

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
April 15, 2025 @ 10:15am

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- March 18th & Special Meeting of April 9, 2025

IV Approval of Statistics, Financial reports, and Bills

V. Director Report:

VI. Action Items for Consideration:

- Public Comment Policy

VII Old Business:

- Carpet RFP
- Security plan info
- Strategic Plan
- Artful Gardners
- Staffing

VIII New Business:

- Public Comment Policy

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

X. Adjournment: Next regular meeting May 20, 2025 @ 10:15am
Budget Hearing May 22nd @ 6pm

Minutes of the Port Jervis Free Library Board of Trustees

March 18, 2025

10:15 a.m.

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

Public: Anonymous, Barbara Cassidy, Sean Donnelly, Cheryl Jones, Juan Maldonado, Toni Marion, Taylor Sauschuck, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:17 a.m.

III Executive Session

- *Valerie made a motion, seconded by Liz, to enter into Executive Session at 10:19 a.m. to discuss personnel issues. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to come out of Executive Session at 10:22 a.m. Unanimously passed.*
- The Board has completed its review of the personnel matter discussed in executive session and no further action will be taken.

IV Minutes (Attachment 1A-C)

- *Valerie made a motion, seconded by Dick, to approve the minutes of the February 18, 2025 meeting. Passed 3-0; Liz abstained as she was not present at the meeting.*
- *Dick made a motion, seconded by Liz, to approve the minutes of the February 19, 2025 meeting. Passed 3-0; Valerie abstained as she was not present at the meeting.*
- *Dick made a motion, seconded by Valerie, to approve the minutes of the February 27, 2025 meeting. Passed 3-0; Liz abstained as she was not present at the meeting.*

V Correspondence – none

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

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

VII Director's Report (Attachment 3A-C)

- The next staff training day will be scheduled for a half-day.
- The atmosphere within the building seems to have calmed since the new patron policy has been implemented.
- The new desk barrier is in place. The reconfiguration of the desk space is still pending.
- The policy manual is with the attorney for final review.
- The new website will be available for Board review by the end of the month.
- The fax machine will be relocated to the first-floor lobby near the copier machine.
- There is no update on the Friends; the group is scheduled to meet in April.

- Artful Gardeners group would like to cultivate native grasses and wildflowers in the front of the building. The Board would like to see a planting plan and renderings of the group's vision, and all approvals must be obtained, including but not limited to the approval to cut any trees. Liz will forward to Curran the names and contact information for City personnel who need to be linked into the process.
- A language interpreting device received through a grant has been received and has already been put to use.
- A \$300 grant has been awarded to be used for disabled/sensory materials in the Youth department.
- ***Dick made a motion, seconded by Liz, to approve the Directors Report. Unanimously passed.***

VIII Unfinished Business (Attachment 4A-D)

- ***Liz made a motion, seconded by Valerie, to approve the Contractor Agreement as presented. Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to approve the Freedom of Information Policy, Application for Access to Public Records Pursuant to the Freedom of Information Law, and Freedom of Information Law Letter, as presented. Unanimously passed.***
- The Director will post the two approved procedures on the Library's website in a manner similar to that used by the City.
- Carl reported that the Strategic Plan Committee met on March 10 and will continue to meet monthly via Zoom. Meetings are scheduled for April 14 and May 12.
- Carl reported that the Board originally initiated a revision of the by-laws on January 22, and forwarded information from RCLS to the Director on February 1, noting available assistance with revising the by-laws. Further, Carl spoke with Counsel and the process is moving forward.
- Three bids on new carpeting were received. Further discussion was tabled pending review of the bid procurement process and analysis of other budget needs, and how this project fits into a more comprehensive to-be-developed schedule of facility needs. The Director will compile and submit this schedule of projects to be addressed.
- A request for bids for security services was circulated by the Director. It is anticipated that all of the bids would be similar due to prevailing wage, but the scope of services needs definition. The RFP will need to be reworked in accordance with the procurement policy, and the financial considerations will be addressed as the Fiscal Year 2026 budget is developed.

IX New Business – (Attachment 5)

- ***Dick made a motion, seconded by Valerie, to appoint Alyssa Davis to the position of part-time Library Clerk at an hourly rate of \$16.50 per hour, effective March 10, 2025, with a maximum of 19 hours per week and a probationary period of six (6) months, to begin retroactively with the date of hire. Alyssa declined a full-time position but will be scheduled for evening hours and every-other Saturday. Unanimously passed.***

- *Valerie made a motion, seconded by Dick, to approve the 2025 Legal Notice, Library Tax Levy Proposition, and Election of Trustees dates pertaining to the 2025-26 budget and 2025 election process. Unanimously passed.* The schedule is as follows:
 - *April 15 (Tuesday)* – Petitions for board position issued
 - *May 2 (Friday)* – Election Date published
 - *May 6 (Tuesday)* – Petitions for board position returned – 25 signatures (5 PM)
 - *May 7 (Wednesday)* – Budget workshop (5 PM)
 - *May 22 (Thursday)* – Budget Hearing (6 PM)
 - *May 30 (Friday)* – Deadline for absentee ballots requests to be mailed (5 PM)
 - *June 5 (Thursday)* – Library election noon-8 PM (absentee ballots due by 5 PM)
 - *July 1 (Tuesday)* – Reorganization meeting / administration of oath of office

X Public Comment

- Barbara Cassidy noted that a tree in front of the building was planted in honor of Helen Cuddeback. She also stated that ADA-related issues extend beyond the circulation desk.
- Anonymous suggested that signs be posted within the restrooms indicating that no smoking or vaping is allowed; expressed displeasure with what is perceived as collective punishment; expressed displeasure with how instances of destruction or damage to library property were addressed; and opined that the description ascribed to Executive Session to discuss personnel matters is insufficient.

XI Next Meeting

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

XII Adjournment – *Liz made a motion, seconded by Dick, to adjourn the meeting at 11:23 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees
April 9, 2025
2:30 PM

Present: Trustees: Dolores Carnosa, Carl Hendrick, Valerie Maginsky, Liz Miller, (Dick Roberts was absent/excused); Curran Koehler, Director

Public: Anonymous, Barbara Cassidy

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 2:31 PM.

III Executive Session

Valerie made a motion, seconded by Dolores, to go into Executive Session at 2:32 PM to discuss the employment relationship of a particular person (Director excused); Unanimously passed.

Liz made a motion, seconded by Valerie, to come out of Executive Session at 2:35 PM. A voice vote was taken with Dolores, Carl, Valerie and Liz voting in the affirmative.

IV New Business

A motion was made by Valerie, seconded by Dolores, to delegate Carl and Liz to confirm Director transition arrangements as discussed in Executive Session. A voice vote was taken with Dolores, Carl, Valerie and Liz voting in the affirmative.

V Adjournment

Valerie made a motion, seconded by Dolores, to adjourn the meeting at 2:36 PM. Unanimously passed.

VI Next meeting

The next regularly scheduled meeting will be held on April 15, 2025, at 10:15 a.m.

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,950,190.78
1006 · CHASE CHECKING	82,663.33
1007 · Chase Savings	1,997.62
1008 · NYLAF - Harrison Thune	7,884.26
Total Checking/Savings	2,043,035.99
Total Current Assets	2,043,035.99
TOTAL ASSETS	2,043,035.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,778.80
Total Accounts Payable	6,778.80
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	-175.00
2210 · Social Security Tax Payable	-315.86
2212 · Medicare Withholding Tax Payabl	-73.88
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	12,928.32
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	11,420.06
Total Current Liabilities	18,198.86
Total Liabilities	18,198.86
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	426,659.88
Total Equity	2,024,837.13
TOTAL LIABILITIES & EQUITY	2,043,035.99

6:23 PM
04/08/25
Accrual Basis

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

Attachment 2B
4/15/25

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Charges for Services				
4000 · Book Sales	2,411.24	3,000.00	-588.76	80.4%
4001 · Fines	705.35	750.00	-44.65	94.0%
4002 · NonResident Fees	1,275.00	1,000.00	275.00	127.5%
4003 · Copier Fees	7,054.35	9,338.00	-2,283.65	75.5%
Total Charges for Services	11,445.94	14,088.00	-2,642.06	81.2%
4055 · Services to Other Governments	2,600.00	13,000.00	-10,400.00	20.0%
Miscellaneous				
4004 · Gifts	627.57	300.00	327.57	209.2%
4008 · Library Merchandise	70.00	0.00	70.00	100.0%
Total Miscellaneous	697.57	300.00	397.57	232.5%
Operating Grants				
4023 · Local Public Funds OLA	6,251.56	3,000.00	3,251.56	208.4%
4025 · State Aid LLSA	5,377.00	5,000.00	377.00	107.5%
4026 · RCLS Grnts & St. Aid thru R...	10,000.00	10,000.00	0.00	100.0%
Total Operating Grants	21,628.56	18,000.00	3,628.56	120.2%
Interest Income	63,260.82	19,000.00	44,260.82	333.0%
Total Income	1,275,972.31	1,250,444.00	25,528.31	102.0%
Gross Profit	1,275,972.31	1,250,444.00	25,528.31	102.0%
Expense				
Personal Services				
6002 · Salaries Director	83,892.87	68,340.00	15,552.87	122.8%
6000 · Salaries Clerical FT	126,264.31	200,000.00	-73,735.69	63.1%
6001 · Salaries Clerical PT	171,335.24	252,800.00	-81,464.76	67.8%
6003 · Salaries Maintenance	41,216.00	53,575.00	-12,359.00	76.9%
Total Personal Services	422,708.42	574,715.00	-152,006.58	73.6%
Contractual				
6005 · Board Reporting	1,007.50	1,827.00	-819.50	55.1%
6030 · Books	7,165.40	25,000.00	-17,834.60	28.7%
6031 · Books Children	3,456.63	7,000.00	-3,543.37	49.4%
6032 · Book Friends	641.03	1,000.00	-358.97	64.1%
6035 · Periodicals	9,727.48	10,000.00	-272.52	97.3%
6038 · Audio Adult	2,365.14	4,500.00	-2,134.86	52.6%
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	28,676.50	29,460.00	-783.50	97.3%
6045 · Computer Eqpt/Software	6,671.19	20,000.00	-13,328.81	33.4%
6050 · Library Supplies	9,512.17	8,500.00	1,012.17	111.9%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	10,980.12	17,000.00	-6,019.88	64.6%
6061 · Utilities Gas	3,593.20	11,000.00	-7,406.80	32.7%
6062 · Utilities Water	843.24	2,200.00	-1,356.76	38.3%
6065 · Utilities Telephone/Internet	3,324.78	6,000.00	-2,675.22	55.4%
6070 · Building Janitorial Supp	1,898.85	6,000.00	-4,101.15	31.6%
6071 · Building Maintenance	29,785.27	24,977.00	4,808.27	119.3%
6072 · Building Improvements	3,360.00	29,650.00	-26,290.00	11.3%
6075 · Copier Maintenance	4,062.43	7,000.00	-2,937.57	58.0%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	56,811.00	80,000.00	-23,189.00	71.0%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	49,500.00	61,965.00	-12,465.00	79.9%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	376.05	700.00	-323.95	53.7%
6100 · Dues	0.00	600.00	-600.00	0.0%

6:23 PM

04/08/25

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	1,516.24	2,000.00	-483.76	75.8%
6125 · Programs	2,184.54	5,000.00	-2,815.46	43.7%
6126 · Programs Children	418.57	5,000.00	-4,581.43	8.4%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	5,630.01	6,000.00	-369.99	93.8%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	2,121.50	2,000.00	121.50	106.1%
Total Contractual	271,569.35	418,779.00	-147,209.65	64.8%
Employee Benefits				
6010 · Employer Social Security	26,207.97	45,000.00	-18,792.03	58.2%
6015 · Employer Medicare	6,129.30	9,250.00	-3,120.70	66.3%
6056 · Insurance Wkmns Comp	3,091.64	8,000.00	-4,908.36	38.6%
6057 · Insurance Disability	-173.13	4,500.00	-4,673.13	-3.8%
6085 · Civil Service	3,403.09	5,200.00	-1,796.91	65.4%
6131 · Benefits Health Ins	91,506.31	130,000.00	-38,493.69	70.4%
6132 · Benefits Retirement	52,941.00	55,000.00	-2,059.00	96.3%
Total Employee Benefits	183,106.18	256,950.00	-73,843.82	71.3%
Total Expense	877,383.95	1,250,444.00	-373,060.05	70.2%
Net Ordinary Income	398,588.36	0.00	398,588.36	100.0%
Net Income	398,588.36	0.00	398,588.36	100.0%

Port Jervis Free Library Payroll Summary March 2025

Attachment 2c
4/15/25

	Cassidy, Barbara M.			Cherry, Echo J			Cherry, Kalista M			Conklin,...
	Hours	Rate	Mar 25	Hours	Rate	Mar 25	Hours	Rate	Mar 25	Hours
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	51	32.51	1,658.01	86	16.50	1,419.00	20	16.50	330.00	58
Total Gross Pay	51		1,658.01	86		1,419.00	20		330.00	58
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			-14.85	
Total Deductions from Gross Pay			0.00			0.00			-14.85	
Adjusted Gross Pay	51		1,658.01	86		1,419.00	20		315.15	58
Taxes Withheld										
Federal Withholding			-340.00			-27.00			0.00	
Medicare Employee			-24.04			-20.57			-4.79	
Social Security Employee			-102.79			-87.97			-20.46	
NY - Withholding			-72.94			-35.28			0.00	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-539.77			-170.82			-25.25	
Net Pay	51		1,118.24	86		1,248.18	20		289.90	58
Employer Taxes and Contributions										
Medicare Company			24.04			20.57			4.79	
Social Security Company			102.79			87.97			20.46	
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			126.83			108.54			25.25	

Port Jervis Free Library Payroll Summary March 2025

	Conklin, Matthew J.		Davis, Alyssa N		Fedoruk, Olga		Joergle-Glidea, Stacy	
	Rate	Mar 25	Hours	Rate	Mar 25	Hours	Rate	Mar 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	18.68	1,083.44	20.5	16.75	343.38	65	18.95	1,231.75
Total Gross Pay		1,083.44	20.5		343.38	65		1,231.75
Deductions from Gross Pay								
Health Insurance		0.00			0.00			0.00
Retirement		-32.50			-10.30			0.00
Total Deductions from Gross Pay		-32.50			-10.30			0.00
Adjusted Gross Pay		1,050.94	20.5		333.08	65		1,231.75
Taxes Withheld								
Federal Withholding		-56.00			0.00			-74.00
Medicare Employee		-15.71			-4.98			-17.86
Social Security Employee		-67.17			-21.29			-76.37
NY - Withholding		-51.26			-1.94			-26.57
NY - Disability Employee		0.00			0.00			-1.20
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-190.14			-28.21			-196.00
Net Pay		860.80	20.5		304.87	65		1,035.75
Employer Taxes and Contributions								
Medicare Company		15.71			4.98			17.86
Social Security Company		67.17			21.29			76.37
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		82.88			26.27			94.23

Port Jervis Free Library Payroll Summary March 2025

	Joergle,...		Koehler, Curran Z		Kroger, Alberta J.		Marion, Antonia	
	Mar 25	Hours	Rate	Mar 25	Hours	Rate	Mar 25	Hours
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director	0.00	20	264.15	5,283.00			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	2,276.07			0.00	63.5	31.01	1,969.14	54
Total Gross Pay	2,276.07	20		5,283.00	63.5		1,969.14	54
Deductions from Gross Pay								
Health Insurance	0.00			-289.14			0.00	0.00
Retirement	0.00			-237.74			-59.07	0.00
Total Deductions from Gross Pay	0.00			-526.88			-59.07	0.00
Adjusted Gross Pay	2,276.07	20		4,756.12	63.5		1,910.07	54
Taxes Withheld								
Federal Withholding	-195.00			-464.00			-182.00	0.00
Medicare Employee	-33.00			-76.60			-28.56	-16.27
Social Security Employee	-141.12			-327.54			-122.08	-69.54
NY - Withholding	-81.19			-233.48			-77.06	-22.10
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	-450.31			-1,101.62			-409.70	-107.91
Net Pay	1,825.76	20		3,654.50	63.5		1,500.37	54
Employer Taxes and Contributions								
Medicare Company	33.00			76.60			28.56	16.27
Social Security Company	141.12			327.54			122.08	69.54
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	174.12			404.14			150.64	85.81

Port Jervis Free Library Payroll Summary March 2025

	MIFTARI, IDRIZ		Northup, Nancy		Penner, Darren		Sausch...
	Hours	Rate	Hours	Rate	Hours	Rate	Hours
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director							
Salaries and Wages FT	140	18.00					148.5
Salaries and Wages MTNC							
Salaries and Wages PT			61	16.50	28	33.77	945.56
Total Gross Pay	140	2,520.00	61	1,006.50	28	945.56	148.5
Deductions from Gross Pay							
Health Insurance		0.00		0.00		0.00	
Retirement		-75.60		0.00		0.00	
Total Deductions from Gross Pay		-75.60		0.00		0.00	
Adjusted Gross Pay	140	2,444.40	61	1,006.50	28	945.56	148.5
Taxes Withheld							
Federal Withholding		-136.00		0.00		-56.00	
Medicare Employee		-36.54		-14.60		-13.71	
Social Security Employee		-156.24		-62.41		-58.63	
NY - Withholding		-90.44		-11.34		-45.06	
NY - Disability Employee		0.00		0.00		0.00	
Medicare Employee Addl Tax		0.00		0.00		0.00	
Total Taxes Withheld		-419.22		-88.35		-173.40	
Net Pay	140	2,025.18	61	918.15	28	772.16	148.5
Employer Taxes and Contributions							
Medicare Company		36.54		14.60		13.71	
Social Security Company		156.24		62.41		58.63	
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		192.78		77.01		72.34	

Port Jervis Free Library Payroll Summary March 2025

	Sauschuck, Taylor		Seeger, Brighid K		Soberg, Julie		Sommers, Diane M.	
	Rate	Mar 25	Hours	Rate	Mar 25	Hours	Rate	
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director		0.00		0.00	0.00			
Salaries and Wages FT	32.48	3,307.08		0.00	0.00			
Salaries and Wages MTNC		0.00		0.00	0.00			
Salaries and Wages PT		0.00	48	16.50	792.00	71	16.75	1,189.25
Total Gross Pay		3,307.08	48		792.00	71		1,189.25
Deductions from Gross Pay								
Health Insurance		-289.14		0.00	0.00			0.00
Retirement		-99.22		0.00	0.00			0.00
Total Deductions from Gross Pay		-388.36		0.00	0.00			0.00
Adjusted Gross Pay		2,918.72	48		792.00	71		1,189.25
Taxes Withheld								
Federal Withholding		-308.00		0.00	0.00			-4.00
Medicare Employee		-47.95		-11.48	-17.24			-17.24
Social Security Employee		-205.04		-49.10	-73.73			-73.73
NY - Withholding		-132.43		-8.92	-64.81			-64.81
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		-693.42		-69.50	-159.78			-159.78
Net Pay		2,225.30	48		722.50	71		1,029.47
Employer Taxes and Contributions								
Medicare Company		47.95		11.48	17.24			17.24
Social Security Company		205.04		49.10	73.73			73.73
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		252.99		60.58	90.97			90.97

Port Jervis Free Library Payroll Summary March 2025

	Somme...		Thiele, Diane M		Tidd, Ralph		Treuting, Connie	
	Mar 25	Hours	Rate	Mar 25	Hours	Rate	Mar 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			6,043.03	
Salaries and Wages MTNC	0.00			0.00	160	25.76	0.00	
Salaries and Wages PT	904.80	72	19.72	1,419.84			0.00	
Total Gross Pay	904.80	72		1,419.84	160		6,043.03	
Deductions from Gross Pay								
Health Insurance	0.00			0.00			-336.70	
Retirement	0.00			0.00			0.00	
Total Deductions from Gross Pay	0.00			0.00			-336.70	
Adjusted Gross Pay	904.80	72		1,419.84	160		5,706.33	
Taxes Withheld								
Federal Withholding	-72.00			-93.00			-830.00	
Medicare Employee	-13.12			-20.59			-87.62	
Social Security Employee	-56.10			-88.03			-374.67	
NY - Withholding	-23.42			-35.12			-288.37	
NY - Disability Employee	0.00			0.00			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-164.64			-236.74			-1,580.66	
Net Pay	740.16	72		1,183.10	160		4,125.67	
Employer Taxes and Contributions								
Medicare Company	13.12			20.59			87.62	
Social Security Company	56.10			88.03			374.67	
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	69.22			108.62			462.29	

Port Jervis Free Library
Payroll Summary
March 2025

	Williams, Starr R.		TOTAL	
	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salaries and Wages Director				5,283.00
Salaries and Wages FT	140	18.71	20.00	14,489.51
Salaries and Wages MTNC			585.00	4,121.60
Salaries and Wages PT			160.00	17,690.32
			829.75	
Total Gross Pay	140			41,584.43
Deductions from Gross Pay				
Health Insurance				-1,059.54
Retirement				-607.86
				-1,667.40
Total Deductions from Gross Pay				
				39,917.03
Adjusted Gross Pay	140			
				2,540.82
Taxes Withheld				
Federal Withholding				-3,443.00
Medicare Employee				-602.97
Social Security Employee				-2,578.23
NY - Withholding				-1,575.93
NY - Disability Employee				-1.20
Medicare Employee Addl Tax				0.00
				-8,201.33
Total Taxes Withheld				
				-524.13
Net Pay	140			
				2,016.69
Employer Taxes and Contributions				
Medicare Company				37.98
Social Security Company				162.41
NY - Disability Company				0.00
NY - Unemployment				0.00
NY - MCTMT (Transit Tax)				0.00
Total Employer Taxes and Contributions				200.39
				1,594.75
				31,715.70
				3,181.20

Attachment 2D
4/15/25

PORT JERVIS FREE LIBRARY
Chase checking account activity
March 13, 2025 to April 8, 2025

Details	Posting Date	Description	Amount	Type
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,827.25)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,768.61)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,552.64)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,079.87)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,012.67)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(1,012.59)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(941.47)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(845.91)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(621.64)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(608.61)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(525.91)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(521.12)	ACH_PAYMENT
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(517.64)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(506.84)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(448.03)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(426.29)	ACH_PAYMENT
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(386.09)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(356.71)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(317.51)	ACH_PAYMENT
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(234.65)	BASIC_PAYROLL
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(234.64)	ACH_PAYMENT
DEBIT	4/8/2025	Online ACH payment to [REDACTED]	(135.40)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334852243 To AMAZON CAPITAL SERVICES 04/07	(41.28)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334835395 To AMAZON CAPITAL SERVICES 04/07	(34.00)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334840343 To AMAZON CAPITAL SERVICES 04/07	(136.00)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334824303 To AMAZON CAPITAL SERVICES 04/07	(91.25)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334822211 To AMAZON CAPITAL SERVICES 04/07	(42.99)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334815294 To AMAZON CAPITAL SERVICES 04/07	(1,196.53)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334792706 To AMAZON CAPITAL SERVICES 04/07	(41.82)	BILLPAY

DEBIT	4/7/2025	Online Payment 24334797756 To AMAZON CAPITAL SERVICES 04/07	(52.94)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334787860 To AMAZON CAPITAL SERVICES 04/07	(99.92)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334756105 To AMAZON CAPITAL SERVICES 04/07	(101.90)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334777544 To AMAZON CAPITAL SERVICES 04/07	(29.90)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334735943 To RCLS 04/07	(18.98)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334291930 To TIME WARNER CABLE 04/07	(1,325.00)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334289431 To PORT JERVIS WATER DEPT 04/07	(130.00)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334268578 To ORANGE & ROCKLAND UTILITIES 04/07	(286.61)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334261920 To Frontier 04/07	(1,685.07)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334250363 To Brodart Co 04/07	(50.15)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334241476 To Brodart Co 04/07	(80.93)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334215261 To CARDMEMBER SERVICE 04/07	(51.03)	BILLPAY
DEBIT	4/7/2025	Online Payment 24334217730 To Toshiba Financial Svcs 04/07	(180.92)	BILLPAY
DEBIT	4/3/2025	SERVICE CHARGES FOR THE MONTH OF MARCH	(407.88)	BILLPAY
DEBIT	4/3/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:250403 CO ENT	(127.20)	FEE_TRANSACTION
DEBIT	4/1/2025	Basic Online Payroll Payment 11167504228 to #####0031	(607.86)	ACH_DEBIT
DEBIT	4/1/2025	Online Payment 24253630770 To BLACKSTONE PUBLISHING 04/01	(104.00)	BASIC_PAYROLL
DEBIT	4/1/2025	Online Payment 24252576540 To Kanopy 04/01	(27.99)	BILLPAY
DEBIT	4/1/2025	Basic Online Payroll Payment 11167361003 to #####9692	(104.00)	BILLPAY
DEBIT	4/1/2025	Basic Online Payroll Payment 11167365720 to #####2214	(185.00)	BASIC_PAYROLL
DEBIT	4/1/2025	Basic Online Payroll Payment 11167361002 to #####3325	(185.00)	BASIC_PAYROLL
DEBIT	4/1/2025	Online ACH Payment 11167361000 To XXXXXXXXXX (#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	3/27/2025	Basic Online Payroll Payment 11167361001 to #####7906	(185.00)	BASIC_PAYROLL
DEBIT	3/26/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY D	(815.60)	ACH_DEBIT
DEBIT	3/26/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:032625 CO ENTRY DE	(5,093.66)	ACH_DEBIT
DEBIT	3/26/2025	DEPOSIT ID NUMBER 337977	4,041.71	DEPOSIT
CHECK	3/25/2025	CHECK 1155	(3,403.09)	CHECK_PAID
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524250 to #####1376	(506.84)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524247 to #####4522	(545.97)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524252 to #####8462	(1,012.59)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531320 to #####7671	(1,552.64)	BASIC_PAYROLL
DEBIT	3/25/2025	Online ACH Payment 11166524249 To XXXXXXXXXX (#####1730)	(521.13)	ACH_PAYMENT
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531325 to #####0782	(304.87)	BASIC_PAYROLL

DEBIT	3/25/2025	Online ACH Payment 11166524248 To XXXXXXXXXX (_#####1948)	(419.56)	ACH_PAYMENT
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531327 to #####9139	(572.76)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524244 to #####1601	(766.73)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524251 to #####0937	(1,212.62)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531322 to #####7064	(215.20)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531321 to #####9748	(525.81)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531326 to #####2173	(1,827.25)	BASIC_PAYROLL
DEBIT	3/25/2025	Online ACH Payment 11166524253 To XXXXXXXXXX (_#####4789)	(495.52)	ACH_PAYMENT
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524246 to #####4263	(1,008.34)	BASIC_PAYROLL
DEBIT	3/25/2025	Online ACH Payment 11166531329 To XXXXXXXXXX (_#####6097)	(188.44)	ACH_PAYMENT
DEBIT	3/25/2025	Online ACH Payment 11166531331 To XXXXXXXXXX (_#####6231)	(215.20)	ACH_PAYMENT
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531323 to #####0649	(386.07)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531324 to #####0031	(952.85)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531319 to #####3260	(370.08)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166531328 to #####5734	(561.46)	BASIC_PAYROLL
DEBIT	3/25/2025	Basic Online Payroll Payment 11166524245 to #####2902	(2,249.71)	BASIC_PAYROLL
DEBIT	3/25/2025	Online Payment 24171643488 To PITNEY BOWES GLOBAL FINANCIAL SV 03/25	(219.06)	BILLPAY
CHECK	3/25/2025	CHECK 1156	(700.00)	CHECK_PAID
DEBIT	3/20/2025	Online Payment 24122891549 To GREENWALD DOHERTY 03/20	(11,979.00)	BILLPAY
CREDIT	3/20/2025	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESC	100,000.00	ACH_CREDIT
DEBIT	3/18/2025	Online ACH Payment 11165759053 To XXXXXXXXXX (_#####0178)	(127.50)	ACH_PAYMENT
CHECK	3/18/2025	CHECK 1176	(550.00)	CHECK_PAID
DEBIT	3/17/2025	Online Payment 24081079126 To JOSEPH J KOWALL, SR 03/17	(1,300.00)	BILLPAY
DEBIT	3/14/2025	Online Payment 24048724624 To AMAZON CAPITAL SERVICES 03/14	(91.25)	BILLPAY
DEBIT	3/14/2025	Online Payment 24048630088 To Frontier 111182-4 03/14	(4.96)	BILLPAY
DEBIT	3/14/2025	Online Payment 24048562473 To TIME WARNER CABLE 03/14	(204.16)	BILLPAY
DEBIT	3/13/2025	Online Payment 24041095606 To Frontier 03/13	(58.45)	BILLPAY
DEBIT	3/13/2025	Online Payment 24041086276 To Brodart Co 03/13	(101.71)	BILLPAY
DEBIT	3/13/2025	Online Payment 24041072903 To BLACKSTONE PUBLISHING 03/13	(27.96)	BILLPAY
DEBIT	3/13/2025	Online Payment 24041081311 To Brodart Co 03/13	(57.09)	BILLPAY



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

Attachment 20
4/15/25
March 01, 2025 through March 31, 2025

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

00005693 DRI 802 141 09325 NNNNNNNNNNN P 1 000000000 D2 0000

PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771

Chase Business Complete Checking® and Chase Business Savings account customers: We're increasing the rush fee for replacement debit and ATM cards to \$15.

Starting June 22, 2025, there will be a \$15 fee if you request express shipping on a replacement Chase debit or ATM card. Please know that you can still receive a replacement card at no cost through our regular mailing process.

Access your replacement card sooner by adding it to your digital wallet.

- When you add your card to your digital wallet, you'll typically be able to use your replacement card once it's issued.
- For more information on how to add your card to your digital wallet, visit chase.com/Digital-Payments.

If you have any questions, please call the number on this statement. We're here to help.

California privacy policy information for Chase business accounts

If you are a California resident, you may have rights under the California Consumer Privacy Act ("CCPA") if personal information was collected as part of your business account. Learn more by reviewing our CCPA Disclosure and Notice at Collection, available at chase.com/privacy or in the Chase Mobile®¹ app in the Security & Privacy Center. Please note that the CCPA does not apply to personal information collected subject to certain other laws, including the Gramm-Leach-Bliley Act and the Fair Credit Reporting Act. For example, the CCPA does not apply to personal information we collect when you obtain products or services primarily for personal, family or household use. If you have any questions, call the number on this statement.

¹ Chase Mobile® app is available for select mobile devices. Message and data rates may apply.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$16,136.48	\$79,127.67
Chase Business Premier Savings	[REDACTED]	1,997.59	1,997.62
Total		\$18,134.07	\$81,125.29
TOTAL ASSETS		\$18,134.07	\$81,125.29



NYLAF Monthly Statement

Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED APRIL 18TH IN OBSERVANCE OF GOOD FRIDAY

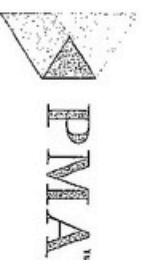
Attachment of
4/15/25

Activity Summary General Account

3/1/2025 - 3/31/2025

Investment Pool Summary	
Beginning Balance	MAX
Dividends	\$2,092,986.08
Purchases	\$7,204.70
Redemptions	\$0.00
Ending Balance	(\$150,000.00)
Average Monthly Rate	\$1,950,190.78
Share Price	4.222%
Total	\$1,000
Total Fixed Income	\$1,950,190.78
Account Total	\$0.00
	\$1,950,190.78

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

Please Note:
THE FUND WILL BE CLOSED APRIL 18TH IN OBSERVANCE OF GOOD FRIDAY

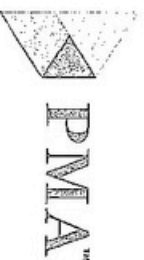
Port Jervis Free Library

Activity Summary [REDACTED] Harrison-Thune

3/1/2025 - 3/31/2025

Investment Pool Summary	MAX
Beginning Balance	\$7,856.09
Dividends	\$28.17
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,884.26
Average Monthly Rate	4.222%
Share Price	\$1.000
Total	\$7,884.26
Total Fixed Income	\$0.00
Account Total	\$7,884.26

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

Port Jervis Free Library Director's Report
April 15, 2025

Staffing Issues

1. Staffing Shortage
 - a. April – We are currently looking to fill a full-time and a part-time position. I am hopeful to have both positions filled before the end of the month.
2. Staff Day
 - a. April – I would like to host our next staff development day on Friday, May 23rd from 9am to 1pm. We will open the library to the public at 2pm.

Building Issues

1. Facilities Updates
 - a. March – The Circulator on the Boiler may need to be replaced before next fall. Replace valves on the radiators before next fall.
 - b. April – The roof leak issue has been resolved. I told Ralph to get quotes on the radiator fix. A list of other projects is being compiled by me and Ralph at the board's request.
2. Carpet
 - a. November – I have created a RFP and submitted it to the board for approval.
 - b. 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.
 - c. February – All quotes should be in before the end of the Monday.
 - d. March – All quotes are in for the board's review.
 - e. April – If there is no decision on the carpets, the next opportunity to do this will be in September at the earliest.
3. Property
 - a. April – 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.
 - b. April – I have given out the RFP. We have some quotes in, but I'm waiting for one company to finish their estimate. I am currently researching other requirements as suggested and will visit other libraries who are currently utilizing contracted security.

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. The Judith Bachman Law Firm PLLC has written the Contractor contract template for the library.
 - c. January – The policy manual is with FLEA. The FOIL policy and forms are finished.
 - d. February – Flea should have the policy manual done by the end of the month.
 - e. March/April – The policy manual is with the Greenwald Doherty law firm for final review.

2. Bylaws

- a. April – The revised bylaws have been submitted to the board. The board has submitted the bylaws to the Judith Bachman Law Firm PLLC for review.

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.
- c. March – The new website mockup is finished and ready for review. I'm having the staff review for functionality first then I'll send it to the board for a final review.
- d. April – The new website mockup has been submitted to the board for review.

Friends of the Library and Community Organizations – April 2025

1. No Friends updates at this time.
2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.
3. The Artful Gardeners group has given us the requested information for final review and approval.

Programs and Patron Report – January 2024

1. Connie will give the program report.

Grants and Funding

1. RCLS Grants – No update.

Program Statistics for March 2025

Attachment 3B
4/15/25

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	52	5 Sessions; all ages
Saturdays	Lego Free Build	21 kids + 13 adults	5 sessions; all ages
Wednesdays	Mixed Story Time	13 kids + 12 adults	2 Sessions; Ages 0-5 Stories, songs, interactive activities
Wednesdays	Toddler Story Time	23 kids + 22 adults	2 Sessions; Ages 0-3 Stories, songs, interactive activities for the very young
Wednesdays	Preschool Story Time	7 kids + 6 adults	2 Sessions; Ages 3-5 Stories, songs, interactive activities for preschool kids
Fridays	PreK Play Day	10 kids + 9 adults	4 Sessions; Open play time for toddlers & preschoolers
March 17	Children's Safe Stay	40 kids + 6 adults	An off-site visit for their Community Helpers unit. Provided an extended story time for kids ages 2-5.
Tuesdays	Stories and STEM	18	Students engaged in STEM activities related to Aesop's Fables. Ages 6-9, 4 sessions.
March 21	Me & My Person Make Puppets	7 kids + 6 adults	Puppet-making craft program for ages 3-7, intended to be done with a parent.
March 14	Pi Day Palooza	8 kids + 5 adults	9 different math-based activities for students in grades K-4
March 31	Kids Painting	5 kids + 3 adults	Children's painting program for ages 4-7.
March 24	Fidget Bubbles	15	Craft program for children ages 8-18.
March 20	Over the Rainbow	7 kids + 4 adults	An interactive movie experience featuring The Wizard of Oz. Open to all ages.
March 21	Homeschool Meetup	19 kids + 10 adults	Informal meeting with homeschooling families. Aimed at parents but children welcome.
March 3	Pop-In Party Games	4	Tweens & Teens program
March 6	Cookie Party	5	Tweens & Teens Oreo cookie tasting for Oreo Day.
March 7	Tween & Teen Painting	7	Tween & Teen painting program.
March 10	Free Read Book Club	0	Teen book discussion program.
Thursdays	Fiber Crafts	52	Adult program. 4 Sessions
Mondays	Scrap & Yap	12	Adult scrapbooking program. 4 Sessions.
Mondays	Asanas Yoga	38	Adult program. 5 Sessions
Tuesdays	Chair Yoga	70	4 Sessions
Fridays	Yin Yoga	42	4 Sessions
March 5	Art & Audiobooks	3	Adult program. Make a craft while listening to a short story.
March 13	Women's Book Discussion	5	Adult program
March 20	Write Now	0	Creative writing program for adults
March 19	Genealogy Workshop	4	Adult program
March 20	Bullet Journal Workshop	4	Adult program
March 12	Tea Tasting	7	Adult program
March 18	True Crimes Talk	2	Adult program
March 15	Saturday Fiber Crafts	10	Adult program
March 11	Stamped Clay Coasters	7	Adult craft program

Program Statistics for March 2025

March 13	Pi Day Pie Tasting	10	Adult pie tasting program.
March 27	Sip & Paint	13	Adult painting activity
Tuesday nights	AlAnon	No stats	Outside Group
Thursday afternoons	Majhong	No stats	Outside Group
March 27	Artful Gardeners	No stats	Outside Group

Artful Gardeners

Port Jervis, NY



Artful Gardeners

is a proud member of

National Garden Clubs, Inc.

Central Atlantic Region-State Garden Clubs, Inc.

Federated Garden Clubs of New York State, Inc.

Tenth District

email: artfulgardenerspi@gmail.com

www.artfulgardenersclub.wordpress.com

FEDERATED GARDEN CLUBS OF NEW YORK STATE, INC. – DISTRICT X
CIVIC BEAUTIFICATION AWARD APPLICATION 2025 – 2026

Award Name: Civic Beautification Award

Submitted by: Susan Trager

Name of Garden Club: Artful Gardeners

Number of Members in Club: 12

President of Club or Award Chair Name: Jane Madis & Sue Trager

Street Address of Garden Club or above: PO Box 120

City, State, Zip: Port Jervis, NY 12771

Phone Number: 917.584.8203

Email: artfulgardenerspj@gmail.com

Name of District Awards Chair: Ellie Loughlin

Mailing Address of Awards Chair: 99 Grandview Avenue

City, State, Zip: Nanuet, New York 10954-2527

Phone Number: 845-598-7651

Email: elloughlin23@gmail.com

Awards application instructions and information:

Deadline – March 15th

Please indicate if this is a new project or a modification of an ongoing project

Write a brief summary and explain the objectives of the project

Describe involvement of club members, other organizations, etc.

Project expenses and means of funding

Continued involvement, follow-up, maintenance

Include digital photos, and/or landscape plan (does not need to be professionally drawn)

Please limit your application to 3 pages (front only).

District X Beautification Grant Application

Submitted by Artful Gardeners

Project Location: Port Jervis Free Library (Carnegie Library), Port Jervis, NY

Proposed Budget: New Project

Approximate Cost: \$500

Donations include but not limited to:

Box store donations (Lowes/Home Depot) or a local
nursery of soil & compost for bed preparation

Cost Est: \$100

District X : Plant purchase

Cost Est: \$300

Artful Gardeners: Labor & Maintenance Misc

Cost Est: \$100

Project Description: (Summary & Objectives):

Artful Gardeners has taken care of seasonal plantings in front of the Port Jervis Free Library, Port Jervis, NY (Orange County) for many years. The small plots (2) are approximately 1 foot x 5 feet on either side of the main stairs & entrance to the library. (Fig. 1) The library and community are appreciative of our maintaining the small garden with seasonal annuals, Spring thru Fall. Artful Gardeners would like to enhance and expand the current footprint of the seasonal plots and create a small pollinator garden on either side of the main entrance. We met with the new library director, Curran Koehler, and he is enthusiastic about creating and expanding the current footprint into a pollinator garden in the front of the library.

The goal is to increase the current area - curving around the main corners of the building and expanding into the grassy (lawn) area. This would be accomplished by a slight increase of the current bed (Fig. 2) and interspersing perennial pollinator plants with additional seasonal pollinator annuals. In conjunction with the revamping of the library beds, Artful Gardeners would have a program on "How to start a Pollinator Garden" to be held at the Port Jervis Free Library in the Community Room in 2025.

It is our hope that the "lawn" space will be reduced as we continue to add pollinator friendly perennials over the next few years.

Challenges include:

- Some sections of lawn/grass would either be removed or smothered with soil & compost to give the new plants a good start and enhance the hard packed soil.
- The current beds would need amendments of soil & compost to support the new plants.
- Pollinator plants chosen, from a local native nursery, that are salt tolerant due to the building's location and the necessary winter salting and shoveling for access to the public building.
- The left side of the stairs receives more sun while the right side has more shade and is drier. The planning of the beds would require the correct plant for the site for success (ITEM 3)

Name of Project: Pollinator Patch

Photos: Proposed area

Fig 1

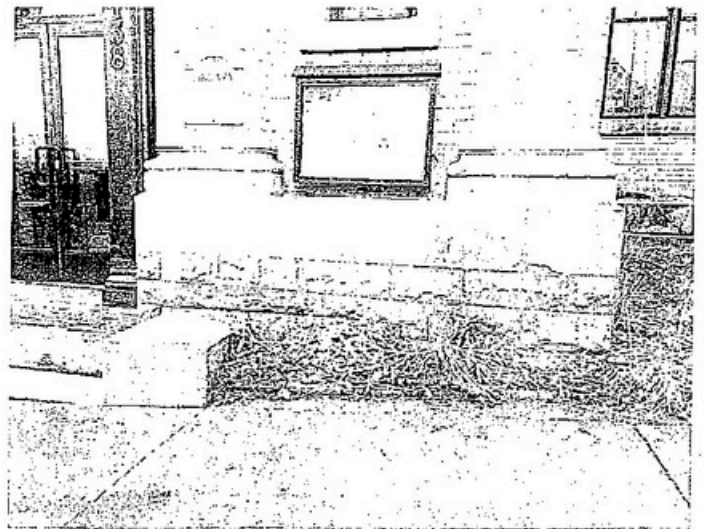
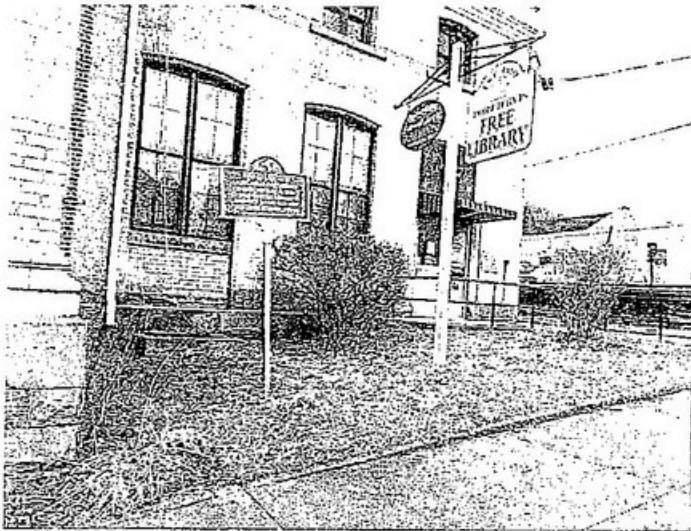
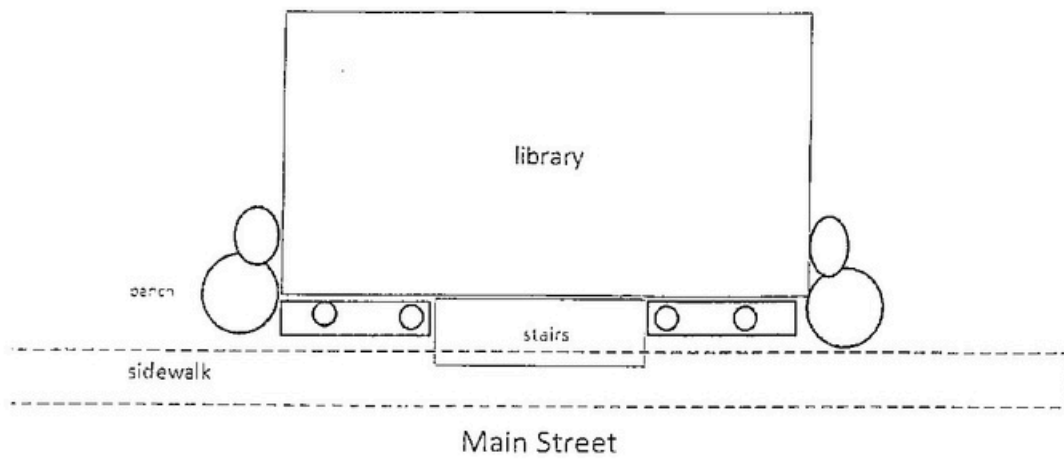


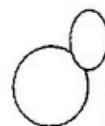
Fig 2



KEY



Existing beds



New podinator
beds

Names of other non-profit org advising with the club Port Jervis Free Library

Project contact person: Jane Madis & Sue Trager

Item 3:

Solidago Sempervirens (goldenrod): tolerates salt, dry conditions
blooms fall - yellow
full sun

Liatris (Blazing star): tolerates drought, med moisture
Blooms: July & August - purple
Full or partial sun

Wild Blue Phlox (Phlox divaricata)- April-June

Foamflower (Tiarella cordifolia)- shade, part sun, moisture
Blooms: April-June - white

Wild Geranium-(Geranium maculatum) - shade, part sun
Blooms: April-July - light purple

Annuals Sun

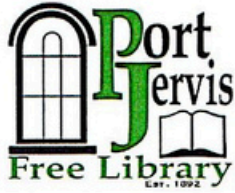
Cosmos (Cosmos bipinnatus)
Marigold (Tagetes)
Lantana (Lantana camara)
Cleome (Cleome spp.)

Annuals Shade

Begonia
Impatiens

Maintenance: The Port Jervis Free Library is Artful Gardeners monthly meeting place. We will continue to maintain this garden as well as providing programs to the public promoting NGC programs and policies of love of gardening, floral design and civic and environmental responsibility. The library is located on the main thoroughfare in Port Jervis.

Attachment 5
4/15/25



Policy Category: Board of Trustees
Policy Title: Public Comment at Board Meetings
For Consideration: 4/15/2025

Policy: While the New York Open Meetings Law does not require that the public be allowed to participate in meetings, the Port Jervis Free Library has, at this time, adopted a policy to set aside a limited period of time at each meeting designated for public comment consistent with the following:

- Members of the public who wish to speak (“Speakers”) at the meeting shall sign in (“Sign in”) prior to the start of the public comment period.
- The Board may hold one or more comment periods:
 - The first comment period shall be limited to items on the Board’s current agenda for such meeting; such agenda shall be posted at least 72 hours in advance of such meeting. Each Speaker shall have a maximum of five (5) minutes to speak after being recognized by the Chair.
 - Additional comment periods may be added after the first comment period, at the sole discretion of the Board, and comments may encompass either the current agenda or any issue of public concern regarding the Port Jervis Library.
 - Speakers who have completed the Sign in will be recognized by the Chair to speak during the designated comment period in the order in which they completed the Sign in.
 - Each Speaker shall have a maximum of five (5) minutes to speak after being recognized by the Chair to speak during the designated comment period.
- Speakers must keep to the time limit.
- Speakers may not “donate” their time to another Speaker.
- Speakers must direct their comments to the Board, or the Chair, and may not address individual Trustees, staff, members of the public, or otherwise.
- The Board may, in its discretion, change the order of business, and determine or change when the public comment periods may take place during the meeting.
- Neither Board members nor staff will engage in dialogue with a Speaker, other than they may thank each Speaker.
- The Chair, or designee, shall maintain order, a respectful environment, and an efficient process during public comment.

- The Chair, or designee, is empowered to interrupt and/or terminate any Speaker's time and/or have the Speaker removed, if the Speaker violates this policy, applicable law, or if the Speaker is, in the sole discretion of the Chair or designee, loud, obscene, disruptive, defamatory, attacking, inappropriate, uncivil, abusive, filibustering, badgering, or under the influence of alcohol or narcotics.
- Meeting minutes are a summary of the Board's discussion and actions. Speaker requests to attach written statements or other documents to the minutes will not be honored.
- If an individual has been invited by the Board in advance to speak at the meeting for purposes of a presentation or similar purpose, the Board may, in its sole discretion, allocate more time for such invited speaker to speak and/or make their presentation.