

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
March 19, 2024, @ 10 a.m.

I Call to Order

Pledge of Allegiance/Moment of Silence

II Public Comment-

III Minutes: Approve- February 20, 2024

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items

VII Old Business:

- Policy manual (update)
- Service Plan Zoom: 2/22/24; next session 3/28
- Annual Report update re feedback from RCLS
- Scheduling application
- DASNY Grant
- Management meeting
- Painting restoration update

VIII New Business:

- Hand rails
- Trustee contact

IX Executive Session- Personnel; & DASNY Grant (bids)

X Adjournment: Next meeting-April 16, 2024 @ 10 a.m.

Minutes of the Port Jervis Free Library Board of Trustees
February 20, 2024
10:00 a.m.

Attachment 1
3/19/2024

Present: Dolores Carnosa, Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts, Evelyn Rogers
Public: Darlene Amirillo, Barb Cassidy, Toni Marion, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:00 a.m.

III Public Comment -- Darlene Amirillo stated that a means of contact for the Board should be added to the website and that a second railing should be added to the stairway to the second floor and the landing.

IV Minutes (Attachment 1)

Liz made a motion, seconded by Valerie, to approve the minutes of the January 18, 2024 meeting.
Unanimously passed.

V Correspondence – none

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

Dick 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)

- Valerie questioned the change in schedule for the HUB, to having Saturday hours by appointment only. The change was made because not many people were utilizing the HUB on Saturdays, and patrons were questioning why hours weren't consistent. Valerie suggested advertising a computer class or gaming session on Saturdays to draw people in, especially since people working during the week wouldn't be able to otherwise avail themselves of the HUB services. The new computers are all installed and will be able to accommodate classes or gaming sessions. Evelyn will contact the security vendor to reposition the camera and/or have an additional camera added so that the entire room is viewable.
- Evelyn introduced the possibility of hiring two part-time students to assist in the Summer Reading Program as per diem employees. She will come back with a more concrete plan at a subsequent meeting.
- Al-Anon responded to the Library's attempt to return their donation stating that it is part of their charter to pay their way.
- The visit to the school administration office has not yet occurred; Valerie stated that an appointment should be made.
- *Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business

- An email copy of the contract with the Town of Minisink was received. *Dick made a motion, seconded by Dolores, to authorize Carl to sign the hard-copy contract when it is received. Unanimously passed.*
- The annual report was reviewed with the exception of a few open items. *Liz made a motion, seconded by Dick, to approve the filing of the Annual Report with the understanding that it will be reviewed by Carl and a copy forwarded to the Board by email prior to its submission by February 29. Unanimously passed.*

- Carl reported that for the policy manual a new policy is needed to address Trustee training. Evelyn will contact RCLS to obtain suggested language, which will then be reviewed by the attorney or a designated attorney.
- A Zoom meeting will be held on February 22 at 1 PM to commence work on the Strategic Plan.
- Evelyn reported that the Sling scheduling app currently under review is user friendly and shows both the full schedule and individual schedules. It can also be used to request time off and employees can see when a vacancy in the schedule exists to be able to request to fill that vacancy. Staff can see the information but not make changes. Evelyn receives a daily email listing the staff who are scheduled to work each day. Backup has not been assigned to the app. Currently, notification of absences must still be made by email. Liz stated that the tool is similar to Google calendars.
- Carl reported that a management meeting was held February 16. A follow-up meeting is pending.

IX New Business

- Evelyn will contact Ty Kreck about the addition of new railings for second floor stairs and landing.
- Two bids were received to perform electrical work as part of the DASNY grant. The bids were opened and the results were: Voltran Electrical \$3,680; Cheshire & Sons \$10,500.
- Jane Butler donated a children's book that she wrote.
- ***Valerie made a motion, seconded by Dolores, to approve the dates pertaining to the 2024-25 budget and 2024 election process. Unanimously passed.*** The dates are:
 - ***April 16 (Tuesday)*** – Petitions for board position issued
 - ***May 1 (Wednesday)*** – Budget workshop (5 PM)
 - ***May 3 (Friday)*** – Election Date published
 - ***May 7 (Tuesday)*** – Petitions for board position returned – 25 signatures (5 PM)
 - ***May 23 (Thursday)*** – Budget Hearing (6 PM)
 - ***May 31 (Friday)*** – Deadline for absentee ballots requests to be mailed (5 PM)
 - ***June 6 (Thursday)*** – Library election noon-8 PM (absentee ballots due by 5 PM)
 - ***July 1 (Monday)*** – Reorganization meeting / administration of oath of office

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, March 19, 2024 at 10:00 a.m.

XI Executive Session

- ***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:52 a.m. to discuss personnel and contract matters. Unanimously passed. Valerie made a motion, seconded by Liz, to come out of Executive Session at 11:45 a.m. Unanimously passed.*** Evelyn was invited to participate in a portion of the Executive Session.

XII Adjournment – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:45 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,808,092.08
1006 · CHASE CHECKING	76,512.24
1007 · Chase Savings	1,197.18
1008 · NYLAF - Harrison Thune	7,480.65
Total Checking/Savings	1,893,582.15
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	-799.42
Total Current Assets	1,892,782.73
TOTAL ASSETS	1,892,782.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30.16
Total Accounts Payable	30.16
Other Current Liabilities	
Payroll Liabilities	
2232 · NYS Retirement Arrears	67.43
Total Payroll Liabilities	67.43
2200 · Federal Withholding Tax Paya...	-1,244.57
2210 · Social Security Tax Payable	-2,299.97
2212 · Medicare Withholding Tax Pa...	-297.10
2220 · NYS Withholding Tax	-1,421.92
2230 · NYS Retirement	10,004.36
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	4,803.87
Total Current Liabilities	4,834.03
Total Liabilities	4,834.03
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,086.55
Net Income	566,871.38
Total Equity	1,887,948.70
TOTAL LIABILITIES & EQUITY	1,892,782.73

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2023 through June 2024

Attachment 2B
3/19/2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,142,839.88	1,143,257.00	-417.12	100.0%
PILOT	1,468.68	1,500.00	-31.32	97.9%
Charges for Services				
4000 · Book Sales	1,971.52	3,000.00	-1,028.48	65.7%
4001 · Fines	680.60	750.00	-69.40	90.7%
4002 · NonResident Fees	900.00	600.00	300.00	150.0%
4003 · Copier Fees	7,351.04	9,338.00	-1,986.96	78.7%
Total Charges for Services	10,903.16	13,688.00	-2,784.84	79.7%
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
Miscellaneous				
4004 · Gifts	546.43	300.00	246.43	182.1%
4008 · Library Merchandise	35.00	0.00	35.00	100.0%
Total Miscellaneous	581.43	300.00	281.43	193.8%
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru R...	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	4,647.00	18,000.00	-13,353.00	25.8%
Interest Income				
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
Total Income	1,215,339.59	1,310,579.00	-95,239.41	92.7%
Gross Profit	1,215,339.59	1,310,579.00	-95,239.41	92.7%
Expense				
Personal Services				
6002 · Salaries Director	43,873.06	67,000.00	-23,126.94	65.5%
6000 · Salaries Clerical FT	106,146.89	189,000.00	-82,853.11	56.2%
6001 · Salaries Clerical PT	135,067.30	263,800.00	-128,732.70	51.2%
6003 · Salaries Maintenance	34,618.40	52,525.00	-17,906.60	65.9%
Total Personal Services	319,705.65	572,325.00	-252,619.35	55.9%
Contractual				
6005 · Board Reporting	863.00	1,827.00	-964.00	47.2%
6030 · Books	16,969.49	25,000.00	-8,030.51	67.9%
6031 · Books Children	2,818.91	7,000.00	-4,181.09	40.3%
6032 · Book Friends	687.20	1,000.00	-312.80	68.7%
6035 · Periodicals	4,469.00	8,000.00	-3,531.00	55.9%
6038 · Audio Adult	2,406.82	4,500.00	-2,093.18	53.5%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	0.00	50,000.00	-50,000.00	0.0%
6045 · Computer Eqpt/Software	15,878.79	15,000.00	878.79	105.9%
6050 · Library Supplies	3,323.85	8,500.00	-5,176.15	39.1%
6055 · Ins/Fire, Liab, Comp	22,407.39	26,500.00	-4,092.61	84.6%
6060 · Utilities Electricity	7,775.67	17,000.00	-9,224.33	45.7%
6061 · Utilities Gas	1,992.15	11,000.00	-9,007.85	18.1%
6062 · Utilities Water	825.91	2,200.00	-1,374.09	37.5%
6065 · Utilities Telephone/Internet	3,172.27	6,000.00	-2,827.73	52.9%
6070 · Building Janitorial Supp	5,795.44	6,000.00	-204.56	96.6%
6071 · Building Maintenance	5,315.00	24,977.00	-19,662.00	21.3%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	3,883.02	6,000.00	-2,116.98	64.7%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	48,101.50	65,000.00	-16,898.50	74.0%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	40,500.00	60,750.00	-20,250.00	66.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	637.00	700.00	-63.00	91.0%

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	438.12	2,000.00	-1,561.88	21.9%
6125 · Programs	2,484.36	5,000.00	-2,515.64	49.7%
6126 · Programs Children	1,477.62	5,000.00	-3,522.38	29.6%
6133 · Library Election	0.00	1,200.00	-1,200.00	0.0%
6134 · Elevator	2,132.81	6,000.00	-3,867.19	35.5%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	800.00	2,000.00	-1,200.00	40.0%
Total Contractual	195,785.32	451,304.00	-255,518.68	43.4%
Employee Benefits				
6010 · Employer Social Security	19,823.50	45,000.00	-25,176.50	44.1%
6015 · Employer Medicare	4,636.12	9,250.00	-4,613.88	50.1%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-294.89	4,500.00	-4,794.89	-6.6%
6085 · Civil Service	1,693.27	5,200.00	-3,506.73	32.6%
6131 · Benefits Health Ins	67,732.10	160,000.00	-92,267.90	42.3%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
Total Employee Benefits	139,004.78	286,950.00	-147,945.22	48.4%
6560 · Payroll Expenses	0.46			
Total Expense	654,496.21	1,310,579.00	-656,082.79	49.9%
Net Ordinary Income	560,843.38	0.00	560,843.38	100.0%
Net Income	560,843.38	0.00	560,843.38	100.0%

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Port Jervis Free Library
Payroll Summary
February 2024

	February 2024			February 2024			February 2024		
	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
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	33	32.01	1,056.33	67	16.00	1,072.00	7	16.46	115.22
Total Gross Pay	33		1,056.33	67		1,072.00	7		115.22
Deductions from Gross Pay									
Health Insurance			0.00			0.00			0.00
Retirement			0.00			0.00			0.00
Retirement Arrears			0.00			0.00			0.00
Total Deductions from Gross Pay			0.00			0.00			0.00
Adjusted Gross Pay	33		1,056.33	67		1,072.00	7		115.22
Taxes Withheld									
Federal Withholding			-88.00			0.00			0.00
Medicare Employee			-15.32			-15.54			-1.67
Social Security Employee			-65.49			-66.46			-7.15
NY - Withholding			-45.80			-17.04			0.00
NY - Disability Employee			0.00			0.00			-0.58
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-214.61			-99.04			-9.40
Net Pay	33		841.72	67		972.96	7		105.82
Employer Taxes and Contributions									
Medicare Company			15.32			15.54			1.67
Social Security Company			65.49			66.46			7.15
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			80.81			82.00			8.82

Attachment 20
3/19/2024

Port Jervis Free Library Payroll Summary February 2024

	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate
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	17.93	685.82	63.5	18.45	1,171.58	72	16.00	1,152.00	76	28.04
Total Gross Pay		685.82	63.5		1,171.58	72		1,152.00	76	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-20.57			0.00			0.00		
Retirement Arrears		0.00			0.00			0.00		
Total Deductions from Gross Pay		-20.57			0.00			0.00		
Adjusted Gross Pay		665.25	63.5		1,171.58	72		1,152.00	76	
Taxes Withheld										
Federal Withholding		-20.00			-71.00			-5.00		
Medicare Employee		-9.94			-16.99			-16.70		
Social Security Employee		-42.52			-72.64			-71.42		
NY - Withholding		-35.84			-24.09			-23.32		
NY - Disability Employee		0.00			-2.40			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-108.30			-187.12			-116.44		
Net Pay		556.95	63.5		984.46	72		1,035.56	76	
Employer Taxes and Contributions										
Medicare Company		9.94			16.99			16.70		
Social Security Company		42.52			72.64			71.42		
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		52.46			89.63			88.12		

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03/11/24

Port Jarvis Free Library

Payroll Summary

February 2024

Employee Wages, Taxes and Adjustments

	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
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	2,131.04	52	16.00	832.00	55.5	30.51	1,693.31	51	20.27	1,033.77
Total Gross Pay	2,131.04	52		832.00	55.5		1,693.31	51		1,033.77
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			-50.80			0.00
Retirement Arrears	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			-50.80			0.00
Adjusted Gross Pay	2,131.04	52		832.00	55.5		1,642.51	51		1,033.77
Taxes Withheld										
Federal Withholding	-182.00			0.00			-154.00			0.00
Medicare Employee	-30.90			-12.06			-24.55			-14.99
Social Security Employee	-132.13			-51.59			-104.98			-64.09
NY - Withholding	-73.20			-10.52			-62.46			-18.59
NY - Disability Employee	0.00			0.00			-2.40			-2.40
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-418.23			-74.17			-348.39			-100.07
Net Pay	1,712.81	52		757.83	55.5		1,294.12	51		933.70
Employer Taxes and Contributions										
Medicare Company	30.90			12.06			24.55			14.99
Social Security Company	132.13			51.59			104.98			64.09
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	163.03			63.65			129.53			79.08

Port Jervis Free Library Payroll Summary February 2024

Employee Wages, Taxes and Adjustments									
Gross Pay									
	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
Salaries and Wages Director			0.00			0.00	140	36.78	5,149.20
Salaries and Wages FT			0.00			0.00			0.00
Salaries and Wages MTNC			0.00			0.00			0.00
Salaries and Wages PT	27	33.27	898.29	17	31.64	537.88			0.00
Total Gross Pay	27		898.29	17		537.88	140		5,149.20
Deductions from Gross Pay									
Health Insurance			0.00			0.00			0.00
Retirement			0.00			0.00			-231.72
Retirement Arrears			0.00			0.00			0.00
Total Deductions from Gross Pay			0.00			0.00			-231.72
Adjusted Gross Pay	27		898.29	17		537.88	140		4,917.48
Taxes Withheld									
Federal Withholding			-54.00			-31.00			-284.00
Medicare Employee			-13.02			-7.80			-74.67
Social Security Employee			-55.70			-33.35			-319.25
NY - Withholding			-43.17			-0.01			-224.14
NY - Disability Employee			-2.40			0.00			-2.40
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-168.29			-72.16			-904.46
Net Pay	27		730.00	17		465.72	140		4,013.02
Employer Taxes and Contributions									
Medicare Company			13.02			7.80			74.67
Social Security Company			55.70			33.35			319.25
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			68.72			41.15			393.92

Port Jervis Free Library

Payroll Summary

February 2024

Employee Wages, Taxes and Adjustments	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00		
Salaries and Wages FT	21.15	2,961.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT		0.00	43.5	16.00	696.00	38	16.90	642.20	69	19.22
Total Gross Pay		2,961.00	43.5		696.00	38		642.20	69	
Deductions from Gross Pay										
Health Insurance		-289.14			0.00			0.00		
Retirement		-88.84			0.00			0.00		
Retirement Arrears		0.00			0.00			0.00		
Total Deductions from Gross Pay		-377.98			0.00			0.00		
Adjusted Gross Pay		2,583.02	43.5		696.00	38		642.20	69	
Taxes Withheld										
Federal Withholding		-272.00			-40.00			-48.00		
Medicare Employee		-42.94			-10.09			-9.31		
Social Security Employee		-183.58			-43.15			-39.82		
NY - Withholding		-113.96			-5.08			-14.16		
NY - Disability Employee		-2.40			0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-614.88			-98.32			-111.29		
Net Pay		1,968.14	43.5		597.68	38		530.91	69	
Employer Taxes and Contributions										
Medicare Company		42.94			10.09			9.31		
Social Security Company		183.58			43.15			39.82		
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		226.52			53.24			49.13		

Port Jervis Free Library Payroll Summary February 2024

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	February 2024			February 2024			February 2024		
	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director			0.00			0.00			0.00
Salaries and Wages FT			0.00	140	17.74	2,483.60	140	36.18	5,065.20
Salaries and Wages MTNC	160	25.25	4,040.00			0.00			0.00
Salaries and Wages PT			0.00			0.00			0.00
Total Gross Pay	160		4,040.00	140		2,483.60	140		5,065.20
Deductions from Gross Pay									
Health Insurance			-144.56			0.00			-336.70
Retirement			0.00			-74.50			0.00
Retirement Arrears			0.00			0.00			-67.43
Total Deductions from Gross Pay			-144.56			-74.50			-404.13
Adjusted Gross Pay	160		3,895.44	140		2,409.10	140		4,661.07
Taxes Withheld									
Federal Withholding			-88.00			-372.00			-617.00
Medicare Employee			-19.23			-58.58			-73.44
Social Security Employee			-82.22			-250.48			-314.04
NY - Withholding			-31.08			-173.96			-230.87
NY - Disability Employee			-2.40			-2.40			-2.40
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-222.93			-857.42			-1,237.75
Net Pay			1,103.25	160		3,038.02	140		3,423.32
Employer Taxes and Contributions									
Medicare Company			19.23			58.58			73.44
Social Security Company			82.22			250.48			314.04
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			101.45			309.06			387.48

Port Jervis Free Library Payroll Summary February 2024

	TOTAL			TOTAL		
	Hours	Rate	Feb 24	Hours	Rate	Feb 24
Employee Wages, Taxes and Adjustments						
Gross Pay						
Salaries and Wages Director						
Salaries and Wages FT	141	17.96	2,532.36	140.00		5,149.20
Salaries and Wages MTNC			0.00	561.00		13,042.16
Salaries and Wages PT			0.00	160.00		4,040.00
			0.00	709.75		15,043.62
Total Gross Pay	141		2,532.36	1,570.75		37,274.98
Deductions from Gross Pay						
Health Insurance			0.00			-770.40
Retirement			-75.97			-542.40
Retirement Arrears			0.00			-67.43
Total Deductions from Gross Pay			-75.97			-1,380.23
Adjusted Gross Pay	141		2,456.39	1,570.75		35,894.75
Taxes Withheld						
Federal Withholding			-222.00			-2,684.00
Medicare Employee			-36.72			-540.47
Social Security Employee			-157.00			-2,311.05
NY - Withholding			-91.10			-1,322.67
NY - Disability Employee			-2.40			-24.58
Medicare Employee Addl Tax			0.00			0.00
Total Taxes Withheld			-509.22			-6,882.77
Net Pay	141		1,947.17	1,570.75		29,011.98
Employer Taxes and Contributions						
Medicare Company			36.72			540.47
Social Security Company			157.00			2,311.05
NY - Disability Company			0.00			0.00
NY - Unemployment			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00
Total Employer Taxes and Contributions			193.72			2,851.52

Attachment 2.D
3/19/2024

Port Jervis Free Library
Chase Checking Account activity
February 15 - March 11, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	3/8/2024	Online Payment 201035222645 To NY ST DEPT CIVIL SVC-AGENCY PMT 03/08	(9,403.27)	BILLPAY
DEBIT	3/8/2024	Online Payment 200984921139 To BLACKSTONE PUBLISHING 03/08	(25.56)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098488408 To Kanopy 03/08	(59.00)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098481488 To BLACKSTONE PUBLISHING 03/08	(25.56)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098483431 To Brodart Co 03/08	(256.15)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098476347 To ORANGE & ROCKLAND UTILITIES 03/08	(1,656.09)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098449762 To Time Warner Cable 03/08	(129.99)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098473136 To Brodart Co 03/08	(129.81)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098462789 To Baker and Taylor 03/08	(139.88)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098421237 To Baker and Taylor 03/08	(54.46)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098411421 To CARDMEMBER SERVICE 03/08	(3,078.15)	BILLPAY
DEBIT	3/5/2024	SERVICE CHARGES FOR THE MONTH OF FEBRUARY	(32.35)	FEE_TRANSACTION
CREDIT	3/5/2024	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY I	100,000.00	ACH_CREDIT
DEBIT	3/4/2024	Basic Online Payroll Payment 11124503034 to #####4263	(80.60)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124415857 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124390419 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382849 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382847 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382850 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382848 to #####4726	(174.70)	BASIC_PAYROLL
DEBIT	3/1/2024	Online ACH Payment 11124382788 To SusanWade (_#####0178)	(5,062.50)	ACH_PAYMENT
DSLIP	3/1/2024	DEPOSIT ID NUMBER 228924	1,359.15	DEPOSIT
DEBIT	2/28/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240228 CO	(542.40)	ACH_DEBIT
DEBIT	2/28/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTF	(645.05)	ACH_DEBIT
DEBIT	2/28/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:022824 CO ENTR'	(4,101.30)	ACH_DEBIT
CHECK	2/27/2024	CHECK 1112	(1,693.27)	CHECK_PAID
DEBIT	2/27/2024	Online ACH Payment 11123798051 To MatthewConnelly (_#####6231)	(140.19)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798047 To JulieSoborg (_#####1730)	(309.44)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798052 To TAMMI (_#####0438)	(322.37)	ACH_PAYMENT

DEBIT	2/27/2024	Online ACH Payment 11123798049 To Kylie (_#####2433)	(492.00)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123806475 To Kalista (_#####6097)	(493.54)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123806476 To Katelyn (_#####7795)	(999.41)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798048 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806474 to #####1376	(457.89)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806469 to #####2761	(219.75)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798043 to #####4522	(406.72)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806473 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806472 to #####0649	(352.30)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806470 to #####9748	(481.50)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806478 to #####5734	(484.61)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798050 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806467 to #####2902	(1,687.30)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798044 to #####7051	(60.48)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798045 to #####7064	(140.20)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806468 to #####3260	(212.11)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806471 to #####1601	(608.14)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798046 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806477 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	2/23/2024	Online ACH Payment 11123679203 To SusanWade (_#####0178)	(203.82)	ACH_PAYMENT
DEBIT	2/22/2024	Basic Online Payroll Payment 11123415706 to #####0937	(99.27)	BASIC_PAYROLL
DEBIT	2/21/2024	Online Payment 19929764995 To HOME DEPOT CREDIT SERVICES 02/21	(25.41)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929731286 To DEMCO 02/21	(837.22)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929722111 To Brodart Co 02/21	(107.35)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929728775 To Brodart Co 02/21	(244.43)	BILLPAY
DEBIT	2/20/2024	Online Payment 19924866561 To Greenwald Doherty LLP 02/20	(440.00)	BILLPAY
DSLIP	2/20/2024	DEPOSIT ID NUMBER 228923	2,961.64	DEPOSIT
DEBIT	2/16/2024	Online Payment 19885243322 To GREENWALD DOHERTY 02/16	(1,077.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885183005 To TOSHIBA FINANCIAL SERVICES (ELEC 02/16	(450.50)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885173113 To Time Warner Cable 02/16	(129.99)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885148296 To Time Warner Cable 02/16	(207.46)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885129395 To Rotary Club of Port Jervis NY 02/16	(201.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885098241 To PN FIRE AND ALARM 02/16	(155.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885113861 To ORANGE & ROCKLAND UTILITIES 02/16	(1,946.81)	BILLPAY

DEBIT	2/16/2024	Online Payment 19885095199 To NY ST DEPT CIVIL SVC-AGENCY PMT 02/16	(9,403.27)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885093052 To JOSEPH J KOWALL, SR 02/16	(1,430.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885055155 To Kanopy 02/16	(58.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885047451 To Frontier 111182-4 02/16	(4.96)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885017496 To Frontier 02/16	(56.09)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884997442 To DEMCO 02/16	(837.22)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885010351 To CARDMEMBER SERVICE 02/16	(1,545.04)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885004119 To Brodart Co 02/16	(75.55)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884973903 To Brodart Co 02/16	(166.52)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884911951 To Baker and Taylor 02/16	(162.74)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884961577 To Baker and Taylor 02/16	(110.94)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884954542 To Baker and Taylor 02/16	(20.10)	BILLPAY
DEBIT	2/16/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTF	(677.62)	ACH_DEBIT
DEBIT	2/15/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:021524 CO ENTR`	(4,285.74)	ACH_DEBIT



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED MARCH 29TH IN OBSERVANCE OF GOOD FRIDAY

Activity Summary, General Account

2/1/2024 - 2/29/2024

Investment Pool Summary

Beginning Balance

MAX
\$1,900,541.34

Dividends

\$7,550.74

Purchases

\$0.00

Redemptions

(\$100,000.00)

Ending Balance

\$1,808,092.08

Average Monthly Rate

5.228%

Share Price

\$1.000

Total

\$1,808,092.08

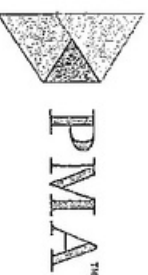
Total Fixed Income

\$0.00

Account Total

\$1,808,092.08

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
Gabriel Lukas
(717) 519-5915
glukas@pmanetwork.com



NYLAF Monthly Statement

Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED MARCH 29TH IN OBSERVANCE OF GOOD FRIDAY

Activity Summary

2/1/2024 - 2/29/2024

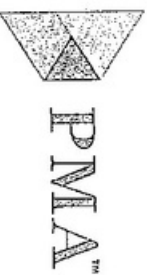
Investment Pool Summary

Beginning Balance	MAX	\$7,449.73
Dividends		\$30.92
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$7,480.65
Average Monthly Rate		5.228%
Share Price		\$1.000
Total		\$7,480.65

Total Fixed Income \$0.00

Account Total \$7,480.65

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
Gabriel Lukas
(717) 519-5915
glukas@pmanetwork.com



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

Attachment 26
3/19/2024

February 01, 2024 through February 29, 2024

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: 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

00005277 DRI 802 141 06524 NNNNNNNNNNN P 1 000000000 D2 0000

PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771



CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$61,443.45	\$80,616.19
Chase Business Premier Savings	[REDACTED]	1,996.93	1,997.01
Total		\$63,440.38	\$82,613.20
TOTAL ASSETS		\$63,440.38	\$82,613.20

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$61,443.45
Deposits and Additions	2	102,961.64
Checks Paid	1	-1,693.27
Electronic Withdrawals	89	-81,964.08
Fees	1	-131.55
Ending Balance	93	\$80,616.19

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

March 8, 2024

Director's Report

Port Jervis Free Library

Evelyn Rogers

GED- Nothing new to report

DASNY Grant- Discussion during board meeting

Annual Report- has been submitted and everything is fine with it.

Online Schedule, Sling- We are currently using the free version, I am thinking of upgrading in a few months, there are more features when upgraded to the Business Plan, such as messaging through Sling and assigning tasks in the schedule.

Town of Minisink Contract- Everything is set for the year with the contract for these patrons.

The Hub- Bedik Communications came in and put a new camera in the basement. There is a camera in the Hub and all the hallways in the basement. The panic button is working in the Hub also.

New Information and Outreach

Katelyn and I will be going over to the admin for Port Jervis Schools to provide information about the library services and upcoming programs.

The calendar is filling up with many local outside groups that will be using the library, such as SGB Planning LLC, they are looking to host a meeting at the end of April or beginning of May. WOW group is Women Overcoming Wounds, they are a support group that will be using the community room once a month, NAACP contacted me about having a table for voter registration for April or May, and defensive driving is meeting more often, there is a course this month that is full already and Betty, the instructor, has scheduled dates for April and May.

A part-time employee has mentioned that she will be leaving at the end of April.

A potential new hire is looking to volunteer/work with the library, I've contacted her references, one has reached out to me and gave me a very positive reference for this person.

Program Statistics for February 2024

Attachment 38
3/19/2024

Date	Topic	Type of Program	Attendance/ Participation	Notes
all month	JJ Lit Kits	Take home	0	For Preschoolers
all month	J Lit Kits	Take home	0	For grades K-6
Mondays	Maker Mondays	In Person, Drop in	43	3 Sessions; all ages
Wednesdays	Mixed Story Time	In Person	25 kids + 17 adults	2 Session; Ages 0-5 Stories, songs, interactive activities
Feb. 2	Pajama Story Time & Stuffie Sleepover	In Person	12 kids + 6 adults	Children's program
Feb. 3	Stuffie Pickup & Brunch	In Person	11 kids + 7 adults	Children's program
Feb. 8	Cooking w/Miss Connie	In Person	10	Children's cooking program. Kdgn & up. Garlic bread pizza.
Feb. 21	Story Time for Picky Eaters	In Person	16 kids + 4 adults	Presented by Orange Cty Health Dept.
Feb. 21	Developmental Screening	In Person	0	Offered by Orange Cty Health Dept., Early Intervention Services
Feb. 22	Story Time w/Dental Hygienist	In Person	14 kids + 6 adults	Special story time in conjunction w/ Port Jervis Smiles
Feb. 22	STEM program	In Person	1	Grades K & up. Black History Month & the invention of the potato chip
Feb. 23	Bluey Blowout	In Person	49 kids + 36 adults	All ages. A variety of activities geared towards younger children; based on popular preschool TV series
Feb. 23	Chocolate Olympics	In Person	15	Ages 8 -12; physical games using chocolate props
all month	YA Lit Kits	Take home	0	For grades 7 & up
Feb. 13	TAG	In Person	0	Teen program
Feb. 20	YA Book Discussion	In Person	0	Teen program
Feb. 14	YA Macrame Hearts	In Person	0	Teen craft program
Feb. 22	YA Think Pink Drink	In Person	0	Teen program.
Feb. 27	YA Valen-Crimes	In Person	0	Teen program
Thursdays	Fiber Crafts (adult program)	In Person	59	Adult program. 5 Sessions
Jan. 18	Adult Book Discussion	In Person	8	2 sessions
All month	Adult Lit Kits	Take home	0	For adults
Feb. 21	Genealogy Workshop	In Person	4	Adult program
Feb. 22	Bullet Journal Workshop	In Person	2	Adult program
Feb. 28	Tea Tasting	In Person	8	Adult program
Feb. 1	Pins & Pennants	In Person	4	Adult craft program.
Feb. 20	Write Now	In Person	1	Adult creative writing program.
Feb. 8	Cozy by Candlelight	In Person	2 kids + 2 adults	All ages. Calm activities (journal, craft, coloring, games) were offered.

Program Statistics for February 2024

Feb. 9 & 10	Book Swap	In Person	5	All ages; 2 full days; all ages; only adults attended.
Feb. 12	Chocolate Creations	In Person	20	All ages; 2 sessions. Melted chocolate + pretzels, cereal, marshmallows, & more
Feb. 17	Saturday Movie	In Person	0	All ages
Feb. 29	Leap Year Time Capsules	In Person	10	All ages; craft activity
Feb. 1-9	Apple Giveaway	In Person	88	Free apples at the circ desks for patrons
Feb. 2	HUB: Q&A How to Use Libby	In Person	1	Adult program
Feb. 8	HUB: Ceramic Hearts	In Person	11	Craft program.
Jan. 11	HUB: Q&A Resumes	In Person	1	Adult program.
Feb. 23	HUB: Fuzzy Poster	Take home	6	Craft activity
Jan. 25	HUB: Q&A Resumes & Cover Letters	In Person	2	Adult program.
Jan. 25	Artful Gardeners	In Person	No stats	Outside Group
Tuesday nights	AlAnon	In Person	No stats	Outside Group
Thursdays	Mahjong	In Person	No stats	Outside Group



Stuffie Sleepover Brunch
(Children's program, 2/3)



Chocolate Creations (All ages 2/12) Top: evening session; Bottom: afternoon session

Program Statistics for February 2024



Cooking with Miss Connie: Garlic Bread Pizza (Kdgn & up, 2/8)



Story Time for Picky Eaters 2/21



Story Time with
Dental Hygienist
2/22

Program Statistics for February 2024



Left: Chocolate Olympics:
M&M sorting race
(Children's program 2/23)



Right: Bluey Blowout
(Children's program 2/23)



Leap Year Time Capsules (All
ages; 2/29)

**Port Jervis Free Library
138 Pike St.
Port Jervis, NY 12771
(845)856-7313**

LEGAL NOTICE

The Board of Trustees of the Port Jervis Free Library, 138 Pike Street, Port Jervis, Orange County, New York, HEREBY GIVES NOTICE that for Library purpose, a Special District Meeting of the qualified voters of the Port Jervis City School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York on the 6th day of June 2024, beginning at 12:00 PM, prevailing time, to vote upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 PM to 8:00 PM prevailing time.

LIBRARY TAX LEVY PROPOSITION

That for the fiscal year July 1, 2024 – June 30, 2025, the Board of Education of Port Jervis City School District, Orange County, New York, shall be authorized to levy taxes on the taxable real property of said School District in the Port Jervis Free Library Budget.

A copy of the July 1, 2024 – June 30, 2025 Port Jervis Free Library Budget will be available at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, for a period of fourteen (14) days prior to said Special District Meeting.

ELECTION OF TRUSTEES

That pursuant to 260 of the Education Law, one (1) Library Trustee will be elected at said Special District Meeting.

All currently registered voters of the Port Jervis City School District are eligible to vote on the Port Jervis Free Library Budget and for the one (1) vacancy on the Board of Trustees of the Port Jervis Free Library.

NOTICE IS ALSO HEREBY GIVEN, that a special information meeting of the qualified voters of said School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, on the 23rd day of May 2024, at 6:00 PM prevailing time, to consider the Library Tax Levy Proposition to be submitted at the aforesaid Special District Meeting.

NOTICE IS ALSO HEREBY GIVEN, that applications for absentee ballots may be applied for at the office of the Port Jervis Free Library Director. Any such application must be received by the Library Director at least seven (7) days before the date of the aforesaid SPECIAL DISTRICT MEETING.

By Order of the Trustees of the Port Jervis Free Library, Port Jervis, New York

Dated: Port Jervis, New York
March 19, 2024

DUE BACK TO THE LIBRARY: May 7, 2024 at 5:00 PM

For Member Of The Board Of Trustees
Of Port Jervis Free Library

WE, the undersigned qualified voters in the City School District of the City of Port Jervis, New York, do hereby Petition the Board of the Port Jervis Free Library Board of Trustees to place upon the official ballot to be used at the Annual Budget Vote to be held on June 6, 2024, the name of _____, residing at _____ as a Candidate for member of the Board of Library Trustees.

NAME (print)

ADDRESS

SIGNATURE

DATE

Attachment 4.13
3/19/2024

PORT JERVIS FREE LIBRARY BUDGET VOTE
JUNE 6, 2024

PROPOSITION NUMBER 1

Shall the Port Jervis Library Board of Trustees be authorized to levy taxes totaling \$X,XXX,XXX for library purposes for the year July 1, 2024 - June 30, 2025. These taxes to be levied against the taxable real property within the Port Jervis City School District boundaries on behalf of the Library by the School District with said funds to be turned over to the library after collection?

☐

YES

OR

☐

NO

LIBRARY TRUSTEE

FOR THE TERM OF: FIVE (5) YEARS

VOTE FOR ONE (1)

☐

NAME GOES HERE

Write in Candidate. PRINT name of person on line. (See instruction #3 above.)

PORT JERVIS FREE LIBRARY BUDGET VOTE
JUNE 6, 2023

PROPOSITION NUMBER 1

Shall the Port Jervis Library Board of Trustees be authorized to levy taxes totaling \$X,XXX,XXX for library purposes for the year July 1, 2024 - June 30, 2025. These taxes to be levied against the taxable real property within the Port Jervis City School District boundaries on behalf of the Library by the School District with said funds to be turned over to the library after collection?

☐

YES

OR

☐

NO

LIBRARY TRUSTEE

FOR THE TERM OF: FIVE (5) YEARS

VOTE FOR ONE (1)

☐

NAME GOES HERE

Write in Candidate. PRINT name of person on line. (See instruction #3 above.)

**ORANGE COUNTY OFFICIAL ABSENTEE BALLOT
FOR GENERAL ELECTION**

Attachment 4 D
3/16/2024

INSTRUCTIONS

- 1) Mark in pen or pencil.
- 2) To vote for a candidate whose name is printed on this ballot, make a single cross (X) mark or a single check (✓) mark in the voting square above the name of the candidate.
- 3) To vote for a person whose name is not imprinted on this ballot, write or stamp their name on the line which appears above the words "WRITE IN CANDIDATE" below the position title.
- 4) To vote on a proposal make a single cross (X) mark or a check (✓) mark in one of the squares contained in the box setting forth such a proposal.
- 5) Any other mark or writing, or any erasure made on this ballot outside the voting squares or the blank spaces provided for voting will void this entire ballot.
- 6) Complete the Voter Information page.
- 7) Place the Absentee Ballot in the small envelope provided and then place the small envelope and the Voter Information page in the large envelope provided and mail or return to the Port Jervis Free Library.
- 8) The Absentee Ballot must be accompanied by the Voter Information page and must be received by the Port Jervis Free Library by 5:00 p.m. on Thursday, June 6, 2024.

**ORANGE COUNTY OFFICIAL ABSENTEE BALLOT
FOR GENERAL ELECTION**

INSTRUCTIONS

- 1) Mark in pen or pencil.
- 2) To vote for a candidate whose name is printed on this ballot, make a single cross (X) mark or a single check (✓) mark in the voting square above the name of the candidate.
- 3) To vote for a person whose name is not imprinted on this ballot, write or stamp their name on the line which appears above the words "WRITE IN CANDIDATE" below the position title.
- 4) To vote on a proposal make a single cross (X) mark or a check (✓) mark in one of the squares contained in the box setting forth such a proposal.
- 5) Any other mark or writing, or any erasure made on this ballot outside the voting squares or the blank spaces provided for voting will void this entire ballot.
- 6) Complete the Voter Information page.
- 7) Place the Absentee Ballot in the small envelope provided and then place the small envelope and the Voter Information page in the large envelope provided and mail or return to the Port Jervis Free Library.
- 8) The Absentee Ballot must be accompanied by the Voter Information page and must be received by the Port Jervis Free Library by 5:00 p.m. on Thursday, June 6, 2024.

Port Jervis Free Library
OFFICIAL BALLOT
Library Operating Budget and Trustee Vote
June 6, 2024

INSTRUCTIONS:

- Mark only with a pen having blue or black ink or with a pencil having black lead.
- To vote on the proposition, make a cross (X) mark or a (✓) mark in one of the voting squares.
- To vote for a trustee whose name is printed on this ballot, make a single cross (X) mark or a single (✓) mark in the square opposite his or her name.
- To vote for a trustee whose name is not printed on this ballot a blank space is provided should you wish to write-in the name of a trustee.
- Any mark other than a cross (X) mark or a (✓) mark used for the purpose of voting, or any erasure will void your ballot.
- If you tear, or deface, or wrongly mark this ballot, return it and obtain another.

PROPOSITION NUMBER 1

Shall the Board of Trustees of the Port Jervis Free Library be authorized to raise taxes in the amount of \$X,XXX,XXX for library purposes for the year July 1, 2024 – June 30, 2025, with the Port Jervis City School District to levy the necessary sum therefore against the taxable real property in the School District on behalf of the Library, with said funds to be turned over to the Library?

☐

Yes

☐

No

Place the completed ballot in the ballot box.

LIBRARY TRUSTEE

For the Term of Five (5) Years

VOTE FOR ONE (1)

☐

NAME GOES HERE

☐

Write-in candidate. (Print name of person on line.)

Place the completed ballot in the ballot box.