#### PORT JERVIS FREE LIBRARY BOARD OF TRUSTEES AGENDA

July 16, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- June 18th & July 1, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

#### VI. Action Items

- Motion re unspent funds

#### VII. Old Business:

- Service Plan Zoom: last-4/25; next session: 9/26
- RFP for Bookkeeper/treasurer services

#### VIII New Business:

- -Copier
- Postage machine
- Unspent funds
- Director applications/interviws
- FLEA contract

IX Executive Session- Personnel/Contractual: Bookkeeper/treasurer Personnel: Director applications

X Adjournment: Next regular meeting August 20, 2024 @ 10 a.m.

Attachment 10 7/16/24

## Minutes of the Port Jervis Free Library Board of Trustees June 18, 2024 10:00 a.m.

<u>Present</u>: Dolores Carnoza, Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts, Evelyn Rogers Public: Anonymous, Antonia Marion, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:02 a.m.

#### **III Public Comment**

Antonia Marion expressed displeasure with the voting experience. Anonymous expressed displeasure with the fact that a security camera had been pointed at the balloting booth site. Carl stated that the balloting booth was moved as soon as it was brought to Staff's attention. Both issues will be taken under advisement at the time of the next election.

#### IV Minutes (Attachment 1)

Dick made a motion, seconded by Liz, to approve the minutes of the May 22, 2024 meeting, as corrected. Unanimously passed (Valerie abstained).

#### V Correspondence - none

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

Liz made a motion, seconded by Dolores, 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 Valerie, to approve the Director's Report as submitted. Unanimously passed.

#### VIII Old Business (Attachment 4)

- The next Zoom meeting on the Service Plan is scheduled for June 27.
- Valerie made a motion, seconded by Dolores, to approve the posting of the agreed upon RFP for bookkeeping/treasurer services. Unanimously passed. Evelyn will post the information to the Library website. Susan will arrange to have the posting included in the Times Herald-Record for one week.
- Dick made a motion, seconded by Valerie, to continue Susan Wade in the role as treasurer/bookkeeper until the conclusion of the search for such services. Unanimously passed.
- > There has been no response from potential candidates for Summer Reading Program positions. Evelyn will reach out by phone to those previously contacted and will post the information to the website. Aedan Roche will return for the summer program at a per diem rate.

#### IX New Business (Attachment 5)

- Liz made a motion, seconded by Valerie, to certify the election results as follows: Proposition 1 (the budget) 68 yes, 10 no; for trustee Richard Roberts 74 votes, with the following write-in votes, Diane Adams Urban, Carl Hendricks, Null, and Blank. Unanimously passed.
- Dick made a motion, seconded by Dolores, to approve remuneration for the June 6, 2024 election workers at \$20.00 per hour. Unanimously passed.

- Dick made a motion, seconded by Liz, that "the Port Jervis Free Library hereby passes a resolution directing the Port Jervis School District to collect the Real Property Tax amount of \$1,184,556 from taxpayers of the Port Jervis School District on behalf of the Port Jervis Free Library." Unanimously passed.
- Valerie made a motion, seconded by Dolores, to retain Nugent and Haeussler PC to perform a financial audit and prepare the NYS Annual Financial Report for the fiscal year ended June 30, 2024, at a cost of \$9,750. Unanimously passed. Susan will make the arrangements with Justin Wood. This schedule is in keeping with a prior decision to engage a financial audit every other year.

#### X Next Meeting

- > A special meeting will take place on Friday, June 21, 2024 at 12:30 PM.
- > A reorganization meeting will take place on Monday, July 1,2024 at 10:00 a.m.
- > The next regularly scheduled meeting will take place Tuesday, July 16, 2024 at 10:00 a.m.

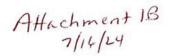
#### XI Executive Session

Dick made a motion, seconded by Valerie, to go into Executive Session at 10:21 a.m. to discuss personnel/contractual matters. Unanimously passed. Valerie made a motion, seconded by Dick, to come out of Executive Session at 10:29 a.m. Unanimously passed. Evelyn and Connie were invited to participate in the Executive Session.

 $\underline{\text{XII Adjournment}} - \textit{Dick made a motion, seconded by Valerie, to adjourn the meeting at 10:30 a.m.}\\ \textit{Unanimously passed.}$ 

Respectfully Submitted,

Susan Wade, Board Secretary



#### Minutes of the Port Jervis Free Library Board of Trustees July 1, 2024-Reorganization meeting 10:00 AM

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

Public: Connie Treuting, Susan Wade

#### I Call to Order/Pledge of Allegiance

The meeting was called to order at 10:01 a.m. with the pledge of allegiance.

#### II Swearing in

Carl administered the Oath of Office to Richard K. Roberts - Trustee.

#### **III Reorganization**

- Dick made a motion, seconded by Dolores, to reappoint Carl Hendrick as Chairman/President. Unanimously passed.
- Carl made a motion, seconded by Valerie, to reappoint Dick Roberts as Vice President. Unanimously passed.
- Carl made a motion, seconded by Dick, to reappoint Liz Miller as Financial Officer. Unanimously passed.
- Carl made a motion, seconded by Dick, to reappoint Dolores Carnosa as Secretary. Unanimously passed.

#### IV Old Business - none

#### **V** New Business

> Dick made a motion, seconded by Dolores, the hire Barbara Leimer to work with the Summer Reading Program at a Per Diem rate. Unanimously passed.

#### VI Executive Session- none

#### VII Next Meeting

The next regularly scheduled meeting will be July 16, 2024 at 10:00 a.m.

#### VIII Adjournment

Dick made a motion, seconded by Liz, to adjourn at 10:05 a.m. Unanimously passed.

Respectfully Submitted,

Susan Wade Board Secretary

#### 12:56 PM 07/10/24 Accrual Basis

#### Port Jervis Free Library Balance Sheet

As of June 30, 2024

	Jun 30, 24
ASSETS Current Assets Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,537,202.28
1006 · CHASE CHECKING	74,239.20
1007 · Chase Savings	1,997.34
1008 · NYLAF - Harrison Thune	7,612.22
Total Checking/Savings	1,621,351.04
Other Current Assets Payroll Asset	-799.42
<b>Total Other Current Assets</b>	-799.42
<b>Total Current Assets</b>	1,620,551.62
TOTAL ASSETS	1,620,551.62
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	5,407.10
Total Accounts Payable	5,407.10
Other Current Liabilities 2200 · Federal Withholding Tax Paya 2210 · Social Security Tax Payable 2212 · Medicare Withholding Tax Pay 2220 · NYS Withholding Tax 2230 · NYS Retirement 2231 · NYS Retirement Loans 2233 · Deferred comp withheld	-1,501.04 734.39 412.56 -473.29 10,951.84 -4.82 0.46
Total Other Current Liabilities	10,120.10
Total Current Liabilities	15,527.20
Total Liabilities	15,527.20
Equity Fund Balance - Assigned Fund Balance - Restricted Fund Balance - Unassigned 3900 · Retained Earnings Net Income	73,155.00 7,250.00 475,585.77 765,886.38 283,147.27
Total Equity	1,605,024.42
TOTAL LIABILITIES & EQUITY	1,620,551.62

1:10 PM 07/10/24 Accrual Basis

#### Port Jervis Free Library Profit & Loss Budget vs. Actual

Attachment 2B

July 2023 through June 2024

Interest Income		Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget	
Real Property Taxes						
PLOT Charges for Services 4000 - Book Sales 3,380.97 4001 - Fines 4002 - NonResident Fees 1,200.00 4002 - NonResident Fees 1,200.00 4002 - NonResident Fees 1,200.00 4003 - Coppier Fees 1,200.00 4003 - Coppier Fees 1,200.00 4005 - Services 18,293.33 13,688.00 4,595.33 133.67 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 4,595.33 13,688.00 1,100.00 1,101,5		1 142 830 88	1 1/3 257 00	-417 12	10	0.0%
Charges for Services						
4000 - Book Sales   3,380.97   750.00   380.97   112.7%   4001 - NonResident Fees   1,200.00   600.00   600.00   200.0%   4002 - NonResident Fees   1,200.00   600.00   600.00   200.0%   4003 - Copier Fees   1,200.00   600.00   600.00   200.0%   4003 - Copier Fees   1,2794.29   9,338.00   3,456.28   137.6%   4,956.33   133.68   4,956.33   133.68   4,956.33   4		1,400.00	1,000.00	01.02	-	
M001 - Fines		3 380 97	3 000 00	380.97	112.7%	
4002 - NonResident Fees		•			121.1%	
Total Charges for Services 12,794.29 9,338.00 3,456.29 137.0%  Total Charges for Services 18,283.33 13,688.00 4,595.33 133.67  Miscollaneous 2,850.00 13,000.00 -10,150.00 21,97  Miscollaneous 70.00 0.00 70.00 100.0%  Total Miscollaneous 1,594.91 300.00 1,224.91 508.3%  4004 -Giffs 1,524.91 300.00 1,224.91 508.3%  Total Miscollaneous 1,594.91 300.00 1,234.91 531.67  Operating Grarts 3,082.90 3,000.00 62.90 100.0%  4023 -Local Public Funds OLA 3,082.90 3,000.00 62.90 100.5%  4023 -Local Public Funds OLA 5,740.00 5,000.00 174.00 100.5%  4024 - RCLS Grits & 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 81,291.54 16,000.00 65,291.54 508.11  August of Fund Balance 0.00 104,834.00 65,291.54 508.11  August of Fund Balance 1,264,065.24 1,310,579.00 46,513.76 96.57  Gross Profit 1,264,065.24 1,310,579.00 46,513.76 96.57  Expense Personal Services Personal Services Personal Services (2012 Salaries Director 71,880.76 67,000.00 4,860.76 107.3%  6001 - Salaries Director 71,880.76 67,000.00 4,860.76 70.7%  6003 - Salaries Maintenance 52,811.03 52,525.00 286.03 100.5%  Total Personal Services 498,384.58 572,325.00 -73,970.42 87.17  Contractual 1,510.00 1,827.00 317.00 8.65  6039 - Hooke Friends 1,510.00 1,827.00 3,373.20 85.5%  6039 - Booke Friends 1,210.92 8,000.00 4,188.92 151.4%  6039 - Video Adult 0.00 1,800.00 -1,313.97 81.2%  6039 - Hooke Grant Reporting 1,510.00 1,827.00 3,373.20 85.5%  6039 - Booke Grant Reporting 1,510.00 1,827.00 3,373.20 85.5%  6039 - Hooke Grant Reporting 1,510.00 1,827.00 3,373.20 85.5%  6039 - Hooke Grant Reporting 1,510.00 1,327.00 3,373.20 85.5%  6039 - Hooke Grant Reporting 1,510.00 1,327.00 3,373.20 85.5%  6039 - Hooke Grant Reporting 1,510.00 1,500.00 4,000.00 3,373.20 85.5%  6039 - Hooke Grant Reporting 1,510.00 1,500.00 4,50					200.0%	
Aug.					137.0%	
Miscellaneous   4004 - Gifts	Total Charges for Services	18,283.33	13,688.00	4,595.33	13	3.6%
4004 - Gifts         1,524,91         300,00         1,224,91         508,33%           Total Miscellaneous         1,694,91         300,00         1,294,91         531,61           Operating Grants         4035 - 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 Grants & St. Aid thru R         7,500,00         10,000,00         -2,260,00         75,0%           Total Operating Grants         15,736,90         18,000,00         -2,263,10         87,4%           Interest Income         81,291,54         16,000,00         65,291,54         508,1%           4600 - Use of Fund Balance         0.00         104,834,00         -46,513,76         96,57           Gross Profit         1,264,065,24         1,310,579,00         -46,513,76         96,57           Expense         Personal Services         6002 - Salaries Director         71,560,76         67,000,00         4,860,76         107,3%           6002 - Salaries Director         71,560,76         67,000,00         -25,510,51         86,5%           6003 - Salaries Maintenance         52,2511,03         52,525,00         -25,500,00         73,770,42		2,850.00	13,000.00	-10,150.00	2	1.9%
Total Miscellaneous		4.504.04	200.00	4 224 04	E00 30/	
Operating Grants						
Operating Grants		1,594.91	300.00	1,294.91	53	1.6%
March   Marc		8 <b>4</b> 23 22 22 22				
4025 - State Aid LLSA		3 062 90	3.000.00	62.90	102.1%	
Total Operating Grants		•				
Interest Income						
Total Income	Total Operating Grants	15,736.90	18,000.00	-2,263.10	. 8	7.4%
Total Income		94 204 54	46 000 00	6E 201 E4	50	8 1%
Expense						0.0%
Expense	Total Income	1,264,065.24	1,310,579.00	-46,513.76	9	6.5%
Personal Services   6002 - Salaries Director   71,860.76   67,000.00   4,860.76   107.3%   6000 - Salaries Clerical FT   163,489.49   189,000.00   -25,510.51   86.5%   6001 - Salaries Clerical PT   210,193.30   263,800.00   -53,606.70   79.7%   6003 - Salaries Maintenance   52,811.03   52,525.00   286.03   100.5%   70.0%	Gross Profit	1,264,065.24	1,310,579.00	-46,513.76	9	6.5%
Personal Services   6002 - Salaries Director   71,860.76   67,000.00   4,860.76   107.3%   6000 - Salaries Clerical FT   163,489.49   189,000.00   -25,510.51   86.5%   6001 - Salaries Clerical PT   210,193.30   263,800.00   -53,606.70   79.7%   6003 - Salaries Maintenance   52,811.03   52,525.00   286.03   100.5%   70.0%	Expense					
6002 - Salaries Director         71,860.76         67,000.00         4,860.76         107.3%           6000 - Salaries Clerical FT         163,489.49         189,000.00         -25,510.51         86.5%           6001 - Salaries Clerical PT         210,193.30         23,800.00         -53,606.70         79.7%           6003 - Salaries Maintenance         52,811.03         52,525.00         286.03         100.5%           Total Personal Services         498,354.58         572,325.00         -73,970.42         87.1°           Contractual           6005 - Board Reporting         1,510.00         1,827.00         -317.00         82.6%           6030 - Books         21,621.80         25,000.00         -3,378.20         86.5%           6031 - Books Children         5,686.03         7,000.00         -1,313.97         81.2%           6032 - Book Friends         876.51         1,000.00         -1,234.99         87.7%           6035 - Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6035 - Periodicals         12,108.92         8,000.00         4,850.00         -8.30         98.8%           6035 - Veriodicals         12,108.92         8,000.00         4,500.00         -8.30         98.8% <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
6001 · Salaries Clerical PT         210,193.30         263,800.00         -53,606.70         79.7%           6003 · Salaries Maintenance         52,811.03         52,525.00         286.03         100.5%           Total Personal Services         498,354.58         572,325.00         -73,970.42         87.1°           Contractual           6005 · Board Reporting         1,510.00         1,827.00         -317.00         82.6%           6030 · Books         21,621.80         25,000.00         -3,378.20         86.5%           6031 · Books Children         5,686.03         7,000.00         -123.49         87.7%           6032 · Book Friends         876.51         1,000.00         -123.49         87.7%           6038 · Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6038 · Audio Adult         4,491.70         4,500.00         -8.30         99.8%           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         -5,700.00         0.0%           6055 · Library Supplies         4,680.62		71,860.76	67,000.00	4,860.76	107.3%	
6003 - Salaries Maintenance         52,811.03         52,525.00         286.03         100.5%           Total Personal Services         498,354.58         572,325.00         -73,970.42         87.11           Contractual         6005 - Board Reporting         1,510.00         1,827.00         -317.00         82.6%           6030 - Books         21,621.80         25,000.00         -3,378.20         86.5%           6031 - Books Children         5,686.03         7,000.00         -1,313.97         81.2%           6032 - Book Friends         876.51         1,000.00         -123.49         87.7%           6035 - Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6038 - Audio Adult         4,491.70         4,500.00         -8.30         99.8%           6039 - Video Adult         0.00         4,650.00         -4,650.00         0.0%           6041 - ANSER         0.00         50,000.00         -50,000.00         0.0%           6045 - Computer Eqpt/Software         14,645.67         15,000.00         -354.33         97.6%           6055 - Ins/Fire, Liab, Comp         22,407.39         26,500.00         -4,992.61         84.6%           6061 - Utilities Gas         3,519.06         11,000.00         <	6000 · Salaries Clerical FT	163,489.49	189,000.00	-25,510.51	86.5%	
Total Personal Services 498,354.58 572,325.00 -73,970.42 87.1°  Contractual 6005 · Board Reporting 1,510.00 1,827.00 -317.00 82.6% 6030 · Books 21,621.80 25,000.00 -3,378.20 86.5% 6031 · Books Children 5,686.03 7,000.00 -1,313.97 81.2% 6032 · Book Friends 876.51 1,000.00 -123.49 87.7% 6035 · Periodicals 12,108.92 8,000.00 4,108.92 151.4% 6038 · Audio Adult 4,491.70 4,500.00 -8.30 99.8% 6039 · Video Adult 0.00 4,650.00 -4,650.00 0.0% 6040 · Video Children 0.00 1,500.00 -15,000.00 0.0% 6041 · ANSER 0.00 50,000.00 -50,000.00 0.0% 6045 · Computer Eqpt/Software 14,645.67 15,000.00 -354.93 97.6% 6050 · Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 6055 · Ins/Fire, Liab, Comp 22,407.39 26,500.00 -4,092.61 84.6% 6061 · Utilities Electricity 11,289.34 17,000.00 -5,710.65 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 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -29,650.00 0.0% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -1,265.74 53.4% 6081 · Microfilm 630.00 750.00 -120.00 80.8% 6087 · HUB 11.94 45,000.00 -4,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 -0.00 6090 · Advertising 0.00 500.00 -500.00 0.00	6001 · Salaries Clerical PT	210,193.30	263,800.00	-53,606.70	79.7%	
Contractual 6005 · Board Reporting 1,510.00 1,827.00 -317.00 82.6% 6030 · Books 21,621.80 25,000.00 -3,378.20 86.5% 6031 · Books Children 5,686.03 7,000.00 -1,313.97 81.2% 6032 · Book Friends 876.51 1,000.00 -123.49 87.7% 6035 · Periodicals 12,108.92 8,000.00 4,108.92 151.4% 6038 · Audio Adult 4,491.70 4,500.00 -8.30 99.8% 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 14,645.67 15,000.00 -3,54.33 97.6% 6050 · Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 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 -7,480.94 32.0% 6062 · Utilities Gas 3,519.06 11,000.00 -7,480.94 32.0% 6065 · Utilities Telephone/Internet 4,882.63 6,000.00 -7,480.94 32.0% 6065 · Utilities Telephone/Internet 4,882.63 6,000.00 -1,117.37 81.4% 6065 · Utilities Telephone/Internet 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -1,117.37 81.4% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -120.00 0.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 -500.00 0.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%	6003 · Salaries Maintenance	52,811.03	52,525.00	286.03	100.5%	
6005 · Board Reporting         1,510.00         1,827.00         -317.00         82.6%           6030 · Books         21,621.80         25,000.00         -3,378.20         86.5%           6031 · Books Children         5,686.03         7,000.00         -1,313.97         81.2%           6032 · Book Friends         876.51         1,000.00         -123.49         87.7%           6035 · Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6038 · Audio Adult         4,491.70         4,500.00         -8.30         99.8%           6039 · Video Adult         0.00         4,650.00         -4,650.00         0.0%           6040 · Video Children         0.00         50,000.00         -1,500.00         0.0%           6041 · ANSER         0.00         50,000.00         -50,000.00         0.0%           6045 · Computer Eqpt/Software         14,645.67         15,000.00         -354.33         97.6%           6050 · Library Supplies         4,680.62         8,500.00         -3,819.38         55.1%           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%	Total Personal Services	498,354.58	572,325.00	-73,970.42	8	37.1%
6030 - Books	Contractual					
6030 · Books         21,621.80         25,000.00         -3,378.20         86.5%           6031 · Books Children         5,686.03         7,000.00         -1,313.97         81.2%           6032 · Book Friends         876.51         1,000.00         -123.49         87.7%           6035 · Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6038 · Audio Adult         4,491.70         4,500.00         -8.30         99.8%           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         14,645.67         15,000.00         -354.33         97.6%           6050 · Library Supplies         4,680.62         8,500.00         -3,819.38         55.1%           6055 · Ins/Fire, Liab, Comp         22,407.39         26,500.00         -4,092.61         84.6%           6061 · Utilities Electricity         11,289.34         17,000.00         -5,710.66         66.4%           6061 · Utilities Water         1,174.26         2,200.00         -1,025.74         53.4	6005 · Board Reporting	1,510.00	1,827.00	-317.00	82.6%	
6032 - Book Friends 876.51 1,000.00 -123.49 87.7% 6035 - Periodicals 12,108.92 8,000.00 4,108.92 151.4% 6038 - Audio Adult 4,491.70 4,500.00 -8.30 99.8% 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 -50,000.00 0.0% 6045 - Computer Eqpt/Software 14,645.67 15,000.00 -354.33 97.6% 6055 - Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 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 Telephone/Internet 4,882.63 6,000.00 -1,1025.74 53.4% 6070 - Building Janitorial Supp 6,600.30 6,000.00 -1,117.37 81.4% 6070 - Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6071 - Building Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 - Microfilm 630.00 750.00 14,984.00 123.1% 6086 - Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6086 - Professional Services 79,984.00 65,000.00 -44,988.06 0.0% 6090 - Advertising 0.00 500.00 500.00 -500.00 0.0% 6090 - Advertising 0.00 500.00 500.00 -500.00 0.0% 6090 - Advertising 0.00 500.00 500.00 -500.00 0.0% 6090 - Advertising 0.00 500.00 500.00 500.00 0.0%		21,621.80	25,000.00	-3,378.20		
6035 · Periodicals         12,108.92         8,000.00         4,108.92         151.4%           6038 · Audio Adult         4,491.70         4,500.00         -8.30         99.8%           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         14,645.67         15,000.00         -354.33         97.6%           6055 · Ins/Fire, Liab, Comp         22,407.39         26,500.00         -3,819.38         55.1%           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 Water         1,174.26         2,200.00         -1,025.74         53.4%           6065 · Utilities Telephone/Internet         4,882.63         6,000.00         -1,117.37         81.4%           6070 · Building Janitorial Supp         6,600.30         6,000.00         600.30         110.0%           6071 · Building Maintenance         20,180.00         24,977.00	6031 · Books Children	5,686.03	7,000.00	-1,313.97		
6038 · Audio Adult	6032 · Book Friends	876.51	1,000.00			
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 14,645.67 15,000.00 -354.33 97.6% 6050 · Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 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 Telephone/Internet 4,882.63 6,000.00 -1,025.74 53.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -4,797.00 80.8% 6071 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6090 · Advertising 0.00 500.00 -500.00 0.0% 600.00 0.0% 60090 · Advertising 0.00 500.00 -500.00 0.0% 600.00 0.0% 60090 · Advertising 0.00 500.00 -500.00 0.0%	6035 · Periodicals	12,108.92	8,000.00			
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 14,645.67 15,000.00 -354.33 97.6% 6050 · Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 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 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -1,117.37 81.4% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6090 · Advertising 0.00 500.00 500.00 10.0% 6090 · Advertising 0.00 500.00 500.00 1.00% 600.00 0.0% 6090 · Advertising 0.00 500.00 500.00 0.0%	6038 · Audio Adult	4,491.70	4,500.00			
6041 · ANSER	6039 · Video Adult	0.00	4,650.00			
6045 · Computer Eqpt/Software 14,645.67 15,000.00 -354.33 97.6% 6050 · Library Supplies 4,680.62 8,500.00 -3,819.38 55.1% 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 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 -1,117.37 81.4% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%	6040 · Video Children	0.00	1,500.00	-1,500.00		
6050 · Library Supplies	6041 · ANSER	0.00	50,000.00	-50,000.00		
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 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 600.30 110.0% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6090 · Advertising 0.00 500.00 500.00 -500.00 0.0%	6045 · Computer Eqpt/Software	14,645.67	15,000.00			
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         4,882.63         6,000.00         -1,117.37         81.4%           6070 · Building Janitorial Supp         6,600.30         6,000.00         600.30         110.0%           6071 · Building Maintenance         20,180.00         24,977.00         -4,797.00         80.8%           6072 · Building Improvements         0.00         29,650.00         -29,650.00         0.0%           6075 · Copier Maintenance         6,127.63         6,000.00         127.63         102.1%           6081 · Microfilm         630.00         750.00         -120.00         84.0%           6086 · Professional Services         79,984.00         65,000.00         14,984.00         123.1%           6088 · Bookkeeping         60,750.00         60,750.00         0.00         -500.00         0.0%           6090 · Advertising	6050 · Library Supplies	4,680.62	8,500.00	-3,819.38		
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 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 600.30 110.0% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 0.00 100.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%		22,407.39	26,500.00	-4,092.61		
6062 · Utilities Water 1,174.26 2,200.00 -1,025.74 53.4% 6065 · Utilities Telephone/Internet 4,882.63 6,000.00 -1,117.37 81.4% 6070 · Building Janitorial Supp 6,600.30 6,000.00 600.30 110.0% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 0.00 100.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%	6060 · Utilities Electricity	11,289.34	17,000.00	-5,710.66		
6065 · Utilities Telephone/Internet	6061 · Utilities Gas	3,519.06	11,000.00	-7,480.94		
6070 · Building Janitorial Supp 6,600.30 6,000.00 600.30 110.0% 6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 44,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 0.00 100.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%	6062 · Utilities Water	1,174.26	2,200.00	-1,025.74		
6071 · Building Maintenance 20,180.00 24,977.00 -4,797.00 80.8% 6072 · Building Improvements 0.00 29,650.00 -29,650.00 0.0% 6075 · Copier Maintenance 6,127.63 6,000.00 127.63 102.1% 6081 · Microfilm 630.00 750.00 -120.00 84.0% 6086 · Professional Services 79,984.00 65,000.00 14,984.00 123.1% 6087 · HUB 11.94 45,000.00 -44,988.06 0.0% 6088 · Bookkeeping 60,750.00 60,750.00 0.00 100.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%	6065 · Utilities Telephone/Internet	4,882.63	6,000.00	-1,117.37		
6071 · Building Maintenance       20,180.00       24,977.00       -4,797.00       80.8%         6072 · Building Improvements       0.00       29,650.00       -29,650.00       0.0%         6075 · Copier Maintenance       6,127.63       6,000.00       127.63       102.1%         6081 · Microfilm       630.00       750.00       -120.00       84.0%         6086 · Professional Services       79,984.00       65,000.00       14,984.00       123.1%         6087 · HUB       11.94       45,000.00       -44,988.06       0.0%         6088 · Bookkeeping       60,750.00       60,750.00       0.00       100.0%         6090 · Advertising       0.00       500.00       -500.00       0.0%		6,600.30	6,000.00			
6072 · Building Improvements         0.00         29,650.00         -29,650.00         0.0%           6075 · Copier Maintenance         6,127.63         6,000.00         127.63         102.1%           6081 · Microfilm         630.00         750.00         -120.00         84.0%           6086 · Professional Services         79,984.00         65,000.00         14,984.00         123.1%           6087 · HUB         11.94         45,000.00         -44,988.06         0.0%           6088 · Bookkeeping         60,750.00         60,750.00         0.00         100.0%           6090 · Advertising         0.00         500.00         -500.00         0.0%		20,180.00	24,977.00	-4,797.00		
6075 · Copier Maintenance       6,127.63       6,000.00       127.63       102.1%         6081 · Microfilm       630.00       750.00       -120.00       84.0%         6086 · Professional Services       79,984.00       65,000.00       14,984.00       123.1%         6087 · HUB       11.94       45,000.00       -44,988.06       0.0%         6088 · Bookkeeping       60,750.00       60,750.00       0.00       100.0%         6090 · Advertising       0.00       500.00       -500.00       0.0%		0.00	29,650.00	•		
6081 · Microfilm         630.00         750.00         -120.00         84.0%           6086 · Professional Services         79,984.00         65,000.00         14,984.00         123.1%           6087 · HUB         11.94         45,000.00         -44,988.06         0.0%           6088 · Bookkeeping         60,750.00         60,750.00         0.00         100.0%           6090 · Advertising         0.00         500.00         -500.00         0.0%		6,127.63	6,000.00	127.63		
6086 · Professional Services       79,984.00       65,000.00       14,984.00       123.1%         6087 · HUB       11.94       45,000.00       -44,988.06       0.0%         6088 · Bookkeeping       60,750.00       60,750.00       0.00       100.0%         6090 · Advertising       0.00       500.00       -500.00       0.0%			750.00	-120.00	84.0%	
6087 · HUB       11.94       45,000.00       -44,988.06       0.0%         6088 · Bookkeeping       60,750.00       60,750.00       0.00       100.0%         6090 · Advertising       0.00       500.00       -500.00       0.0%			65,000.00	14,984.00	123.1%	
6088 · Bookkeeping 60,750.00 60,750.00 0.00 100.0% 6090 · Advertising 0.00 500.00 -500.00 0.0%					0.0%	
6090 · Advertising 0.00 500.00 -500.00 0.0%					100.0%	
7000 Advictioning					0.0%	
6U95 : CONTERENCES 040.00 /00.00 140.00 117.170	6095 · Conferences	820.00	700.00	120.00	117.1%	

#### Port Jervis Free Library Profit & Loss Budget vs. Actual

July 2023 through June 2024

Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
0.00	600.00	-600.00	0.0%
979.96	2,000.00	-1,020.04	49.0%
5,961.31	5.000.00	961.31	119.2%
2,103.79	5.000.00	-2.896.21	42.1%
760.21	1,200.00	-439.79	63.4%
6,864.00	6,000.00	864.00	114.4%
0.00	500.00	-500.00	0.0%
2,725.00	2,000.00	725.00	136.3%
303,392.07	451,304.00	-147,911.93	67.2%
19,764.22	45,000.00	-25,235.78	43.9%
7,226.53	9,250.00	-2,023.47	78.1%
542.68	8,000.00	-7,457.32	6.8%
-407.04	4,500.00	-4,907.04	-9.0%
1,693.27	5,200.00	-3,506.73	32.6%
105,479.20	160,000.00	-54,520.80	65.9%
44,872.00	55,000.00	-10,128.00	81.6%
179,170.86	286,950.00	-107,779.14	62.4%
0.46			
980,917.97	1,310,579.00	-329,661.03	74.8%
283,147.27	0.00	283,147.27	100.0%
283,147.27	0.00	283,147.27	100.0%
	0.00 979.96 5,961.31 2,103.79 760.21 6,864.00 0.00 2,725.00 303,392.07 19,764.22 7,226.53 542.68 407.04 1,693.27 105,479.20 44,872.00 179,170.86 0.46 980,917.97 283,147.27	0.00 600.00 979.96 2,000.00 5,961.31 5,000.00 2,103.79 5,000.00 760.21 1,200.00 6,864.00 6,000.00 0.00 500.00 2,725.00 2,000.00  19,764.22 45,000.00 7,226.53 9,250.00 542.68 8,000.00 407.04 4,500.00 1,693.27 5,200.00 105,479.20 160,000.00 44,872.00 55,000.00  179,170.86 286,950.00 0.46  980,917.97 1,310,579.00	0.00         600.00         -600.00           979.96         2,000.00         -1,020.04           5,961.31         5,000.00         961.31           2,103.79         5,000.00         -2,896.21           760.21         1,200.00         -439.79           6,864.00         6,000.00         864.00           0.00         500.00         -500.00           2,725.00         2,000.00         725.00           303,392.07         451,304.00         -147,911.93           19,764.22         45,000.00         -25,235.78           7,226.53         9,250.00         -2,023.47           542.68         8,000.00         -7,457.32           -407.04         4,500.00         -4,907.04           1,693.27         5,200.00         -3,506.73           105,479.20         160,000.00         -54,520.80           44,872.00         55,000.00         -10,128.00           179,170.86         286,950.00         -107,779.14           0.46         980,917.97         1,310,579.00         -329,661.03           283,147.27         0.00         283,147.27

## Port Jervis Free Library Payroll Summary June 2024

	Cas	Cassidy, Barbara M.	M.	ភ	Cherry, Kalista M	1	ပိ	Conklin, Mallory E	/E	Conklin,
	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours
Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT	63	32.01	0.00 0.00 2,016.63	10	16.00	0.00	26	16.46	0.00	71
Total Gross Pay	63		2,016.63	10		160.00	26		427.96	71
Deductions from Gross Pay Health Insurance Retirement			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	63		2,016.63	10		160.00	26		427.96	71
Taxes Withheld Federal Withholding			-211.00			0.00			-8.00	
Medicare Employee			-29.24			-2.32			-6.20	
Social Security Employee NY - Withholding			-87.55			0.00			-1.13	
NY - Disability Employee			0.00			0.00			-1.78	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-452.82			-12.24			-43.64	
Net Pay	63		1,563.81	10		147.76	26		384.32	71
Employer Taxes and Contributions Medicare Company			29.24			2.32			6.20	
Social Security Company NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			154.27			12.24			32.73	

# Port Jervis Free Library Payroll Summary June 2024

	Joergle	X	Kallahan, Tammi	-	Ž.	Kroger, Alberta J.			Marion, Antonia	
	Jun 24	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours	Rate	Jun 24
Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT	0.00 0.00 0.00 3,196.56	8	16.00	0.00 0.00 0.00 1,008.00	76	30.51	0.00 0.00 0.00 2,959.47	79	20.27	0.00 0.00 0.00 1,601.33
Total Gross Pay	3,196.56	63		1,008.00	67		2,959.47	79		1,601.33
Deductions from Gross Pay Health Insurance Retirement	0.00			0.00			-88.78			0.00
Total Deductions from Gross Pay	0.00			00.00			-88.78			0.0
Adjusted Gross Pay	3,196.56	63		1,008.00	26		2,870.69	79		1,601.33
Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Addl Tax	-273.00 -46.35 -198.18 -109.80 0.00			0.00 -14.62 -62.50 -6.18 -6.18 0.00			-279.00 -42.91 -183.49 -115.89 -3.60 0.00			-5.00 -23.22 -99.29 -29.30 -3.60 0.00
Total Taxes Withheld	-627.33			-83.30			-624.89			-161.01
Net Pay	2,569.23	63		924.70	97		2,245.80	79		1,440.32
Employer Taxes and Contributions Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	46.35 198.18 0.00 0.00 0.00			14.62 62.50 0.00 0.00 0.00			42.91 183.49 0.00 0.00 0.00			23.22 99.29 0.00 0.00 0.00

## Port Jervis Free Library Payroll Summary June 2024

	Rogers, Evelyn	Evelyn	Saı	Sauschuck, Taylor		Š	Seger, Brighid K	~	Soberg, Julie	Julie
	Rate	Jun 24	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours	Rate
Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT	2,550.00	10,273.80 0.00 0.00 0.00	210	21.15	0.00 4,441.50 0.00 0.00	93	16.00	0.00 0.00 0.00 1,488.00	118.25	16.00
Total Gross Pay		10,273.80	210		4,441.50	93		1,488.00	118.25	
Deductions from Gross Pay Health Insurance Retirement		0.00			-289.14			0.00		
Total Deductions from Gross Pay		-462.33			-422.40			0.00		
Adjusted Gross Pay		9,811.47	210		4,019.10	66		1,488.00	118.25	
Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Addl Tax		-733.00 -148.97 -636.98 -485.61 -3.60 0.00			408.00 -64.40 -275.37 -170.94 -3.60 0.00			0.00 -21.58 -92.26 -25.38 0.00 -139.22		
Net Pay		7,803.31	210		3,096.79	93		1,348.78	118.25	
Employer Taxes and Contributions Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions		148.97 636.98 0.00 0.00 0.00			64.40 275.37 0.00 0.00 0.00 339.77			21.58 92.26 0.00 0.00 113.84		

# Port Jervis Free Library Payroll Summary

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	To	Tobey, Katelyn A	-	Tre	Treuting, Connie		W	Williams, Starr R.	o.i	TOTAL
	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours	Rate	Jun 24	Hours
Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages MTNC	210	17.74	3,725.40 0.00 0.00	36 175	1,000.00	2,266.30 6,331.50 0.00 0.00	210	17.96	0.00 3,771.60 0.00 0.00	247.00 805.00 240.50 1,303.50
Total Gross Pay	210		3,725.40	211		8,597.80	210		3,771.60	2,596.00
Deductions from Gross Pay Health Insurance Retirement			-111.75			-336.70			-113.16	
Total Deductions from Gross Pay			-111.75			-336.70			-113.16	
Adjusted Gross Pay	210		3,613.65	211		8,261.10	210		3,658.44	2,596.00
Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee			-204.00 -54.02 -230.97 -126.42 0.00			-1,168.00 -124.67 -533.07 -407.60 -3.60 0.00			-330.00 -54.69 -233.84 -135.21 -3.60 0.00	
Total Taxes Withheld			-615.41			-2,236.94			-757.34	
Net Pay	210		2,998.24	211		6,024.16	210		2,901.10	2,596.00
Employer Taxes and Contributions Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions			54.02 230.97 0.00 0.00 0.00			124.67 533.07 0.00 0.00 0.00			54.69 233.84 0.00 0.00 288.53	

Amount Tune	00	(600.00) CHECK_PAID	(202.21) CHECK_PAID	(3,528.00) BILLPAY		(513.90) CHECK_PAID	(160.00) CHECK_PAID	(3,609.89) CHECK_PAID	(347.48) ACH_DEBII	(1 500 00) ACH PAYMENT	(2,200.00) ACH DEBIT	(5.680.34) ACH_DEBIT	(16.08) BILLPAY	(28.00) BILLPAY	(147.92) BILLPAY	(157.82) BILLPAY	(56.78) BILLPAY	(69.18) BILLPAY	(69.58) BILLPAY		(193.36) BILLPAY	(129.99) BILLPAY	(133.14) BILLPAY	(11.87) BILLPAY	(36.20) BILLPAY	(147.76) ACH_PAYMENT	(185.91) BASIC_PAYROLL	(185.91) ACH_PAYMENT	(2/6.43) ACH_PAYMENT	(2/6.49) BASIC_FATROLL	(355,34) ACH PAYMENT	(377.70) BASIC PAYROLL	(438.28) BASIC_PAYROLL	(463.72) ACH_PAYMENT	(475.80) BASIC_PAYROLL	(510.11) BASIC_PAYROLL	(517.61) BASIC_PAYROLL	(543.54) ACH_PAYMENT
	Posting Date Description					7/5/2024		7/5/2024 CHECK 1119	7/5/2024		7/3/2024 Online ACH Payment 11137024775 To Chesnire (_######5550)	7/3/2024 ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCRIBATIONTSECTOR	7/3/2024 URIG CO NAME:INS ONIG ID:338/702000 CLSC CATEGORY 07/02											7/2/2024	. 337							7/2/2024		4707/7/	1/2/2024			
	Details	CHECK	70000	מבים	DEBIT	CHECK	CHECK	CHECK	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DERIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIL	DEBI	DEBIL	DEBIT

	(1,591.29) BASIC_PAYROLL (2,552.12) BASIC_PAYROLL (3,790.28) ACH_PAYMENT (174.70) BASIC_PAYROLL (174.70) BASIC_PAYROLL		(173.36) BILLPAY (183.00) BILLPAY (166.36) BILLPAY (65.52) BILLPAY 100,000.00 ACH_CREDIT (731.07) ACH DEBIT	(4,470.90) ACH_DEBIT (2,550.00) ACH_PAYMENT (126.00) ACH_PAYMENT (482.80) ACH_PAYMENT (143.00) ACH_PAYMENT (126.00) ACH_PAYMENT (126.00) ACH_PAYMENT (157.31) ACH_PAYMENT (157.31) ACH_PAYMENT	(60.47) BASIC_PAYROLL (155.43) BASIC_PAYROLL (155.44) ACH_PAYMENT (294.10) ACH_PAYMENT (318.80) BASIC_PAYROLL (377.71) BASIC_PAYROLL (463.74) ACH_PAYMENT (466.56) BASIC_PAYMENT (492.02) ACH_PAYMENT (495.80) BASIC_PAYROLL
			CO ENTRY DESCR:NYLAF SEC:CCD TRACE#:042000013° CO ENTRY DESCR:Tax PaymntSEC:CCD TRACE#:09100	CO ENTRY DESCR:USATAXPYMTSEC:CCD TRACE#;0610	231)
7/2/2024 Online ACH Payment 11136724804 To JulieSoberg (_#####1730) 7/2/2024 Basic Online Payroll Payment 11136724802 to #####5734 7/2/2024 Basic Online Payroll Payment 11136724786 to #####1601 7/2/2024 Basic Online Payroll Payment 11136724784 to #####1601 7/2/2024 Basic Online Payroll Payment 11136724801 to ######4263 7/2/2024 Basic Online Payroll Payment 11136724798 to #####9957 7/2/2024 Basic Online Payroll Payment 11136724798 to #####9957	7/2/2024 Basic Online Payroll Payment 11.136724795 to ######707.1 7/2/2024 Basic Online Payroll Payment 11.136724788 to ######2902 7/2/2024 Online ACH Payment 11.136725767 To Evelyn (_#####9708) 7/1/2024 Basic Online Payroll Payment 11.136725765 to #####3325 7/1/2024 Basic Online Payroll Payment 11.136725765 to ######3325	7/1/2024 Basic Online Payroll Payment 11136725766 to ########9692 7/1/2024 Online ACH Payment 11136725767 To SusanWade (_#####0178) 7/1/2024 DEPOSIT ID NUMBER 36901 7/1/2024 DEPOSIT ID NUMBER 36900 6/24/2024 Basic Online Payroll Payment 11135840387 to ######4263	Online Payment 21175810686 Online Payment 21175810695 Online Payment 21175810665 Online Payment 21175810690 ORIG CO NAME:NYLAF ORIG CO NAME:NYLAF		6/17/2024 Basic Online Payroll Payment 11135109736 to #####7051 6/17/2024 Basic Online Payroll Payment 11135109728 to #####7064 6/17/2024 Online ACH Payment 11135109751 To MatthewConnelly (_#####6231) 6/17/2024 Online ACH Payment 11135109750 To TAMM! (_#####0438) 6/17/2024 Basic Online Payroll Payment 11135109733 to ######80649 6/17/2024 Basic Online Payroll Payment 11135109735 to #######9024) 6/17/2024 Basic Online Payroll Payment 11135109730 to #######9024) 6/17/2024 Basic Online Payroll Payment 11135109730 to #######1948) 6/17/2024 Basic Online Payroll Payment 11135109729 to ###################################
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TRACE#:091C
CO ENTRY DESCR:Tax PaymntSEC:CCD TRACE#:0910 /13 /13
6/17/2024 Online ACH Payment 11135109749 To Nancy (_####################################
DEBIT

# NYLAF Monthly Statement

General Account

Activity Summary

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

6/1/2024 - 6/30/2024

Port Jervis Free Library

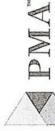
\$0.00 \$1,000 80.00 \$1,630,329.49 \$6,872.79 \$1,537,202.28 5.236% (\$100,000.00) \$1,537,202.28 Investment Pool Summary Average Monthly Rate Total Fixed Income Beginning Balance Ending Balance Redemptions Share Price Purchases Dividends

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

\$1,537,202.28

Account Total

Total



Port Jervis Free Library

Port Jervis, NY 12771

138 Pike Street

Susan Wade

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

AHachment ZE 7/16/24



1/5

# NYLAF Monthly Statement Port Jervis Free Library

Marrison-Thune

Activity Summary

Beginning Balance

Average Monthly Rate

Share Price

Total

Ending Balance

Redemptions

Purchases Dividends

6/1/2024 - 6/30/2024

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

MAX \$32.67 \$0.00 \$7,579.55 \$0.00 \$7,612.22 Investment Pool Summary

80.00 \$7,612.22 Total Fixed Income Account Total

\$1.000

\$7,612.22

5.236%

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

Port Jervis Free Library

Port Jervis, NY 12771

138 Pike Street

Susan Wade

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

Attachment 2F 7/16/24

07/01/2024 06:22:09 PM Questions: (866) 996-9523

1/5



P O Box 182051 Columbus, OH 43218 - 2051

PORT JERVIS FREE LIBRARY

138 PIKE STREET PORT JERVIS NY 12771 Attachment 2G

June 01, 2024 through June 28, 2024
Primary Account: 000000525711591

#### 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



#### Good news - we reduced Non-Chase ATM Fees in more U.S. territories

As of February 20, 2024, we lowered the transaction fee from \$5 to \$3 for cash withdrawals made at non-Chase ATMs in American Samoa, Guam and the Northern Mariana Islands. We don't charge these fees when you use a Chase ATM.

We will continue to waive this fee for Chase Business Complete Checking<sup>SM</sup> accounts with Chase Military Banking benefits, Chase Platinum Business Checking<sup>SM</sup> and Chase Performance Business Checking<sup>®</sup> accounts.

Surcharge fees from the ATM owner/network may still apply. A Foreign Exchange Rate Adjustment Fee from Chase will apply for ATM withdrawals in the currency other than U.S. dollars.

You can find the current fee schedule in the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures.

If you have any questions, please call us at the number listed on this statement. We accept operator relay calls.

#### **CONSOLIDATED BALANCE SUMMARY**

00005486 DRI 802 141 18524 NNNNNNNNNN P 1 000000000 D2 0000

ASSETS Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	00000052571/1591	\$75,460.58	\$102,461.49
Chase Business Premier Savings	000003915721162	1,997.26	1,997.34
Total		\$77,457.84	\$104,458.83
TOTAL ASSETS		\$77,457.84	\$104,458.83

Affachment 3A

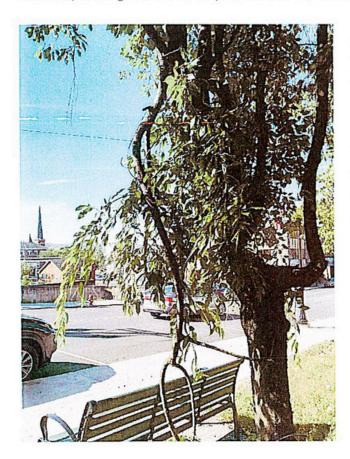
Director's Report

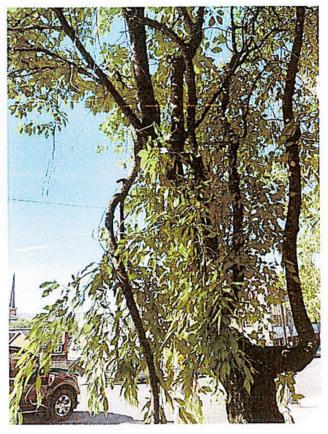
July 5, 2024

RCLS Email: There are two issues here: 1) On June 1<sup>st</sup> RCLS transitioned to using a multifactor authentication system for staff emails. Because of this, some of the staff have had problems accessing their email. Taylor & I have been working with staff and Martha at RCLS to solve the issues. 2) Before Evelyn left, she completely emptied all her email files so when I was granted access to her email account on June 24<sup>th</sup>, it was empty. Martha has since been able to restore everything.

**Ventilation Ducts:** George was in on June 27 to change the filters in ventilation system. While replacing the filters the ductwork was found to be dirtier than expected. He and Ralph were in on Sunday, June 30 to vacuum and disinfect. Ralph reported that it wasn't as bad as they thought but it was good to have it done.

Cherry Tree Vandalism: On June 29, Ralph shared with me that someone vandalized the cherry tree in front of the building. (Left side as you face the building.) It seems that they pulled on one of the branches, causing it to break. Ralph sawed off the damaged limb. See photos.





**Toshiba Copiers:** Our current copiers are over 5 years old and the lease expired in May. We're paying for them on a month-to-month basis. I received a proposal for replacement copiers from Toshiba which I emailed to Carl and Dick.

**Pitney Bowes Postage Meter:** We haven't used the postage meter since March 2024 and our lease doesn't expire until April 2028. In an effort to save the library money, I explored various options for terminating this service and forwarded the information to Carl, Dick, and Susan. I'm awaiting further instructions as to how to proceed.

Second Chances GED Program: I was visited by Lori Yakawiak from Orange-Ulster BOCEs on July 3 regarding the upcoming Second Chances GED program they're having here. Evelyn never conveyed this information to the staff so Lori's visit, while a surprise, provided a heads up that the classes will be starting on July 8. The time slots were never reserved for the GED classes and other programs had already been scheduled in the Community Room during those times, so it will be a bit of a scramble to accommodate everyone.

**Summer Reading:** The Children's Room has already been very busy since school ended so I anticipate a hectic summer. We have programming for all ages scheduled this summer. So far, we have a robust registration for our weekly craft programs:

Kdgn & 1<sup>st</sup> grade: 10
Grades 2 & 3: 15
Grades 4 & 5: 13

Teens: 10

An overview of our Summer Reading offerings is attached as well as our July program calendar.

Summer Help: Aedan Roach and Barbara Leimer will be working per diem this summer to help with our Monday and Tuesday craft days.

HUB Staffing and Hours: For the summer, we've expanded the HUB's hours as follows:

Mon, Wed, Fri: 10:00 - 3:30 Staffed by Katelyn Tobey

Tues, Thurs: 10:00 -7:30 Katelyn staffs the morning and Jerell Reed covers from 4:00 to 7:30. Barb Cassidy covers 12:30- 3:00 on Thursdays if Katelyn has a summer reading program outside of the HUB.

Sat: 10:00 - 4:00 Staffed by Jerell.

Jerell Reed is a pleasant young man and seems to be handling his shifts in the HUB well. However, he's not going to be the long-term help we expected for the HUB. Because he'll be living on campus this fall, he's only available as summer help. I hope to know on Monday, July 8 what his expected last date of employment will be. Further, he will be out July 9<sup>th</sup> and 11<sup>th</sup> due to a family medical emergency that he's helping with. Therefore, the HUB will close at 3:30 those days to maintain some consistency.

**Future Staffing Needs:** Looking forward, we will need to hire additional employees to keep the HUB open for extended hours. I have received a resume from a well-qualified candidate if you'd like to proceed. We can also advertise again since we will need to hire replacements for two more students who will be leaving for college.

Koha Training: RCLS will be transitioning to Koha, the new integrated library system (ILS) software in early August. Taylor, Starr, and I have started our KOHA training. (Taylor has trained as a Firstliner – our in-house go-to person so we don't overwhelm RCLS with questions.) Starr & I will have an additional full day of training on July 11 at RCLS. All staff will have in-house training via a live webinar on the morning of July 18. (Carl has granted permission for the library to close that morning to accommodate this training.)

Transition to Koha: The current system will go down at 4:00 on Thursday, August 1<sup>st</sup> and the new system will go live Monday, August 5<sup>th</sup>. During this time, library staff won't be allowed to check in books or other items, to look up items, to put holds on items, or to add items to the catalog. The vendor, ByWater Solutions, recommends that its partner libraries close during the Offline Period. Currently, 19 libraries are closing for Offline Weekend. There are others that plan to close but are waiting on an official decision from their Boards. At least 15 libraries are closing early or all day on Thursday. Thrall (Middletown), Newburgh, and Goshen libraries are all closing early on Thursday and remaining closed until Monday. I have asked RCLS for guidance on this issue and here's what I've heard back:

From Grace, RCLS Director: "This process happens once in 20 years. It is most important that the staff who will need to work with the public on August 5, 2024, feel comfortable and secure on the usage of the software, which allows each library to perform their job. It also has to do with customer services, if you spend three days closed to ensure the staff is well trained. You will be able to provide better customer service to the patrons on Monday."

From Alex, RCLS Software Analyst and Administrator: "For a library that is short-staffed and without leadership, it is my opinion that their time will be better spent learning Koha proper, either with extra hands-on work or through watching training videos."

I think it would be very beneficial for the library to be closed during this transition period.

Respectfully submitted,
Connie Treuting

**Acting Director** 

Affachment 3B

### 2024 Port Jervis Free Library Summer Reading Program for All Ages



This year's theme is *Adventure Begins at Your Library* and we're ready to bring you crafts, activities, and programs for **ALL AGES**, infant through adult. Prizes and incentives will keep you and your child motivated all summer long. So, join us on a grand adventure as we explore the world at large!

#### Feel free to pick and choose any of these options:

Story Time is offered on Wednesday mornings at 10:30 for children from birth and older.

Read to Me Club is an at-home early literacy program for all children not yet entering kindergarten. Parents read to their children at home and engage in simple early literacy activities. They receive a folder containing a reading tracker and game sheet to track their progress and earn prizes. Most families participate in this program in addition to coming to Story Time but they are two separate programs.

Reading Clubs are available from birth to adult and are tailored to individual age groups. Each club offers reading challenges, logs, trackers, and incentives. Registration is required.

Weekly Kids Craft Sessions for kids entering kindergarten through 5<sup>th</sup> grade run for 5 weeks on Tuesdays, beginning July 9<sup>th</sup>. We meet at 1:30 and do age-appropriate crafts and activities. Registration is required.

Weekly YA Craft Sessions for students entering grades 6-12. Beginning on July 8, we're offering five weeks of crafts and activities on Mondays at 1:30. Registration is required.

NEW Weekly Adult Programming on most Thursday afternoons.

BINGO: Have fun completing a variety of activities and earn tickets for prizes. There will be a BINGO sheet specifically for kids entering kindergarten through fifth grade and another for teens and adults. Come in and pick one up today!

In-Person Programs for different ages will be scheduled throughout the summer. Check our website, calendar and/or Facebook page for these events. Registration is required.

The library is more than just books. It's where Adventure Begins! Join us for a fantastic summer!

Registration opens Monday, June 3 and is required for ALL programs. Stop by the Children's Room or call 845-856-7313, ext. 4 to register.

Yellow days are Summer Reading Craft Days  Always register for programming!									
	MON	TIUE	WED	THU	FIRI	SAT			
	1 Pickle Tasting @ 4:00pm	2	3 Senior Brain Games @ 10:30am	4 4 Tuly Closed	5	6			
	8	9	Story Time 10 @ 10:30am  Mountains of Art @ 2:00pm  Unicorn Tea Party @ 4:00pm	11 Sand Art Message in a Bottle @ 1:00pm & 4:00pm	1 2 Pro-K Play Day (9 10:30 - 12:00pm  Adventures in Coding (9 3:15 or 4:30pm  Frame It! (9 4:00pm	13			
*	15 Senior Monday Morning Mingle @ 10:30am - 12:00pm	16 Genre-Neutral @ 4:30pm True Crime @ 6:30pm	Story Time 17 @ 10:30am Genealogy @ 2:00pm	Ceramic Pots 18 @ 1:00pm Book Discussion @ 2:00pm Crystal Lights @ 5:00pm	Pre-K Play Day	20 Saturday Fiber Aris @ 10:30 - 12:30pm			
//	Senior Monday Morning Mingle @ 10:30am - 12:00pm Movie & Trolls Graft @ 6:00pm	23 Solo RPGs @ 5:30pm	24 Story Time @ 10:30am Tea Tasting @ 2:00pm	25 PYO Coaster @4:00pm Adventures in Publishing @6:00pm Journalling @6:30pm	Pre-K Play Day 26 @ 10:30 - 12:00pm Hobby Horses @ 2:00pm Adventures in Coding @ 3:15 or 4:30pm	27			
//	29 Senior Monday Morning Mingle @ 10:30am - 12:00pm	30	Story Time 31 @ 10:30am  Photo Editing Class @ 2:00pm  Cooking With Miss Connie @ 3:30pm						

#### Program Statistics for June 2024

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	43	4 Sessions; all ages		
Wednesdays	Mixed Story Time	On Pause	0 Session; Ages 0-5 Stories, songs, interactive activities		
June 12	Little Lambs	27 kids + 7 adults	2 Sessions; Nursery school visitation and special story time		
June 17	Headstart	15 kids + 11 adults	Nursery school visitation and special story time		
June 4	ASK Second Grade Walking	91 kids + 9 adults	6 Classes; intro to library, story time & STEAM activities		
June 24	Pollinate Port Jervis	6 kids + 6 adults	For ages 7 & up. Discussion of pollination; planted 5 different native plants. Presented by Orange Cty Land Trust.		
all month	YA Lit Kits	On Pause	For grades 7 & up		
June 18	YA Book Discussion	0	Teen program		
June 3	Pride Perlers	0	Teen craft program using Perler beads		
June 7	YA Stressbusters	0	Teen program		
June 10	YA Suncatchers	2	Teen craft program		
June 27	Summer Reading TBR Jars	2 teens + 4 adults	Teen & adult craft program		
Thursdays	Fiber Crafts (adult program)	50	Adult program. 4 Sessions		
June 20	Women's Book Discussion	7	Adult program		
All month	Adult Lit Kits	On Pause	For adults		
June 19	Genealogy Workshop	Holiday/Library closed	Adult program		
June 27	Bullet Journal Workshop	2	Adult program		
June 26	Tea Tasting	6	Adult program		
June 18	True Crimes Talk Tuesday	cancelled	Adult program		
June 18	Write Now	1	Adult creative writing program.		
June 11	Adult Suncatchers	10	Adult craft program		
June 25	Editing Workshop	0	Adult writing program		
June 20	Herbariums	3 kids + 9 adults	Craft program. Ages 7- adult.		
June 24	Game Night	0	All ages. Board games.		
June 12	Ceramic Penguins	7	HUB craft program; all ages		
June 13	Birdhouses	8	HUB craft program; all ages		
June 20-27	Free Apples	36 pounds	We distributed apples from the food bank at the circ desks.		
Tuesday nights	AlAnon	No stats	Outside Group		
June 27-29	Artful Gardners	No stats	Outside Group. They had their monthly meeting and then hosted a 2-day flower show that was open to the public.		

Affachment 4 7/16/24

#### Port Jervis Free Library Year end budget modifications Fiscal year ended June 30, 2024

increase budget		decrease budget
line item	1	ine item
\$ 5,000.00		
300.00		
4,200.00		
700.00		
150.00		
15,000.00		
120.00		
1,000.00		
1,000.00		
1,000.00		
	\$	28,470.00
	budget line item \$ 5,000.00 300.00 4,200.00 700.00 150.00 15,000.00 1,000.00 1,000.00	budget line item \$ 5,000.00 300.00 4,200.00 700.00 150.00 15,000.00 120.00 1,000.00

sw 7/10/2024