

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
August 20, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- July 16, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

VII. Old Business:

- Service Plan Zoom: last-4/25; next session: 9/26
- Execute letter of engagement for financial audit
- Director applications/interviews

VIII New Business:

IX Executive Session- Personnel/Contractual  
Personnel: Director applications

X Adjournment: Next regular meeting September 17, 2024 @ 10 a.m.

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

July 16, 2024

10:00 a.m.

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

Public: Barbara Cassidy, Connie Treuting, 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 1A-B)

*Liz made a motion, seconded by Dick, to approve the minutes of the June 18 and July 1, 2024 meetings, as corrected. Unanimously passed.*

V Correspondence – none

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

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

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

- Connie reported that Jerell Reed's last day will be August 31.
- Utica Insurance has a scheduled walk-through of the building on August 6.
- Connie will acknowledge the memorial gifts given to the Library in memory of Norm Gallagher because of uncertainty as to whether they've previously been acknowledged.
- *Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.*

### VIII Unfinished Business

- The next Zoom meeting on the Service Plan is scheduled for September 26.

### IX New Business (Attachment 4)

- *Valerie made a motion, seconded by Dolores, to restructure the postage meter lease with Pitney Bowes at a rate of \$197.97 per quarter. This lease expires on April 19, 2028. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to approve an updated lease with Toshiba for two new copiers at a total cost of \$363.79 per month for 63 months, exclusive of toner and other accessories. Unanimously passed.*
- Valerie noted that a mechanism needs to be established to track the expiration dates of leases so that they are not automatically renewed without review.
- *Dick made a motion, seconded by Valerie, to accept the 2023-24 budget modifications as proposed and to acknowledge an increase in the Fund Balance of \$283,147 for the fiscal year ended June 30, 2024. Unanimously passed.*
- *Dick made a motion, seconded by Liz, to approve an expenditure of \$3,800 by George Cheshire to add a feed and return to the GED Room in the basement for air conditioning. Unanimously passed.*

- ***Liz made a motion, seconded by Dolores, to close the Library to the public during the Koha IT migration work from 4 PM on August 1 through Saturday August 3. Unanimously passed.*** Regularly scheduled employees should report to work on those days. The closing should be posted as soon as possible and other agencies, including Town Hall, are to be notified of the closing.
- ***Dick made a motion, seconded by Valerie, to approve the hiring of Idiz Miftari at the current part-time rate of pay to staff the HUB. Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to authorize advertising on Facebook and the Library website, for the hiring of two summer library clerks, one at the part-time rate of pay and the other at the per diem rate of pay specified in the FLEA employment contract.*** Interviews, a check of references, and a background check will be performed as part of the hiring process. ***Unanimously passed.***
- ***Liz made a motion, seconded by Valerie, to approve the signing of a Memorandum of Understanding extending the provisions of the FLEA contract for the fiscal year ending June 30, 2024 while negotiations are ongoing on a new contract. Unanimously passed.*** Carl and Barbara Cassidy both signed the MOU.

#### **X Next Meeting**

- The next regularly scheduled meeting will take place Tuesday, August 20, 2024 at 10:00 a.m.

#### **XI Executive Session**

***Dick made a motion, seconded by Dolores, to go into Executive Session at 10:39 a.m. to discuss personnel/contractual matters regarding the bookkeeper/treasurer position and personnel matters regarding Director applications. Unanimously passed. Valerie made a motion, seconded by Dick, to come out of Executive Session at 11:10 a.m. Unanimously passed.***

***Dick made a motion, seconded by Valerie, to appoint Susan Wade to the position of bookkeeper/treasurer for the fiscal year ended June 30, 2025. Unanimously passed.*** Carl administered the Oath of Office and the document was subsequently notarized and filed with the City Clerk.

**XII Adjournment** – ***Dick made a motion, seconded by Dolores, to adjourn the meeting at 11:10 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

11:26 AM  
08/14/24  
Accrual Basis

Port Jervis Free Library  
**Balance Sheet**  
As of July 31, 2024

Attachment 2A  
8/20/24

	<u>Jul 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,443,878.84
1006 · CHASE CHECKING	92,607.64
1007 · Chase Savings	1,997.38
1008 · NYLAF - Harrison Thune	7,645.98
Total Checking/Savings	<u>1,546,429.84</u>
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	<u>-799.42</u>
Total Current Assets	<u>1,545,630.42</u>
<b>TOTAL ASSETS</b>	<u><b>1,545,630.42</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	19,635.33
Total Accounts Payable	<u>19,635.33</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	-3,477.04
2210 · Social Security Tax Payable	-2,267.81
2212 · Medicare Withholding Tax Pay...	-289.58
2220 · NYS Withholding Tax	-1,417.27
2230 · NYS Retirement	11,526.83
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>4,070.77</u>
Total Current Liabilities	<u>23,706.10</u>
<b>Total Liabilities</b>	<u>23,706.10</u>
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	1,049,033.65
Net Income	-83,100.10
Total Equity	<u>1,521,924.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,545,630.42</b></u>

11:36 AM  
08/14/24  
Accrual Basis

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

Attachment 2B  
8/20/24

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Real Property Taxes	0.00	1,184,556.00	-1,184,556.00	0.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	232.95	3,000.00	-2,767.05	7.8%
4001 · Fines	185.30	750.00	-564.70	24.7%
4002 · NonResident Fees	300.00	1,000.00	-700.00	30.0%
4003 · Copier Fees	928.57	9,338.00	-8,409.43	9.9%
<b>Total Charges for Services</b>	<b>1,646.82</b>	<b>14,088.00</b>	<b>-12,441.18</b>	<b>11.7%</b>
<b>4055 · Services to Other Governments</b>				
Miscellaneous	0.00	13,000.00	-13,000.00	0.0%
4004 · Gifts	120.75	300.00	-179.25	40.3%
4008 · Library Merchandise	10.00	0.00	10.00	100.0%
<b>Total Miscellaneous</b>	<b>130.75</b>	<b>300.00</b>	<b>-169.25</b>	<b>43.6%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,839.00	5,000.00	-161.00	96.8%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%
<b>Total Operating Grants</b>	<b>4,839.00</b>	<b>18,000.00</b>	<b>-13,161.00</b>	<b>26.9%</b>
<b>Interest Income</b>	<b>6,710.36</b>	<b>19,000.00</b>	<b>-12,289.64</b>	<b>35.3%</b>
<b>Total Income</b>	<b>13,326.93</b>	<b>1,250,444.00</b>	<b>-1,237,117.07</b>	<b>1.1%</b>
<b>Gross Profit</b>	<b>13,326.93</b>	<b>1,250,444.00</b>	<b>-1,237,117.07</b>	<b>1.1%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	15,321.60	68,340.00	-53,018.40	22.4%
6000 · Salaries Clerical FT	11,938.50	200,000.00	-188,061.50	6.0%
6001 · Salaries Clerical PT	29,435.73	252,800.00	-223,364.27	11.6%
6003 · Salaries Maintenance	6,060.00	53,575.00	-47,515.00	11.3%
<b>Total Personal Services</b>	<b>62,755.83</b>	<b>574,715.00</b>	<b>-511,959.17</b>	<b>10.9%</b>
<b>Contractual</b>				
6005 · Board Reporting	110.00	1,827.00	-1,717.00	6.0%
6030 · Books	2,148.74	25,000.00	-22,851.26	8.6%
6031 · Books Children	266.21	7,000.00	-6,733.79	3.8%
6032 · Book Friends	224.38	1,000.00	-775.62	22.4%
6035 · Periodicals	1,640.00	10,000.00	-8,360.00	16.4%
6038 · Audio Adult	0.00	4,500.00	-4,500.00	0.0%
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	29,460.00	-29,460.00	0.0%
6045 · Computer Eqpt/Software	9,544.50	20,000.00	-10,455.50	47.7%
6050 · Library Supplies	1,168.37	8,500.00	-7,331.63	13.7%
6055 · Ins/Fire, Liab, Comp	0.00	30,000.00	-30,000.00	0.0%
6060 · Utilities Electricity	3,128.32	17,000.00	-13,871.68	18.4%
6061 · Utilities Gas	-9.63	11,000.00	-11,009.63	-0.1%
6062 · Utilities Water	270.02	2,200.00	-1,929.98	12.3%
6065 · Utilities Telephone/Internet	444.99	6,000.00	-5,555.01	7.4%
6070 · Building Janitorial Supp	0.00	6,000.00	-6,000.00	0.0%
6071 · Building Maintenance	1,500.00	24,977.00	-23,477.00	6.0%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	471.69	7,000.00	-6,528.31	6.7%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	750.00	80,000.00	-79,250.00	0.9%
6087 · HUB	0.00	5,000.00	-5,000.00	0.0%
6088 · Bookkeeping	5,500.00	61,965.00	-56,465.00	8.9%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	54.00	700.00	-646.00	7.7%
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	719.06	2,000.00	-1,280.94	36.0%
6125 · Programs	1,570.58	5,000.00	-3,429.42	31.4%
6126 · Programs Children	98.06	5,000.00	-4,901.94	2.0%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	0.00	6,000.00	-6,000.00	0.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,297.00	2,000.00	-703.00	64.9%
<b>Total Contractual</b>	<b>30,917.92</b>	<b>418,779.00</b>	<b>-387,861.08</b>	<b>7.4%</b>

11:36 AM

08/14/24

Accrual Basis

Port Jervis Free Library  
Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Employee Benefits				
6010 · Employer Social Security	3,890.87	45,000.00	-41,109.13	8.6%
6015 · Employer Medicare	909.95	9,250.00	-8,340.05	9.8%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-41.31	4,500.00	-4,541.31	-0.9%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	9,366.66	130,000.00	-120,633.34	7.2%
6132 · Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
Total Employee Benefits	18,289.96	256,950.00	-238,660.04	7.1%
Total Expense	111,963.71	1,250,444.00	-1,138,480.29	9.0%
Net Ordinary Income	-98,636.78	0.00	-98,636.78	100.0%
Net Income	-98,636.78	0.00	-98,636.78	100.0%

# Port Jervis Free Library Payroll Summary

July 2024

Attachment 2C  
8/20/24

	Cassidy, Barbara M.			Cherry, Kalista M			Conklin, Mallory E			Conklin,...
	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	46.5	32.01	1,488.47	23	16.00	368.00	18	16.46	296.28	76
Total Gross Pay	46.5		1,488.47	23		368.00	18		296.28	76
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	46.5		1,488.47	23		368.00	18		296.28	76
Taxes Withheld										
Federal Withholding			-144.00			0.00			0.00	
Medicare Employee			-21.58			-5.34			-4.30	
Social Security Employee			-92.29			-22.82			-18.37	
NY - Withholding			-64.90			0.00			0.00	
NY - Disability Employee			0.00			0.00			-1.49	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-322.77			-28.16			-24.16	
Net Pay	46.5		1,165.70	23		339.84	18		272.12	76
Employer Taxes and Contributions										
Medicare Company			21.58			5.34			4.30	
Social Security Company			92.29			22.82			18.37	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			113.87			28.16			22.67	

# Port Jervis Free Library Payroll Summary July 2024

	Conklin, Matthew J.		Fedoruk, Olga		Feeney, Kylie		Joergle-Gildea, Stacy	
	Rate	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24
<b>Employee Wages, Taxes and Adjustments</b>								
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	1,362.68	68.25	18.45	1,259.22	76	16.00	1,216.00
Total Gross Pay		1,362.68	68.25		1,259.22	76		1,216.00
Deductions from Gross Pay								
Health Insurance	0.00			0.00			0.00	
Retirement	-40.88			0.00			0.00	
Total Deductions from Gross Pay		-40.88			0.00			0.00
Adjusted Gross Pay		1,321.80	68.25		1,259.22	76		1,216.00
Taxes Withheld								
Federal Withholding	-86.00			-80.00			-10.00	
Medicare Employee	-19.76			-18.26			-17.63	
Social Security Employee	-84.48			-78.08			-75.39	
NY - Withholding	-62.60			-27.93			-25.88	
NY - Disability Employee	0.00			-2.40			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld		-252.84			-206.67			-128.90
Net Pay		1,068.96	68.25		1,052.55	76		1,087.10
<b>Employer Taxes and Contributions</b>								
Medicare Company	19.76			18.26			17.63	
Social Security Company	84.48			78.08			75.39	
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		104.24			96.34			93.02



Port Jervis Free Library  
Payroll Summary

Julv 2024

	Joergle,...			Kallahan, Tammi			Kroger, Alberta J.			Leimer, Barbara		
	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24		
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	2,131.04	60.25	16.00	964.00	69.5	30.51	2,120.45	12	15.00	180.00		
Total Gross Pay	2,131.04	60.25		964.00	69.5		2,120.45	12		180.00		
Deductions from Gross Pay												
Health Insurance	0.00			0.00			0.00			0.00		
Retirement	0.00			0.00			-63.61			0.00		
Total Deductions from Gross Pay	0.00			0.00			-63.61			0.00		
Adjusted Gross Pay	2,131.04	60.25		964.00	69.5		2,056.84	12		180.00		
Taxes Withheld												
Federal Withholding	-182.00			0.00			-204.00			0.00		
Medicare Employee	-30.90			-13.97			-30.75			-2.61		
Social Security Employee	-132.13			-59.77			-131.47			-11.16		
NY - Withholding	-73.20			-15.80			-85.13			0.00		
NY - Disability Employee	0.00			0.00			-2.40			-0.90		
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00		
Total Taxes Withheld	-418.23			-89.54			-453.75			-14.67		
Net Pay	1,712.81	60.25		874.46	69.5		1,603.09	12		165.33		
Employer Taxes and Contributions												
Medicare Company	30.90			13.97			30.75			2.61		
Social Security Company	132.13			59.77			131.47			11.16		
NY - Disability Company	0.00			0.00			0.00			0.00		
NY - Unemployment	0.00			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00		
Total Employer Taxes and Contributions	163.03			73.74			162.22			13.77		

# Port Jervis Free Library Payroll Summary July 2024

	Marion, Antonia			Northrup, Nancy			Penner, Darren			Reed, J...
	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	53	20.27	1,074.31	60.25	16.00	964.00	30.75	33.27	1,023.05	38.25
Total Gross Pay	53		1,074.31	60.25		964.00	30.75		1,023.05	38.25
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	53		1,074.31	60.25		964.00	30.75		1,023.05	38.25
Taxes Withheld										
Federal Withholding			0.00			0.00			-67.00	
Medicare Employee			-15.58			-13.98			-14.84	
Social Security Employee			-66.60			-59.77			-63.43	
NY - Withholding			-20.21			-9.64			-48.16	
NY - Disability Employee			-2.40			0.00			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-104.79			-83.39			-195.83	
Net Pay	53		969.52	60.25		880.61	30.75		827.22	38.25
Employer Taxes and Contributions										
Medicare Company			15.58			13.98			14.84	
Social Security Company			66.60			59.77			63.43	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			82.18			73.75			78.27	

Port Jervis Free Library  
Payroll Summary  
July 2024

	Reed, Jerrell		Roach, Aedan J		Rogers, Evelyn		Sauschuck, Taylor	
	Rate	Jul 24	Hours	Rate	Jul 24	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	15.00	573.75	12	15.00	180.00			140
								21.15
Total Gross Pay		573.75	12		180.00	140		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		573.75	12		180.00	140		140
Taxes Withheld								
Federal Withholding		0.00			0.00			
Medicare Employee		-8.32			-2.61			-284.00
Social Security Employee		-35.58			-11.16			-74.66
NY - Withholding		-2.12			0.00			-319.25
NY - Disability Employee		0.00			-0.90			-224.14
Medicare Employee Addl Tax		0.00			0.00			-2.40
Total Taxes Withheld		-46.02			-14.67			0.00
Net Pay		527.73	12		165.33	140		-904.45
Employer Taxes and Contributions								4,013.03
Medicare Company		8.32			2.61			74.66
Social Security Company		35.58			11.16			319.25
NY - Disability Company		0.00			0.00			0.00
NY - Unemployment		0.00			0.00			0.00
NY - MCTMT (Transit Tax)		0.00			0.00			0.00
Total Employer Taxes and Contributions		43.90			13.77			393.91

# Port Jervis Free Library Payroll Summary

July 2024

	Sausch...		Seeger, Bridgid K		Soberg, Julie		Sommers, Diane M.	
	Jul 24	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>								
Gross Pay								
Salaries and Wages Director	0.00			0.00			0.00	
Salaries and Wages FT	2,961.00			0.00			0.00	
Salaries and Wages MTNC	0.00			0.00			0.00	
Salaries and Wages PT	0.00	59.5	16.00	952.00	75.5	16.00	1,119.63	66.25
Total Gross Pay	2,961.00	59.5		952.00	75.5		1,119.63	66.25
Deductions from Gross Pay								
Health Insurance	-289.14			0.00			0.00	
Retirement	-88.84			0.00			0.00	
Total Deductions from Gross Pay	-377.98			0.00			0.00	
Adjusted Gross Pay	2,583.02	59.5		952.00	75.5		1,119.63	66.25
Taxes Withheld								
Federal Withholding	-272.00			0.00			-96.00	
Medicare Employee	-42.94			-13.80			-17.52	
Social Security Employee	-183.59			-59.02			-74.90	
NY - Withholding	-13.96			-15.32			-65.56	
NY - Disability Employee	-2.40			0.00			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-614.89			-88.14			-166.98	
Net Pay	1,968.13	59.5		863.86	75.5		905.81	66.25
<b>Employer Taxes and Contributions</b>								
Medicare Company	42.94			13.80			17.52	
Social Security Company	183.59			59.02			74.90	
NY - Disability Company	0.00			0.00			0.00	
NY - Unemployment	0.00			0.00			0.00	
NY - MCTMT (Transit Tax)	0.00			0.00			0.00	
Total Employer Taxes and Contributions	226.53			72.82			85.65	

# Port Jervis Free Library Payroll Summary July 2024

	Thiele, Diane M		Tidd, Ralph		Tobey, Katelyn A		Treutin...
	Hours	Rate	Jul 24	Hours	Rate	Jul 24	Hours
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director			0.00			0.00	140
Salaries and Wages FT			0.00			2,483.60	
Salaries and Wages MTNC			0.00			0.00	
Salaries and Wages PT	74	19.22	1,422.28	160	25.25	4,040.00	
Total Gross Pay	74		1,422.28	160		4,040.00	140
Deductions from Gross Pay							
Health Insurance			0.00			-144.56	
Retirement			0.00			0.00	
Total Deductions from Gross Pay			0.00			-144.56	
Adjusted Gross Pay	74		1,422.28	160		3,895.44	140
Taxes Withheld							
Federal Withholding			-97.00			-372.00	
Medicare Employee			-20.62			-58.58	
Social Security Employee			-88.18			-250.48	
NY - Withholding			-35.11			-173.96	
NY - Disability Employee			-2.40			-2.40	
Medicare Employee Addl Tax			0.00			0.00	
Total Taxes Withheld			-243.31			-857.42	
Net Pay	74		1,178.97	160		3,038.02	140
Employer Taxes and Contributions							
Medicare Company			20.62			58.58	
Social Security Company			88.18			250.48	
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			108.80			309.06	

# Port Jervis Free Library Payroll Summary July 2024

	Treuting, Connie		Williams, Starr R.		TOTAL	
	Rate	Jul 24	Hours	Rate	Jul 24	Hours
Employee Wages, Taxes and Adjustments						
Gross Pay						
Salaries and Wages Director	36.18	5,065.20				
Salaries and Wages FT		0.00	140	17.96	2,514.40	280.00
Salaries and Wages MTNC		0.00			0.00	420.00
Salaries and Wages PT		0.00			0.00	160.00
						995.00
Total Gross Pay		5,065.20	140		2,514.40	1,855.00
Deductions from Gross Pay						
Health Insurance		-336.70			0.00	
Retirement		0.00			-75.44	
Total Deductions from Gross Pay		-336.70			-75.44	
Adjusted Gross Pay		4,728.50	140		2,438.96	1,855.00
Taxes Withheld						
Federal Withholding		-632.00			-220.00	
Medicare Employee		-73.44			-36.46	
Social Security Employee		-314.04			-155.89	
NY - Withholding		-234.58			-90.14	
NY - Disability Employee		-2.40			-2.40	
Medicare Employee Addl Tax		0.00			0.00	
Total Taxes Withheld		-1,256.46			-504.89	
Net Pay		3,472.04	140		1,934.07	1,855.00
Employer Taxes and Contributions						
Medicare Company		73.44			36.46	
Social Security Company		314.04			155.89	
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		387.48			192.35	

PORT JERVIS FREE LIBRARY  
Chase Checking Account Activity  
July 11, 2024 to August 14, 2024

Attachment 20  
8/20/24

Details	Posting Date	Description	Amount	Type
DEBIT	8/13/2024	Online ACH Payment 11141219829 To Kalista (_#####6097)	(51.72)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219815 to #####5804	(110.22)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219817 to #####8241	(110.22)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219832 To MatthewConnelly (_#####6231)	(146.86)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219816 to #####7064	(146.86)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219819 to #####7051	(151.19)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219824 To Jerrell (_#####9024)	(228.57)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219812 to #####3260	(345.66)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219830 To Nancy (_#####4789)	(382.00)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219814 to #####0649	(397.75)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141227639 To JulieSoberg (_#####1730)	(401.32)	ACH_PAYMENT
DEBIT	8/13/2024	Online ACH Payment 11141219822 To BrighidSeger (_#####1948)	(407.18)	ACH_PAYMENT
DEBIT	8/13/2024	Online ACH Payment 11141237134 To TAMMI (_#####0438)	(477.87)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141227613 to #####9748	(495.81)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219831 To Kylie (_#####2433)	(543.56)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219827 to #####5734	(603.87)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219820 to #####4522	(607.20)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141227640 to #####1376	(668.64)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219823 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219813 to #####1601	(873.86)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141227641 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219825 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219833 To Katelyn (_#####7795)	(999.40)	ACH_PAYMENT
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219826 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	8/13/2024	Basic Online Payroll Payment 11141219818 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	8/13/2024	Online ACH Payment 11141219821 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	8/12/2024	Online Payment 21702093827 To Baker and Taylor 08/12	(14.10)	BILLPAY
DEBIT	8/12/2024	Online Payment 21702093830 To Frontier 08/12	(58.17)	BILLPAY
DSLIP	8/9/2024	DEPOSIT ID NUMBER 797855	431.68	DEPOSIT
DSLIP	8/9/2024	DEPOSIT ID NUMBER 797854	1,552.57	DEPOSIT
DEBIT	8/6/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240806 CO ENTRY DESCR:CON	(574.99)	ACH_DEBIT



DEBIT	8/5/2024 SERVICE CHARGES FOR THE MONTH OF JULY	(127.35) FEE_TRANSACTION
DEBIT	8/5/2024 Online Payment 21636680652 To CARDMEMBER SERVICE 08/05	(2,021.00) BILLPAY
DEBIT	8/5/2024 Online Payment 21636680655 To ORANGE & ROCKLAND UTILITIES 08/05	(1,813.75) BILLPAY
DEBIT	8/5/2024 Online Payment 21636660944 To Brodart Co 08/05	(10.25) BILLPAY
DEBIT	8/5/2024 Online Payment 21634663165 To NY ST DEPT CIVL SVC-AGENCY PMT 08/05	(8,854.32) BILLPAY
DEBIT	8/5/2024 Online Payment 21630573010 To RCLS 08/05	(828.00) BILLPAY
DEBIT	8/5/2024 Online Payment 21630573009 To Baker and Taylor 08/05	(59.13) BILLPAY
DEBIT	8/5/2024 Online Payment 21630596438 To Time Warner Cable 08/05	(16.93) BILLPAY
DEBIT	8/5/2024 Online Payment 21630574665 To Baker and Taylor 08/05	(129.99) BILLPAY
DEBIT	8/5/2024 Online Payment 21630595576 To RCLS 08/05	(115.71) BILLPAY
DEBIT	8/5/2024 Online Payment 21630595290 To RCLS 08/05	(1,475.00) BILLPAY
DEBIT	8/5/2024 Online Payment 21630582159 To Brodart Co 08/05	(6,741.50) BILLPAY
DEBIT	8/5/2024 Online Payment 21630564695 To Brodart Co 08/05	(53.07) BILLPAY
DEBIT	8/5/2024 Online ACH Payment 11140447294 To Kalista (_#####6097)	(100.81) BILLPAY
DEBIT	8/2/2024 Basic Online Payroll Payment 11140364500 to #####0031	(49.56) ACH_PAYMENT
DEBIT	7/31/2024 Basic Online Payroll Payment 11140030206 to #####7906	(96.00) BASIC_PAYROLL
DEBIT	7/31/2024 Basic Online Payroll Payment 11140030205 to #####2214	(174.70) BASIC_PAYROLL
DEBIT	7/31/2024 Basic Online Payroll Payment 11140030207 to #####3325	(174.70) BASIC_PAYROLL
DEBIT	7/31/2024 Online ACH Payment 11140030204 To SusanWade (_#####0178)	(5,500.00) ACH_PAYMENT
DEBIT	7/31/2024 Basic Online Payroll Payment 11140036725 to #####9692	(174.70) BASIC_PAYROLL
DEBIT	7/31/2024 ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payn	(764.18) ACH_DEBIT
DEBIT	7/31/2024 ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:073124 CO ENTRY DESCR:USATAXP	(4,754.66) ACH_DEBIT
CHECK	7/30/2024 CHECK 1134	(224.38) CHECK_PAID
DEBIT	7/30/2024 Basic Online Payroll Payment 11139591840 to #####7051	(105.83) BASIC_PAYROLL
DEBIT	7/30/2024 Basic Online Payroll Payment 11139595350 to #####5804	(165.33) BASIC_PAYROLL
DEBIT	7/30/2024 Basic Online Payroll Payment 11139591839 to #####8241	(165.33) BASIC_PAYROLL
DEBIT	7/30/2024 Online ACH Payment 11139595358 To Kalista (_#####6097)	(236.40) ACH_PAYMENT
DEBIT	7/30/2024 Online ACH Payment 11139595360 To MatthewConnelly (_#####6231)	(267.24) ACH_PAYMENT
DEBIT	7/30/2024 Basic Online Payroll Payment 11139595349 to #####7064	(267.24) BASIC_PAYROLL
DEBIT	7/30/2024 Online ACH Payment 11139591846 To Jerrell (_#####9024)	(309.56) ACH_PAYMENT
DEBIT	7/30/2024 Basic Online Payroll Payment 11139595348 to #####3260	(388.20) BASIC_PAYROLL
DEBIT	7/30/2024 Online ACH Payment 11139595353 To BrighidSeger (_#####1948)	(410.73) ACH_PAYMENT
DEBIT	7/30/2024 Basic Online Payroll Payment 11139595347 to #####0649	(449.53) BASIC_PAYROLL
DEBIT	7/30/2024 Online ACH Payment 11139595361 To TAMMI (_#####0438)	(467.27) ACH_PAYMENT
DEBIT	7/30/2024 Online ACH Payment 11139591848 To Nancy (_#####4789)	(470.33) ACH_PAYMENT



DEBIT	7/30/2024	Basic Online Payroll Payment 11139591845 To #####1376	(475.80)	BASIC_PAYROLL
DEBIT	7/30/2024	Online ACH Payment 11139591843 To JulieSoberg (_#####1730)	(523.54)	ACH_PAYMENT
DEBIT	7/30/2024	Online ACH Payment 11139595359 To Kylie (_#####2433)	(543.54)	ACH_PAYMENT
DEBIT	7/30/2024	Basic Online Payroll Payment 11139591837 To #####9748	(563.90)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139595356 to #####5734	(575.10)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139591838 to #####4522	(670.88)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139595354 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139595351 to #####1601	(862.04)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139591844 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139595352 to #####0937	(984.06)	BASIC_PAYROLL
DEBIT	7/30/2024	Online ACH Payment 11139591847 To Katelyn (_#####7795)	(999.42)	ACH_PAYMENT
DEBIT	7/30/2024	Basic Online Payroll Payment 11139595355 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	7/30/2024	Basic Online Payroll Payment 11139591842 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	7/30/2024	Online ACH Payment 11139595357 To Evelyn (_#####9708)	(2,006.51)	ACH_PAYMENT
CHECK	7/26/2024	CHECK 1139	(500.00)	CHECK_PAID
CHECK	7/24/2024	CHECK 1138	(219.06)	CHECK_PAID
CREDIT	7/23/2024	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SE: 100,000.00 ACH_CREDIT	(1,200.00)	ACH_CREDIT
DEBIT	7/22/2024	Online ACH Payment 11138890709 To Cheshire (_#####5530)	(2,515.00)	ACH_PAYMENT
DEBIT	7/19/2024	Online Payment 21456167633 To RCLS 07/19	(40.00)	CHECK_PAID
CHECK	7/18/2024	CHECK 1136	(740.61)	ACH_DEBIT
DEBIT	7/17/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payn	(4,580.22)	ACH_DEBIT
DEBIT	7/16/2024	Online ACH Payment 11138361808 To Cheshire (_#####5530)	(2,600.00)	ACH_PAYMENT
DEBIT	7/16/2024	Online Payment 21424165905 To NY ST DEPT CIVL SVC-AGENCY PMT 07/16	(9,124.66)	BILLPAY
DEBIT	7/16/2024	Online ACH Payment 11138322438 To SusanWade (_#####0178)	(156.43)	ACH_PAYMENT
DEBIT	7/16/2024	Online Payment 21423899085 To Frontier 111182-4 07/16	(4.96)	BILLPAY
DEBIT	7/16/2024	Online Payment 21423609111 To Time Warner Cable 07/16	(193.87)	BILLPAY
DEBIT	7/16/2024	Online Payment 21423593253 To Brodart Co 07/16	(27.07)	BILLPAY
DEBIT	7/16/2024	Online Payment 21421863790 To TOSHIBA FINANCIAL SERVICES (ELEC 07/16	(471.69)	BILLPAY
DEBIT	7/16/2024	Online ACH Payment 11138199001 To Kalista (_#####6097)	(103.44)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198999 to #####7051	(166.29)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138199002 To Jerrell (_#####9024)	(218.17)	ACH_PAYMENT
DEBIT	7/16/2024	Online ACH Payment 11138199008 To MatthewConnelly (_#####6231)	(267.24)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198993 to #####7064	(267.24)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198996 to #####0649	(377.69)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138192782 To TAMMI (_#####0438)	(407.19)	ACH_PAYMENT

DEBIT	7/16/2024	Online ACH Payment 11138192780 To Nancy (_#####4789)	(410.28)	ACH_PAYMENT
DEBIT	7/16/2024	Online ACH Payment 11138199003 To BrighidSeger (_#####1948)	(453.13)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198997 to #####9748	(488.65)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138199005 to #####1376	(493.72)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198995 to #####4522	(494.82)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138199004 To JulieSoberg (_#####1730)	(517.48)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198991 to #####3260	(517.61)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138192781 To Kylie (_#####2433)	(543.56)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138192775 to #####5734	(603.87)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198998 to #####1601	(741.05)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198994 to #####0031	(856.40)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138199006 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138192773 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138192774 To Katelyn (_#####7795)	(999.41)	ACH_PAYMENT
DEBIT	7/16/2024	Basic Online Payroll Payment 11138199000 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	7/16/2024	Basic Online Payroll Payment 11138198992 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	7/16/2024	Online ACH Payment 11138192776 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	7/15/2024	Basic Online Payroll Payment 11138223243 to #####4263	(38.93)	BASIC_PAYROLL
DEBIT	7/15/2024	Basic Online Payroll Payment 11138217289 to #####4263	(15.05)	BASIC_PAYROLL
DEBIT	7/15/2024	Online Payment 21414709287 To Brodart Co 07/15	(75.01)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414700336 To Frontier 07/15	(58.00)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414690823 To PN FIRE AND ALARM 07/15	(375.00)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414696880 To Rotary Club of Port Jervis NY 07/15	(54.00)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414704036 To ORANGE & ROCKLAND UTILITIES 07/15	(1,492.62)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414682923 To PORT JERVIS WATER DEPT 07/15	(270.02)	BILLPAY
DEBIT	7/15/2024	Online Payment 21414679868 To CARDMEMBER SERVICE 07/15	(1,445.54)	BILLPAY

Attachment 2E  
8/20/24



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

June 29, 2024 through July 31, 2024

Primary Account: [REDACTED]

00005567 DRI 802 15121624 NNNNNNNNNN P 1 000000000 D2 0000

PORT JERVIS FREE LIBRARY  
138 PIKE STREET  
PORT JERVIS NY 12771

**CUSTOMER SERVICE INFORMATION**

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



**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$102,461.49	\$91,593.52
Chase Business Premier Savings	[REDACTED]	1,997.34	1,997.38
Total		\$104,458.83	\$93,590.90
TOTAL ASSETS		\$104,458.83	\$93,590.90

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number: [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
Beginning Balance		\$102,461.49
Deposits and Additions	3	105,008.71
Checks Paid	11	-6,831.44
Electronic Withdrawals	125	-108,918.19
Fees	1	-127.05
Ending Balance	140	\$91,593.52

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 SEPTEMBER 2ND IN OBSERVANCE OF THE  
LABOR DAY HOLIDAY

Attachment 2F  
8/20/24

**Activity Summary** [REDACTED] **General Account**

7/1/2024 - 7/31/2024

Investment Pool Summary	MAX
Beginning Balance	\$1,537,202.28
Dividends	\$6,676.56
Purchases	\$0.00
Redemptions	(\$100,000.00)
Ending Balance	\$1,443,878.84
Average Monthly Rate	5.212%
Share Price	\$1.000
Total	\$1,443,878.84
Total Fixed Income	\$0.00
Account Total	\$1,443,878.84

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) 519-6016  
jfelly@pmanetwork.com



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED SEPTEMBER 2ND IN OBSERVANCE OF THE  
LABOR DAY HOLIDAY

Attachment 2G  
8/20/24

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

**Investment Pool Summary**

7/1/2024 - 7/31/2024

MAX

Beginning Balance

\$7,612.22

Dividends

\$33.76

Purchases

\$0.00

Redemptions

\$0.00

Ending Balance

\$7,645.98

Average Monthly Rate

5.212%

Share Price

\$1.000

Total

\$7,645.98

Total Fixed Income

\$0.00

Account Total

\$7,645.98

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



**PMA**<sup>™</sup>

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

**Your PMA Representative**  
Jarett Felly  
(717) 519-6016  
jfelly@pmanetwork.com

August 19, 2024

Director's Report

**On July 29, an incident occurred in the Reference Room** between two homeless individuals, Christine Jones and Justin Dunning. It started out with their voices being raised. Diane Sommers went in and reminded them that they were in a library and that they would need to tone it down. The man apologized and they were quieter for a brief time. Then their voices became raised again and Christine threw a cloth bag containing what appeared to be tent pegs at Justin. The pegs flew out of the bag and one of them cut Justin on the side of the nose. (It wasn't a severe cut, more of a nick, and maybe only a drop or two of blood appeared.) I heard the commotion from upstairs and came downstairs. While I was still on the stairs, I told Diane S., who was just picking up the phone, to call the police. (I don't know if she was going to call for me or if she was already planning to call the police.) As I reached the bottom of the stairs, Christine had gathered up her belongings and was passing the front desk, leaving the building, yelling as she went. Justin came out of the reference room, yelling at her that he was staying until the police arrived so that he could press charges. Two police officers arrived shortly thereafter. One of them talked to Justin and I spoke with Officer Santini. After discussing it with Officer Santini, we agreed that the two individuals should be banned from the library for a month. They will be allowed back in on September 1st. Diane S. and Diane Thiele were both stationed at the front desk when this happened. I was upstairs until I heard the commotion. I asked both Dianes to write up an account of what they witnessed. I submitted a FOIL request to receive a copy of the police report but it hasn't arrived yet.

**Utica Insurance** called to request a walk-through inspection. It was scheduled for Tuesday, August 6 at 11:00 and occurred without incident. The inspector was to email me a report of his findings but I haven't received it yet. However, their renewal policy was recently mailed to us.

**Kylie and Tammi's** last day was Tuesday, August 13.

**Summer Reading** is winding down. Our weekly craft programs are over. The weekly teen programs were well attended and had better attendance than some of the younger groups had. Our adult programs were also well received. Having Barbara Liemer and Aedan Roach was a big help.



**Jerell has adjusted his** last day to be Tuesday, August 27.

**The staff is continuing to adjust to using KOHA** with some adapting quicker than others. In the meantime, RCLS is still making adjustments with the software.

**The KOHA Acquisitions module** can assist with tracking our budget, vendor orders, receiving and billing. RCLS is wondering which libraries are interested in utilizing this module when it becomes available in October. If you're interested, I can find out more about it.

**The Hot Wrk Ensemble** program originally planned for Saturday, Sept. 28 at 2:00 has been rescheduled for Sept. 21 at 2:00 due to a conflict on their end. Therefore, our anniversary activities will also be moved to this date since we are using the music program as an anchor to build upon. The library was incorporated in 1892 and our current building opened in 1903, so we're either celebrating 132 or 121 years.

**Additional anniversary programs and activities** will include a Smoky Bear story time at 10:30 presented by Park Rangers, at least one craft activity, and our Saturday Fiber Craft program. Other items will probably be added.

Due to a lack of time, I haven't been able to follow up with these items. They are top of my list:

- Air flow in the Map Room
- Restructuring the lease for the postage meter
- Ordering the new copiers (The sales rep & I have been playing phone tag.)
- Seeing up an account for background checks
- Checking Idriz Miftari's references
- Posting an ad for additional help (to replace those students who went to college)
- Sending acknowledgments & thank you letters for memorial donations

Respectfully submitted by

ConnieTreuting

Interim Director

# Program Statistics for July 2024

Attachment 3B  
8/20/24

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	42	5 Sessions; all ages
Wednesdays	Mixed Story Time	35 kids + 28 adults	4 Session; Ages 0-5 Stories, songs, interactive activities
Fridays	PreK Play Day	13	3 Sessions; Open play time for toddlers & preschoolers
Tuesdays	Summer Reading Crafts	76	Weekly crafts for kids entering grades K – 5. 4 sessions
July 10	Unicorn Tea Party	13	Unicorn craft & story time for ages 4-7
Fridays	Adventures in Coding; Kids	15	Intro to coding for kids entering grades 1-4. 3 sessions.
July 22	Trolls movie & craft	5 kids + 3 adults	All ages.
July 26	Hobby Horses	4 kids + 3 adults	Craft program for kids ages 4 & up, with a parent
July 31	Cooking with Miss Connie	8	Simple cooking for kids in Kdgn & older. We made smores.
July 16	YA Book Discussion	0	Teen program
Mondays	YA Summer Reading Crafts	31	Weekly teen craft programs. 4 sessions
July 10	Mountains of Art	9	Teen craft program
June 10		2	Teen craft program
July 12	Glass Photo Painting	postponed	Teen & adult craft program
July 23	Solo Roleplaying Games	4	Teen & adult gaming program
Thursdays	Fiber Crafts (adult program)	40	Adult program. 3 Sessions
July 18	Women's Book Discussion	5	Adult program
July 17	Genealogy Workshop	cancelled	Adult program. We didn't have access to the database.
July 25	Bullet Journal Workshop	2	Adult program
July 24	Tea Tasting	10	Adult program
July 16	True Crimes Talk Tuesday	3	Adult program
July 19	Write Now	3	Adult creative writing program.
July 20	Saturday Fiber Crafts	2	Adult program.
Mondays	Monday Morning Mingle for Seniors	2	Social time for senior citizens. 3 sessions
July 3	Senior Brain Games	0	Adult program for senior citizens with activities meant to strengthen mental acuity.
July 11	Sand Art message in a bottle	4	Adult craft program
July 18	Ceramic pots	3 kids + 3 adults	Adult craft program. Kids also attended
July 18 & 19	Crystal Lights	9	Adult craft program. 2 sessions. Second session was open to teens.
July 25	Adventures in Publishing	4	Adult program on getting published.
July 25	Paint your own Coaster	1 kid + 3 adults	Adult craft program. Kids also attended
July 31	Photo Editing	2	Adult program
July 1	Pickle Tasting	26	All ages. Participants sampled 8 different pickle varieties.



## Program Statistics for July 2024

Every day except Fridays	Second Chances	No stats	Outside Group. GED classes. 2 students each day.
Tuesday nights	AlAnon	No stats	Outside Group
July 13	Defensive Driving	No stats	Outside Group



# Nugent & Haeussler, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

ESTABLISHED 1925

Attachment 4  
8/20/24  
101 Bracken Road  
Montgomery, New York 12549  
Tel (845) 457-1100  
Fax (845) 457-1160  
e-mail: nh@nhcpas.com

Peter J. Bullis, CPA, FACFEI, DABFA  
Christopher E. Melley, CPA  
Gary C. Theodore, CPA  
Julia R. Fraino, CPA  
William T. Trainor, CPA  
Mark M. Levy, CPA, CFP  
Thomas R. Busse, Jr., CPA  
Brent T. Napoleon, CPA  
Jennifer L. Capicchioni, CPA  
Patrick M. Bullis, CPA  
Justin B. Wood, CPA  
Richard P. Capicchioni, CPA

Norman M. Sassi, CPA  
Walter J. Jung, CPA

July 16, 2024

To the Board of Trustees and Management of  
Port Jervis Free Library  
138 Pike Street  
Port Jervis, New York 12771

We are pleased to confirm our understanding of the services we are to provide Port Jervis Free Library for the year ended June 30, 2024.

## Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Port Jervis Free Library as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Port Jervis Free Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Port Jervis Free Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Revenues Compared to Budget – General Fund
- 3) Schedule of Expenditures Compared to Budget – General Fund
- 4) Schedule of the Library's Proportionate Share of the Net Pension Liability
- 5) Schedule of Library Contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for the interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Limited segregation of duties

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Port Jervis Free Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

### **Other Services**

We will also assist in preparing the financial statements of Port Jervis Free Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you. As part of this engagement, we will assist with the preparation of depreciation schedules. Management is responsible for determining the depreciation method, useful lives and related salvage value of each capitalized asset. Our assistance will be limited to calculating the depreciation and management will be required to take responsibility for the depreciation schedules. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial



statement and depreciation services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation and depreciation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Nugent & Haeussler, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to New York State Office of the State Comptroller or its designee, a federal agency providing direct or indirect funding, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nugent & Haeussler, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to aforementioned parties or its designee. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Justin B. Wood, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately September 16, 2024.

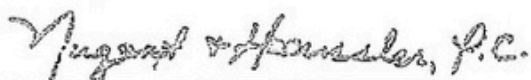
Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$9,750. If the Library requires additional assistance with the implementation of new accounting standards, our fees for these services will be at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

#### **Reporting**

We will issue a written report upon completion of our audit of Port Jervis Free Library's financial statements. Our report will be addressed to board of trustees of Port Jervis Free Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Port Jervis Free Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



NUGENT & HAEUSSLER, P.C.

Nugent & Haeussler, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Port Jervis Free Library.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

RESPONSE:

This letter correctly sets forth the understanding of Port Jervis Free Library.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_