

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA

June 18, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- May 22, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approve results of Budget Vote and Trustee Election
- Authorize Port Jervis School District to collect property taxes
- Approve hourly rate of \$20 for election tellers
- Appoint Acting Director

VII. Old Business:

- Service Plan Zoom: last-4/25; next session: 6/27
- RFP for Bookkeeper/treasurer services

VIII New Business:

- Approve results of Budget Vote and Trustee Election
- Authorize Port Jervis School District to collect property taxes
- Approve hourly rate of \$20 for election tellers
- Appoint Acting Director

IX Executive Session- Personnel/Contractual: Director; Acting Director

X Adjournment: Next meeting- Reorganization meeting July 1st @ 10am
Next regular meeting July 16, 2024 @ 10am

Minutes of the Port Jervis Free Library Board of Trustees

May 22, 2024

10:00 a.m.

Attachment 1
6/18/24

Present: Dolores Cardoza, Carl Hendrick, Elizabeth Miller, Dick Roberts, Evelyn Rogers

Public: Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:01 a.m.

III Public Comment – none

IV Minutes (Attachment 1)

Liz made a motion, seconded by Dick, to approve the minutes of the April 16, 2024 meeting. Unanimously passed.

V Correspondence – none

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

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

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

➤ *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business

- A May 23 Zoom meeting on the Service Plan is scheduled but will be postponed to June 27.
- A follow-up FLEA management meeting was held on March 19. A follow-up meeting is pending.
- Absentee ballots will be mailed later today. The budget vote and trustee election will be held on Thursday, June 6 from Noon to 8 PM.

IX New Business (Attachment 4A-C)

- Public meeting on the budget will be held May 23 at 6:00 PM.
- *Dick made a motion, seconded by Liz, to approve the 2024-25 budget as discussed at the May 1, 2024 budget workshop meeting, with overall income/expenses of \$1,250,444, including \$1,184,556 to be raised through taxes. Unanimously approved.*
- *Dick made a motion, seconded by Dolores, to approve the Letter of Agreement between the Board of Cooperative Educational Services of Orange and Ulster Counties and the Port Jervis Free Library. Unanimously approved.* Carl signed the Letter of Agreement.
- Discussion of the RFP for bookkeeping services was tabled till the June meeting.
- *Dick made a motion, seconded by Dolores, to authorize the reimbursement in lieu of Library-sponsored health insurance to two employees for the year 2023.* The two employees submitted proof of insurance; one employee will be reimbursed for the full year at \$2,000 per the employee contract; the second employee was eligible for reimbursement as of October 17, 2023 and will receive a prorated reimbursement of \$416.67. *Unanimously passed.*

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, June 18, 2024 at 10:00 a.m.

XI Executive Session

Dick made a motion, seconded by Liz, to go into Executive Session at 10:13 a.m. to discuss personnel matters. Unanimously passed. Dick made a motion, seconded by Liz, to come out of Executive Session at 10:21 a.m. Unanimously passed. Evelyn was invited to participate in the Executive Session.

Dick made a motion, seconded by Liz, to hire Jerrell Reed as a per diem Library clerk at the per diem rate of pay. Reed's responsibilities will include the HUB. Unanimously passed.

Dolores made a motion, seconded by Dick, to approve the Transition Letter from the Director, dated May 20, 2024. Unanimously approved.

Dolores made a motion, seconded by Dick, to accept the resignation of the Director. Unanimously approved.
The Board accepted the resignation with regrets.

XII Adjournment – *Dick made a motion, seconded by Liz, to adjourn the meeting at 10:25 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

Request for Proposal (RFP): Bookkeeper/treasurer services

The Port Jervis Free Library invites you to submit a proposal for bookkeeping/treasurer services.

The successful candidate will be responsible for all phases of bookkeeping and cash management, including but not limited to all phases of payroll processing, vendor payments, banking, financial reporting, budget preparation and monitoring, governmental reporting, reporting to the Board of Trustees, interface with NYS civil service organizations, liaison with external accountants.

The position reports to the Board of Trustees of the Library.

Must have working knowledge of QuickBooks and Excel.

Compensation is commensurate with experience. The contract is reviewed on an annual basis.

Questions concerning this RFP should be directed to trustee@pjfl.org using the subject line:

RFP-bookkeeper/treasurer services by 5:00 PM on **July 12, 2024**.

Answers will be posted to the Library's website at PortJervisLibrary.org by ?

Documents must be posted in PDF format via email to trustee@pjfl.org by 5:00 PM on ?_____.

The Board of Trustees intends to award the contract by **July 16, 2024**, with the goal of full functionality by August 20, 2024.

All candidates will be informed of the decision by **July 19, 2024**.

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,630,329.49
1006 · CHASE CHECKING	85,241.07
1007 · Chase Savings	1,997.26
1008 · NYLAF - Harrison Thune	7,579.55
Total Checking/Savings	1,725,447.37
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	-799.42
Total Current Assets	1,724,647.95
TOTAL ASSETS	1,724,647.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,498.88
Total Accounts Payable	4,498.88
Other Current Liabilities	
Payroll Liabilities	
2232 · NYS Retirement Arrears	67.43
Total Payroll Liabilities	67.43
2200 · Federal Withholding Tax Paya...	142.43
2210 · Social Security Tax Payable	40.39
2212 · Medicare Withholding Tax Pa...	250.28
2220 · NYS Withholding Tax	-715.33
2230 · NYS Retirement	11,651.07
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	11,431.91
Total Current Liabilities	15,930.79
Total Liabilities	15,930.79
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,886.38
Net Income	386,840.01
Total Equity	1,708,717.16
TOTAL LIABILITIES & EQUITY	1,724,647.95

2:08 PM
06/11/24
Accrual Basis

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

Attachment 2B
6/18/24

	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	2,803.87	3,000.00	-196.13	93.5%
4001 · Fines	836.07	750.00	86.07	111.5%
4002 · NonResident Fees	1,125.00	600.00	525.00	187.5%
4003 · Copier Fees	10,852.49	9,338.00	1,514.49	116.2%
Total Charges for Services	15,617.43	13,688.00	1,929.43	114.1%
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
Miscellaneous				
4004 · Gifts	1,387.60	300.00	1,087.60	462.5%
4008 · Library Merchandise	55.00	0.00	55.00	100.0%
Total Miscellaneous	1,442.60	300.00	1,142.60	480.9%
Operating Grants				
4023 · Local Public Funds OLA	3,062.90	3,000.00	62.90	102.1%
4025 · State Aid LLSA	5,174.00	5,000.00	174.00	103.5%
4026 · RCLS Grnts & St. Aid thru R...	7,500.00	10,000.00	-2,500.00	75.0%
Total Operating Grants	15,736.90	18,000.00	-2,263.10	87.4%
Interest Income				
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
Total Income	1,254,341.49	1,310,579.00	-56,237.51	95.7%
Gross Profit	1,254,341.49	1,310,579.00	-56,237.51	95.7%
Expense				
Personal Services				
6002 · Salaries Director	61,895.26	67,000.00	-5,104.74	92.4%
6000 · Salaries Clerical FT	151,731.59	189,000.00	-37,268.41	80.3%
6001 · Salaries Clerical PT	191,582.50	263,800.00	-72,217.50	72.6%
6003 · Salaries Maintenance	48,771.03	52,525.00	-3,753.97	92.9%
Total Personal Services	453,980.38	572,325.00	-118,344.62	79.3%
Contractual				
6005 · Board Reporting	863.00	1,827.00	-964.00	47.2%
6030 · Books	19,904.44	25,000.00	-5,095.56	79.6%
6031 · Books Children	5,097.80	7,000.00	-1,902.20	72.8%
6032 · Book Friends	876.51	1,000.00	-123.49	87.7%
6035 · Periodicals	11,988.92	8,000.00	3,988.92	149.9%
6038 · Audio Adult	3,587.75	4,500.00	-912.25	79.7%
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	12,443.10	15,000.00	-2,556.90	83.0%
6050 · Library Supplies	3,990.17	8,500.00	-4,509.83	46.9%
6055 · Ins/Fire, Liab, Comp	22,407.39	26,500.00	-4,092.61	84.6%
6060 · Utilities Electricity	11,289.34	17,000.00	-5,710.66	66.4%
6061 · Utilities Gas	3,519.06	11,000.00	-7,480.94	32.0%
6062 · Utilities Water	1,174.26	2,200.00	-1,025.74	53.4%
6065 · Utilities Telephone/Internet	4,348.51	6,000.00	-1,651.49	72.5%
6070 · Building Janitorial Supp	6,185.30	6,000.00	185.30	103.1%
6071 · Building Maintenance	17,630.00	24,977.00	-7,347.00	70.6%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	5,391.75	6,000.00	-608.25	89.9%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	72,668.00	65,000.00	7,668.00	111.8%
6087 · HUB	11.94	45,000.00	-44,988.06	0.0%
6088 · Bookkeeping	55,687.50	60,750.00	-5,062.50	91.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	637.00	700.00	-63.00	91.0%

2:08 PM
06/11/24
Accrual Basis

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	735.16	2,000.00	-1,264.84	36.8%
6125 · Programs	5,936.47	5,000.00	936.47	118.7%
6126 · Programs Children	2,068.57	5,000.00	-2,931.43	41.4%
6133 · Library Election	320.00	1,200.00	-880.00	26.7%
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	2,725.00	2,000.00	725.00	136.3%
Total Contractual	274,249.75	451,304.00	-177,054.25	60.8%
Employee Benefits				
6010 · Employer Social Security	17,013.03	45,000.00	-27,986.97	37.8%
6015 · Employer Medicare	6,583.10	9,250.00	-2,666.90	71.2%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-381.51	4,500.00	-4,881.51	-8.5%
6085 · Civil Service	1,693.27	5,200.00	-3,506.73	32.6%
6131 · Benefits Health Ins	99,481.21	160,000.00	-60,518.79	62.2%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
Total Employee Benefits	169,803.78	286,950.00	-117,146.22	59.2%
6560 · Payroll Expenses	0.46			
Total Expense	898,034.37	1,310,579.00	-412,544.63	68.5%
Net Ordinary Income	356,307.12	0.00	356,307.12	100.0%
Net Income	356,307.12	0.00	356,307.12	100.0%

9:21 AM

05/22/24

Port Jervis Free Library Payroll Summary May 2024

Employee Wages, Taxes and Adjustments	Cassidy, Barbara M.		Cherry, Kalista M		Conklin, Mallory E		Conklin,...	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Hours
Gross Pay								
Salaries and Wages Director		0.00						0.00
Salaries and Wages FT		0.00						0.00
Salaries and Wages MTNC		0.00						0.00
Salaries and Wages PT	38.5	32.01	7	16.00	7	16.46	7	115.22
Total Gross Pay	38.5	1,232.39	7		7			115.22
Deductions from Gross Pay								
Health Insurance		0.00						0.00
Retirement		0.00						0.00
Total Deductions from Gross Pay		0.00						0.00
Adjusted Gross Pay	38.5	1,232.39	7		7			115.22
Taxes Withheld								
Federal Withholding		-138.00						0.00
Medicare Employee		-17.87						-1.67
Social Security Employee		-76.41						-7.15
NY - Withholding		-53.28						0.00
NY - Disability Employee		0.00						-0.58
Medicare Employee Addl Tax		0.00						0.00
Total Taxes Withheld		-285.56						-9.40
Net Pay	38.5	946.83	7		7			105.82
Employer Taxes and Contributions								
Medicare Company		17.87						1.67
Social Security Company		76.41						7.15
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		94.28						8.82

Attachment 20
6/18/24

Port Jervis Free Library Payroll Summary May 2024

	Conklin, Matthew J.		Fedoruk, Olga		Feeney, Kylie		Joergle-Gildea, Stacy	
	Rate	May 24	Hours	Rate	May 24	Hours	Rate	May 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	17.93	681.34	66	18.45	1,217.70	76	16.00	1,216.00
Total Gross Pay		681.34	66		1,217.70	76		1,216.00
Deductions from Gross Pay								
Health Insurance		0.00			0.00			0.00
Retirement		-20.44			0.00			0.00
Total Deductions from Gross Pay		-20.44			0.00			0.00
Adjusted Gross Pay		660.90	66		1,217.70	76		1,216.00
Taxes Withheld								
Federal Withholding		-20.00			-76.00			-10.00
Medicare Employee		-9.88			-17.65			-17.64
Social Security Employee		-42.24			-75.50			-75.40
NY - Withholding		-35.66			-26.11			-25.88
NY - Disability Employee		0.00			-2.40			0.00
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-107.78			-197.66			-128.92
Net Pay		553.12	66		1,020.04	76		1,087.08
Employer Taxes and Contributions								
Medicare Company		9.88			17.65			17.64
Social Security Company		42.24			75.50			75.40
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		52.12			93.15			93.04

Port Jervis Free Library

Payroll Summary

May 2024

	Joergle-...			Kallahan, Tammi			Kroger, Alberta J.			Marion, Antonia		
	May 24	Hours	Rate	May 24	Hours	Rate	May 24	Hours	Rate	May 24	Hours	Rate
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salaries and Wages Director	0.00			0.00			0.00			0.00		0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00		0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00		0.00
Salaries and Wages PT	2,131.04	60	16.00	960.00	62	30.51	1,891.62	53	20.27	1,074.31		
Total Gross Pay	2,131.04	60		960.00	62		1,891.62	53		1,074.31		
Deductions from Gross Pay												
Health Insurance	0.00			0.00			0.00			0.00		0.00
Retirement	0.00			0.00			-56.74			0.00		0.00
Total Deductions from Gross Pay	0.00			0.00			-56.74			0.00		0.00
Adjusted Gross Pay	2,131.04	60		960.00	62		1,834.88	53		1,074.31		
Taxes Withheld												
Federal Withholding	-182.00			0.00			-176.00			-5.00		-5.00
Medicare Employee	-30.90			-13.92			-27.43			-15.58		-15.58
Social Security Employee	-132.13			-59.52			-117.28			-66.60		-66.60
NY - Withholding	-73.20			-15.64			-72.92			-20.20		-20.20
NY - Disability Employee	0.00			0.00			-2.40			-2.40		-2.40
Medicare Employee Addtl Tax	0.00			0.00			0.00			0.00		0.00
Total Taxes Withheld	-418.23			-89.08			-396.03			-109.78		-109.78
Net Pay	1,712.81	60		870.92	62		1,438.85	53		964.53		964.53
Employer Taxes and Contributions												
Medicare Company	30.90			13.92			27.43			15.58		15.58
Social Security Company	132.13			59.52			117.28			66.60		66.60
NY - Disability Company	0.00			0.00			0.00			0.00		0.00
NY - Unemployment	0.00			0.00			0.00			0.00		0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00		0.00
Total Employer Taxes and Contributions	163.03			73.44			144.71			82.18		82.18

Port Jervis Free Library Payroll Summary May 2024

9:21 AM
05/22/24

	Northrup, Nancy		Penner, Darren		Penner, Sharon M.		Rogers,...	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director		0.00				0.00	140	
Salaries and Wages FT		0.00				0.00		
Salaries and Wages MTNC		0.00				0.00		
Salaries and Wages PT	34	16.00	28	33.27	4	31.64		
Total Gross Pay	34	544.00	28		4	126.56	140	
Deductions from Gross Pay								
Health Insurance		0.00				0.00		
Retirement		0.00				0.00		
Total Deductions from Gross Pay		0.00				0.00		
Adjusted Gross Pay	34	544.00	28		4	126.56	140	
Taxes Withheld								
Federal Withholding		0.00				-12.00		
Medicare Employee		-7.89				-1.83		
Social Security Employee		-33.73				-7.84		
NY - Withholding		-10.38				0.00		
NY - Disability Employee		0.00				0.00		
Medicare Employee Addl Tax		0.00				0.00		
Total Taxes Withheld		-52.00				-21.67		
Net Pay	34	492.00	28		4	104.89	140	
Employer Taxes and Contributions								
Medicare Company		7.89				1.83		
Social Security Company		33.73				7.84		
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		41.62				9.67		

Port Jervis Free Library Payroll Summary May 2024

	Rogers, Evelyn		Sauschuck, Taylor		Seger, Brigid K		Soberg, Julie	
	Rate	May 24	Hours	Rate	May 24	Hours	Rate	May 24
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director	36.78	5,149.20						
Salaries and Wages FT		0.00	140	21.15	2,961.00			0.00
Salaries and Wages MTNC		0.00			0.00			0.00
Salaries and Wages PT		0.00			0.00	36	16.00	576.00
Total Gross Pay		5,149.20	140		2,961.00	36		576.00
Deductions from Gross Pay								
Health Insurance		0.00			-289.14			0.00
Retirement		-231.72			-88.84			0.00
Total Deductions from Gross Pay		-231.72			-377.98			0.00
Adjusted Gross Pay		4,917.48	140		2,583.02	36		576.00
Taxes Withheld								
Federal Withholding		-284.00			-272.00			0.00
Medicare Employee		-74.67			-42.93			-8.35
Social Security Employee		-319.25			-183.58			-35.71
NY - Withholding		-224.14			-113.96			-3.98
NY - Disability Employee		-2.40			-2.40			0.00
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-904.46			-614.87			-48.04
Net Pay		4,013.02	140		1,968.15	36		527.96
Employer Taxes and Contributions								
Medicare Company		74.67			42.93			8.35
Social Security Company		319.25			183.58			35.71
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		393.92			226.51			44.06

Port Jervis Free Library Payroll Summary May 2024

	Soberg,...			Sommers, Diane M.			Thiele, Diane M			Tidd, Ralph		
	May 24	Hours	Rate	May 24	Hours	Rate	May 24	Hours	Rate	May 24	Hours	Rate
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salaries and Wages Director	0.00			0.00			0.00			0.00		
Salaries and Wages FT	0.00			0.00			0.00			0.00		
Salaries and Wages MTNC	0.00			0.00			0.00			0.00		
Salaries and Wages PT	1,172.00	40	16.90	676.00	74	19.22	1,422.28	160	25.25	4,040.00	160	25.25
Total Gross Pay	1,172.00	40		676.00	74		1,422.28	160		4,040.00	160	
Deductions from Gross Pay												
Health Insurance	0.00			0.00			0.00			-144.56		
Retirement	0.00			0.00			0.00			0.00		
Total Deductions from Gross Pay	0.00			0.00			0.00			-144.56		
Adjusted Gross Pay	1,172.00	40		676.00	74		1,422.28	160		3,895.44	160	
Taxes Withheld												
Federal Withholding	-5.00			-51.00			-97.00			-372.00		
Medicare Employee	-16.99			-9.80			-20.63			-58.58		
Social Security Employee	-72.66			-41.91			-88.18			-250.48		
NY - Withholding	-64.12			-14.27			-35.31			-173.96		
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	-158.77			-116.98			-243.52			-857.42		
Net Pay	1,013.23	40		559.02	74		1,178.76	160		3,038.02	160	
Employer Taxes and Contributions												
Medicare Company	16.99			9.80			20.63			58.58		
Social Security Company	72.66			41.91			88.18			250.48		
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	89.65			51.71			108.81			309.06		

Port Jervis Free Library Payroll Summary May 2024

	Tobey, Katelyn A		Treuting, Connie		Williams, Starr R.		TOTAL
	Hours	Rate	May 24	Hours	Rate	May 24	
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director							140.00
Salaries and Wages FT	140	17.74	2,483.60	140	36.18	5,065.20	560.00
Salaries and Wages MTNC			0.00			0.00	160.00
Salaries and Wages PT			0.00			0.00	772.75
Total Gross Pay	140		2,483.60	140		5,065.20	1,632.75
Deductions from Gross Pay							
Health Insurance			0.00			-336.70	0.00
Retirement			-74.50			0.00	-75.44
Total Deductions from Gross Pay			-74.50			-336.70	-75.44
Adjusted Gross Pay	140		2,409.10	140		4,728.50	2,438.96
Taxes Withheld							
Federal Withholding			-136.00			-632.00	-220.00
Medicare Employee			-36.01			-73.45	-36.45
Social Security Employee			-153.99			-314.04	-155.89
NY - Withholding			-84.28			-234.58	-90.14
NY - Disability Employee			0.00			-2.40	-2.40
Medicare Employee Addl Tax			0.00			0.00	0.00
Total Taxes Withheld			-410.28			-1,256.47	-504.88
Net Pay	140		1,998.82	140		3,472.03	1,934.08
Employer Taxes and Contributions							
Medicare Company			36.01			73.45	36.45
Social Security Company			153.99			314.04	155.89
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			190.00			387.49	192.34

Port Jervis Free Library Payroll Summary May 2024

9:21 AM
05/22/24

	TOTAL	
	Rate	May 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salaries and Wages Director	5,149.20	
Salaries and Wages FT	13,024.20	
Salaries and Wages MTNC	4,040.00	
Salaries and Wages PT	16,080.02	
Total Gross Pay	38,293.42	
Deductions from Gross Pay		
Health Insurance	-770.40	
Retirement	-547.58	
Total Deductions from Gross Pay	-1,318.08	
Adjusted Gross Pay	36,975.34	
Taxes Withheld		
Federal Withholding	-2,746.00	
Medicare Employee	-555.24	
Social Security Employee	-2,374.19	
NY - Withholding	-1,416.51	
NY - Disability Employee	-24.58	
Medicare Employee Addl Tax	0.00	
Total Taxes Withheld	-7,116.52	
Net Pay	29,858.82	
Employer Taxes and Contributions		
Medicare Company	555.24	
Social Security Company	2,374.19	
NY - Disability Company	0.00	
NY - Unemployment	0.00	
NY - MCTMT (Transit Tax)	0.00	
Total Employer Taxes and Contributions	2,929.43	

Port Jervis Free Library
Chase Checking Account Activity
May 11, 2024 - June 11, 2024

Details	Posting Date	Description	Amount	Type
CHECK	6/10/2024	CHECK 1117	(1,000.00)	CHECK_PAID
DEBIT	6/5/2024	SERVICE CHARGES FOR THE MONTH OF MAY	(31.00)	FEE_TRANSACTION
CHECK	6/5/2024	CHECK 1115	(850.00)	CHECK_PAID
DEBIT	6/5/2024	ORIG CO NAME:NYS DTF WT	(701.17)	ACH_DEBIT
DEBIT	6/5/2024	ORIG CO NAME:IRS	(4,265.02)	ACH_DEBIT
DEBIT	6/4/2024	Online Payment 20994169522 To Kanopy 06/04	(41.00)	BILLPAY
DEBIT	6/4/2024	Online Payment 20994169519 To Frontier 06/04	(57.94)	BILLPAY
DEBIT	6/4/2024	Online Payment 20994178901 To Time Warner Cable 06/04	(129.99)	BILLPAY
DEBIT	6/4/2024	Online Payment 20994169517 To CARDMEMBER SERVICE 06/04	(2,452.11)	BILLPAY
DEBIT	6/4/2024	Online Payment 20994169523 To ORANGE & ROCKLAND UTILITIES 06/04	(967.92)	BILLPAY
DEBIT	6/4/2024	Online Payment 20994169515 To Brodart Co 06/04	(78.51)	BILLPAY
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698028 to #####7051	(45.36)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691346 to #####7064	(168.76)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133698033 To MatthewConnelly (#####6231)	(168.77)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698029 to #####3260	(225.72)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133691355 To Nancy (#####4789)	(258.58)	ACH_PAYMENT
DEBIT	6/4/2024	Online ACH Payment 11133698034 To TAMMI (#####0438)	(279.96)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691343 to #####0649	(377.69)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133691351 To BrigidSeeger (#####1948)	(393.04)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691354 to #####1376	(422.08)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133691348 To Kylie (#####2433)	(492.02)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698027 to #####9748	(510.10)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133698031 To JulieSoberg (#####1730)	(523.54)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691353 to #####5734	(575.10)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691345 to #####1601	(652.52)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698030 to #####4522	(658.97)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698026 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691349 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691352 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133698032 To Katelyn (#####7795)	(999.41)	ACH_PAYMENT
DEBIT	6/4/2024	Basic Online Payroll Payment 11133691344 to #####7671	(1,528.98)	BASIC_PAYROLL
DEBIT	6/4/2024	Basic Online Payroll Payment 11133698025 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	6/4/2024	Online ACH Payment 11133691350 To Evelyn (#####9708)	(2,006.51)	ACH_PAYMENT
DSLIP	6/4/2024	DEPOSIT ID NUMBER 672738	47.50	DEPOSIT
DSLIP	6/4/2024	DEPOSIT ID NUMBER 672737	1,459.06	DEPOSIT
DEBIT	6/3/2024	Basic Online Payroll Payment 11133646298 to #####0031	(92.00)	BASIC_PAYROLL

Attachment 2D
6/18/24

DEBIT	6/3/2024	Basic Online Payroll Payment 11133640802 to #####3325	ORIG ID:9716322001	DESC DATE:240530	CO ENTRY DESCR:CONS COLL SEC:PPD	TRACE#:021000023	(174.70) BASIC_PAYROLL
DEBIT	6/3/2024	Basic Online Payroll Payment 11133646299 to #####2214	ORIG ID:0000756346	DESC DATE:240529	CO ENTRY DESCR:QuickBooksSEC:TEL	TRACE#:02100002308:	(174.70) BASIC_PAYROLL
DEBIT	6/3/2024	Basic Online Payroll Payment 11133646300 to #####7906					(174.70) BASIC_PAYROLL
DEBIT	6/3/2024	Basic Online Payroll Payment 11133640801 to #####9692					(174.70) BASIC_PAYROLL
DEBIT	6/3/2024	Online ACH Payment 11133646301 To SusanWade (#####0178)					(5,062.50) ACH_PAYMENT
DEBIT	5/30/2024	ORIG CO NAME:9102716322	ORIG ID:9716322001	DESC DATE:240530	CO ENTRY DESCR:CONS COLL SEC:PPD	TRACE#:021000023	(547.68) ACH_DEBIT
DEBIT	5/29/2024	ORIG CO NAME:INTUIT *	ORIG ID:0000756346	DESC DATE:240529	CO ENTRY DESCR:QuickBooksSEC:TEL	TRACE#:02100002308:	(1,533.39) ACH_DEBIT
DEBIT	5/28/2024	Online Payment 20911470467 To RCLS 05/28					(303.80) BILLPAY
DEBIT	5/28/2024	Online Payment 20908215450 To BLACKSTONE PUBLISHING 05/28					(74.38) BILLPAY
DEBIT	5/24/2024	ORIG CO NAME:NYS DTF WT	ORIG ID:S146013200	DESC DATE:	CO ENTRY DESCR:Tax PaymentSEC:CCD	TRACE#:091000012968:	(712.31) ACH_DEBIT
DEBIT	5/23/2024	ORIG CO NAME:IRS	ORIG ID:3387702000	DESC DATE:052324	CO ENTRY DESCR:USATAXPYMTSEC:CCD	TRACE#:06103601789:	(4,335.10) ACH_DEBIT
DEBIT	5/23/2024	Online Payment 20864940095 To RCLS 05/23					(1,475.00) BILLPAY
DEBIT	5/23/2024	Online Payment 208644466289 To Baker and Taylor 05/23					(106.50) BILLPAY
DEBIT	5/23/2024	Online Payment 208644494845 To Brodard Co 05/23					(59.16) BILLPAY
DEBIT	5/23/2024	Online Payment 208644494849 To Frontier 111182-4 05/23					(9.99) BILLPAY
DEBIT	5/23/2024	Online Payment 20864479002 To Brodard Co 05/23					(409.23) BILLPAY
DEBIT	5/23/2024	Online Payment 20864479000 To BLACKSTONE PUBLISHING 05/23					(35.99) BILLPAY
DEBIT	5/23/2024	Online Payment 208644448503 To BLACKSTONE PUBLISHING 05/23					(168.76) BILLPAY
DEBIT	5/23/2024	Online Payment 208644488876 To REGIONAL FOOD BANK OF NENY 05/23					(29.06) BILLPAY
DEBIT	5/23/2024	Online Payment 208644452718 To Brodard Co 05/23					(126.32) BILLPAY
DEBIT	5/23/2024	Online Payment 208644480135 To Brodard Co 05/23					(122.31) BILLPAY
DEBIT	5/23/2024	Online ACH Payment 11132654873 To GreenwaldDohertyLLP (#####5637)					(1,291.00) ACH_PAYMENT
CHECK	5/23/2024	CHECK 1116					(492.00) CHECK_PAID
DEBIT	5/22/2024	Online ACH Payment 11132525325 To Katelyn (#####7795)					(416.67) ACH_PAYMENT
DEBIT	5/22/2024	Basic Online Payroll Payment 11132525326 to #####4263					(2,000.00) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302464 To Kalista (#####6097)					(59.10) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132309679 to #####7051					(60.47) BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302457 to #####7064					(138.28) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302469 To MatthewConnelly (#####6231)					(138.28) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302451 to #####3260					(305.87) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302468 To BrighidSeeger (#####1948)					(350.64) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302454 to #####0649					(377.70) BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302455 to #####4522					(381.72) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132309681 To TAMMI (#####0438)					(435.46) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302456 to #####9748					(481.51) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302461 To JulieSoborg (#####1730)					(523.54) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302462 to #####1376					(542.44) BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302460 To Kylie (#####2433)					(543.54) ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302463 to #####5734					(552.76) BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302459 to #####1601					(719.42) BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302458 to #####0031					(856.40) BASIC_PAYROLL

DEBIT	5/21/2024	Basic Online Payroll Payment 11132302467 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302465 to #####0937	(984.08)	BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132302466 To Katelyn (_#####7795)	(999.40)	ACH_PAYMENT
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302453 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	5/21/2024	Basic Online Payroll Payment 11132302452 to #####2902	(1,736.01)	BASIC_PAYROLL
DEBIT	5/21/2024	Online ACH Payment 11132309680 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	5/13/2024	Basic Online Payroll Payment 11131509304 to #####0937	(136.07)	BASIC_PAYROLL
DEBIT	5/13/2024	Online Payment 20746108062 To RCLS 05/13	(2,515.00)	BILLPAY
DEBIT	5/13/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax PaymentSEC:CCD TRACE#:0910000015773:	(704.20)	ACH_DEBIT



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

Attachment 2E
6/18/24

May 01, 2024 through May 31, 2024

Primary Account

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

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PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771



000055130401000000024

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	00000052571152	\$40,271.65	\$75,460.58
Chase Business Premier Savings	0000003915721152	1,997.18	1,997.26
Total		\$42,268.83	\$77,457.84
TOTAL ASSETS		\$42,268.83	\$77,457.84

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number 00000052571152

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$40,271.65
Deposits and Additions	3	113,044.48
Checks Paid	1	-492.00
Electronic Withdrawals	92	-77,236.50
Fees	1	-127.05
Ending Balance	97	\$75,460.58

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.



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE
JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE
INDEPENDENCE DAY HOLIDAY

Activity Summary General Account

5/1/2024 - 5/31/2024

Investment Pool Summary		MAX
Beginning Balance	\$1,723,130.52	
Dividends	→ \$7,198.97	
Purchases	\$0.00	
Redemptions	→ (\$100,000.00)	
Ending Balance	\$1,630,329.49	
Average Monthly Rate	5.202%	
Share Price	\$1.000	
Total	\$1,630,329.49	
Total Fixed Income		\$0.00
Account Total		\$1,630,329.49

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
Jarett Felty
(717) 519-6006
jfelty@pmanetwork.com

Attachment 2F
6/18/24



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE
JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE
INDEPENDENCE DAY HOLIDAY

Activity Summary [REDACTED] Harrison-Thune

5/1/2024 - 5/31/2024

Investment Pool Summary		MAX
Beginning Balance		\$7,546.29
Dividends		\$33.26
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$7,579.55
Average Monthly Rate	5.202%	
Share Price		\$1.00
Total		\$7,579.55
Total Fixed Income		\$0.00
Account Total		\$7,579.55

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



Your PMA Representative
Jarett Felty
(717) 519-6006
jfelty@pmanetwork.com

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

Attachment 20
6/18/24

Director's Report

Port Jervis Free Library

June 10, 2024

By Evelyn Rogers

GED – The MOU has been sent to Lori Yakawiak of Orange-Ulster BOCES and everything is set on our end for the GED program to begin in September 2024.

Summer Reading Program – Connie and Starr have been planning activities for the summer reading program this summer, Nancy is assisting them.

Transition period – I am working with Connie this week and answering questions she has.

New Hire – Jerell has started in the Hub, he is also learning the circulation desk, he's had one session with Barb, so far. He's picked up the activities of the Hub quickly.

Laptops – The library has about 10-11 laptops that were used in the Hub before the pandemic, they are now not covered by RCLS and we are not using them. The staff have asked/discussed what to do with them. Stacy and Katelyn will be cleaning them up and removing any software that is on them. At the last staff meeting, one staff asked if a laptop can be given to DB the former employee? Another idea is there are several Veterans programs that give laptops to Veterans. This is a decision that does not need to be made right away.

Elections – Will discuss at Board Meeting.

Program Statistics for May 2024

Attachment 3B
4/18/24

Date	Topic	Attendance/ Participation	Notes
all month	JJ Lit Kits	On Pause	For Preschoolers
all month	J Lit Kits	On Pause	For grades K-6
Mondays	Maker Mondays	35	3 Sessions; all ages
Wednesdays	Mixed Story Time	33 kids + 22 adults	5 Session; Ages 0-5 Stories, songs, interactive activities
May 6	Cooking with Miss Connie: Fruit Dip	3	Hands-on cooking program for kids
May 10	Asian American & Pacific Islander Story Time	cancelled	Special story time to honor a AAPI Month; cancelled due to no registration
May 17	Music & Movement	6 kids + 4 adults	Preschool music program
May 17	Sensory Bottles	10	For grades 2 & older (including adults)
all month	YA Lit Kits	0	For grades 7 & up
May 14	TAG	0	Teen program
May 21	YA Book Discussion	0	Teen program
May 2	Broadway Bash	0	Teen program
May 9	Improv for Teens	cancelled	Teen program
May 23	Monologue Workshop	0	Teen program
May 16	Solo Role-Playing Games	4	Teen & adult program
Thursdays	Fiber Crafts (adult program)	52	Adult program. 4 Sessions
May 16	Women's Book Discussion	8	Adult program
All month	Adult Lit Kits	On Pause	For adults
May 15	Genealogy Workshop	7	Adult program
May 23	Bullet Journal Workshop	3	Adult program
May 22	Tea Tasting	8	Adult program
May 28	True Crimes Talk Tuesday	cancelled	Adult program
May 21	Write Now	2	Adult creative writing program.
May 9	Adult Coloring	0	Adults
May 7	Plant Swap	13	Adult program
May 20	Mini Moss Walls	7	Adult craft program
April 20	Saturday Movie	cancelled	All ages
May 10	HUB Q & A Resume Writing	0	Adult program.
Tuesday nights	AlAnon	No stats	Outside Group
Thursdays	Mahjong	No longer meets at the library	Outside Group
May 11	Defensive Driving	No stats	Outside Group
May 23	Artful Gardners	No stats	Outside Group

ELECTION TALLY

Port Jervis Free Library

June 6, 2024

	VOTE	
Teller	Proposition 1: Budget Vote	
	Yes	No
1		
2		
GRAND TOTALS	68	10

	CANDIDATE
Teller	Rogers
1	Roberts
2	
GRAND TOTALS	74

Write In Votes:

Diane Adams Urban
 Carl Hendricks
 Null
 Blank

signed:

Teller 1 _____

Teller 2 _____