Gaming Corner	4	For grades 4 & up
Tuesday nights	AlAnon	No stats	Outside Group





## Port Jervis Free Library Patron Incident Report

This report is to be completed for each person involved in an incident in the library or on library grounds. Please complete all applicable entries. Use the other side if necessary. Give this form to the director or supervisor on duty as soon as completed.

NAME OF PATRON			AGE	PHONE
ADDRESS			EMAIL	
INCIDENT DATE	TIME STARTED	TIME FINISHED	LOCATION(S)	
DESCRIBE THE INCIDENT IN DETAIL				

PATRON(S) INVOLVED				
WERE PHOTOS/VIDEO TAKEN? Yes      No      N/A		WITNESSES		
WAS FIRST AID RENDERED Yes      No      N/A		WHEN?	BY WHOM?	
IF APPLICABLE WERE PARENTS OR GUARDIANS NOTIFIED? Yes      No      N/A		WHEN?	HOW?	BY WHOM?
WAS A BAN NECESSARY? Yes      No	WERE THE POLICE/OTHER FIRST RESPONDERS CALLED? Yes      No		WHEN WAS THE PATRON NOTIFIED OF BEING BANNED?	
HOW WAS THE PATRON NOTIFIED?		WHO NOTIFIED THE PATRON?		
WHAT IS THE DURATION OF THE PATRONS BAN?		WHEN WILL THE PATRON BE ELIGIBLE FOR LIBRARY SERVICES AGAIN?		
SUPERVISOR(S) ON DUTY				

DATE SUBMITTED TO THE DIRECTOR

DIRECTOR SIGNATURE

DATE SIGNED

# **INTERNET SAFETY POLICY**

## **Introduction**

It is the policy of the Port Jervis Free Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or any material deemed harmful to minors.

Subject to the Executive Director's authorization, technology protection measures may be disabled for employees or minimized only for bona fide research or other lawful purposes in the case of minors.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of RCLS online computer network users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**RAMAPO CATSKILL LIBRARY SYSTEM**  
**LETTER OF AGENCY**  
**FOR E-RATE PROGRAM FUNDING YEARS 2026-2031**

This Letter of Agency confirms our participation in the *Ramapo Catskill Library System* E-Rate Consortium for the procurement of all E-rate Program eligible services. I hereby authorize Ramapo Catskill Library System to submit all appropriate forms, e.g. Form(s) 470, 471, 472/474, 486, 498, 500, SPIN Change and Service Substitution Requests, to the Universal Service Administrative Company (USAC) on behalf of our library identified at the end of this letter.

I understand that, in submitting these forms on our behalf, the signatory is making certifications for our library. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library and branches are a library eligible for support because it is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act and that the library does not operate as a for-profit business, and whose budgets are separate from any schools (including, but not limited to elementary, secondary schools, colleges, or universities).
- b) I certify that our library has secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- c) I certify that the services the library purchases at discounts provided by 47 U.S.C § 254 will be used primarily for educational purposes, see 47 C.F.R. § 500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by Federal Communications Commission's (FCC) rules at 47 C.F.R. § 54.513.
- d) I certify that our library has complied and will comply with all program rules, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could also result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional for future years, upon ensuring that the most disadvantaged libraries that are treated as sharing in the service receive an appropriate share of benefits from those services.
- f) I certify that I will retain the required documents for a period of at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the Schools and Libraries program. I certify that I will retain all documents necessary to demonstrate compliance with statute and Commission's rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discount, and that if audited, I will make such records available to USAC.

- g) I certify that I am authorized to order the eligible equipment and services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted equipment and/or services under this Letter have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone, and that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider(s). I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to Ramapo Catskill Library System for our entity(ies) participation in the E-Rate program is accurate and true.

Billed Entity/Library Name:

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Signature of Authorized Person:

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Printed Name of Authorized Person:

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Title or Position of Authorized Person:

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Date Signed (Month, DD, YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_