

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
September 17, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- August 20, and August 27, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approve Director contract

VII. Old Business:

- Service Plan Zoom: last-4/25; next session: 9/26

VIII New Business:

- Staffing needs assessment
- CDC guidelines
- Hold harmless agreement

IX Executive Session- Personnel/Contractual: Director contract

X Adjournment: Next regular meeting October 15, 2024 @ 10am

Minutes of the Port Jervis Free Library Board of Trustees

August 20, 2024

10:00 a.m.

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

Public: Barbara Cassidy, Sarah Mink, Haydee Montanez, 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 – Sarah Mink questioned the perceived lack of new books in the Library's collection for the past year. She was advised to discuss her concerns with Connie after the meeting.

IV Minutes (Attachment 1)

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

V Correspondence – none

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

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

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

- A joint inspection by PN and Schindler revealed a previously unaccounted for smoke detector in the elevator shaft.
- A public workshop led by the National Guard Emergency Preparedness organization is scheduled for August 26.
- George Cheshire will clean the furnace and replace the water feeder and clean the second-floor system.
- An account will be established to perform background checks.
- *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

VIII Unfinished Business (Attachment 4)

- The next Zoom meeting on the Service Plan is scheduled for September 26.
- Review of the contract for Treasurer/bookkeeper services is deferred to the next Board meeting.
- Connie reported that she has received resumes from a high school student and a retired Minisink teacher. She will forward the resumes to the Board.
- Carl signed the engagement letter with Nugent and Haeussler PC for the previously approved financial audit of fiscal year 2024 activities.

IX New Business -- none

X Next Meeting

- A meeting will take place Tuesday, August 27, 2024 at 10:00 a.m.
- The next regularly scheduled meeting will take place Tuesday, September 17, 2024 at 10:00 a.m.

XI Executive Session

Dick made a motion, seconded by Valerie, to go into Executive Session at 10:12 a.m. to discuss personnel/contractual matters regarding the FLEA contract/MOU and personnel matters regarding Director applications. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 10:54 a.m. Unanimously passed.

XII Adjournment – *Dick made a motion, seconded by Liz, to adjourn the meeting at 10:56 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees
August 27, 2024
10:00 a.m.

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

Public: Connie Treuting

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

III Public Comment – none

IV Unfinished Business

- *Dick made a motion, seconded by Valerie, to authorize the Acting Director to sign the TOSHIBA copier agreement. Unanimously passed.*
- *Liz made a motion, seconded by Dick, to approve the Treasurer contract as presented. Passed with three affirmative votes; Valerie abstained stating that she had not reviewed the contract.*
- *Valerie made a motion, seconded by Dick, to authorize the payment of \$4,375 to George Cheshire for work performed on the heating system. Unanimously approved.*

V Executive Session

Dick made a motion, seconded by Valerie, to go into Executive Session at 10:11 a.m. to discuss personnel matters regarding Director applications. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 10:24 a.m. Unanimously passed.

Valerie made a motion, seconded by Dick, to approve the making of an offer to one of the defined candidates for Director position, and that if the initial candidate declines the offer it is extended to the defined alternate with the same specifications. Unanimously passed.

VI Other

Valerie made a motion, seconded by Dick, to recess the meeting at 10:26 a.m. until the next regularly scheduled meeting on September 17, 2024 at 10:00 a.m. Unanimously passed.

Respectfully Submitted,

Susan Wade, Board Secretary

Port Jervis Free Library
Balance Sheet
As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,350,202.74
1006 · CHASE CHECKING	130,255.57
1007 · Chase Savings	1,997.41
1008 · NYLAF - Harrison Thune	7,679.85
Total Checking/Savings	1,490,435.57
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	-799.42
Total Current Assets	1,489,636.15
TOTAL ASSETS	<u>1,489,636.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25,815.75
Total Accounts Payable	25,815.75
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	-687.46
2230 · NYS Retirement	11,139.17
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	4,412.92
Total Current Liabilities	30,228.67
Total Liabilities	30,228.67
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	-145,616.94
Total Equity	1,459,407.48
TOTAL LIABILITIES & EQUITY	<u>1,489,636.15</u>

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

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Charges for Services				
4000 · Book Sales	900.45	3,000.00	-2,099.55	30.0%
4001 · Fines	438.88	750.00	-311.12	58.5%
4002 · NonResident Fees	450.00	1,000.00	-550.00	45.0%
4003 · Copier Fees	3,203.32	9,338.00	-6,134.68	34.3%
Total Charges for Services	4,992.65	14,088.00	-9,095.35	35.4%
4055 · Services to Other Governments	0.00	13,000.00	-13,000.00	0.0%
Miscellaneous				
4004 · Gifts	163.02	300.00	-136.98	54.3%
4008 · Library Merchandise	30.00	0.00	30.00	100.0%
Total Miscellaneous	193.02	300.00	-106.98	64.3%
Operating Grants				
4023 · Local Public Funds OLA	3,382.00	3,000.00	382.00	112.7%
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%
Total Operating Grants	8,221.00	18,000.00	-9,779.00	45.7%
Interest Income	13,068.16	19,000.00	-5,931.84	68.8%
Total Income	26,474.83	1,250,444.00	-1,223,969.17	2.1%
Gross Profit	26,474.83	1,250,444.00	-1,223,969.17	2.1%
Expense				
Personal Services				
6002 · Salaries Director	25,536.00	68,340.00	-42,804.00	37.4%
6000 · Salaries Clerical FT	19,897.50	200,000.00	-180,102.50	9.9%
6001 · Salaries Clerical PT	45,759.04	252,800.00	-207,040.96	18.1%
6003 · Salaries Maintenance	10,304.00	53,575.00	-43,271.00	19.2%
Total Personal Services	101,496.54	574,715.00	-473,218.46	17.7%
Contractual				
6005 · Board Reporting	220.00	1,827.00	-1,607.00	12.0%
6030 · Books	2,171.28	25,000.00	-22,828.72	8.7%
6031 · Books Children	318.78	7,000.00	-6,681.22	4.6%
6032 · Book Friends	224.38	1,000.00	-775.62	22.4%
6035 · Periodicals	1,743.00	10,000.00	-8,257.00	17.4%
6038 · Audio Adult	349.50	4,500.00	-4,150.50	7.8%
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	29,460.00	-29,460.00	0.0%
6045 · Computer Eqpt/Software	9,728.05	20,000.00	-10,271.95	48.6%
6050 · Library Supplies	2,603.15	8,500.00	-5,896.85	30.6%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
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	643.92	6,000.00	-5,356.08	10.7%
6070 · Building Janitorial Supp	0.00	6,000.00	-6,000.00	0.0%
6071 · Building Maintenance	9,675.00	24,977.00	-15,302.00	38.7%
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	898.50	80,000.00	-79,101.50	1.1%
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%
Total Contractual	67,356.39	418,779.00	-351,422.61	16.1%

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09/09/24

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	6,292.79	45,000.00	-38,707.21	14.0%
6015 · Employer Medicare	1,471.74	9,250.00	-7,778.26	15.9%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-67.07	4,500.00	-4,567.07	-1.5%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	9,680.26	130,000.00	-120,319.74	7.4%
6132 · Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
Total Employee Benefits	21,541.51	256,950.00	-235,408.49	8.4%
Total Expense	190,394.44	1,250,444.00	-1,060,049.56	15.2%
Net Ordinary Income	-163,919.61	0.00	-163,919.61	100.0%
Net Income	-163,919.61	0.00	-163,919.61	100.0%

Port Jervis Free Library Payroll Summary August 2024

	Cassidy, Barbara M.			Cherry, Kalista M			Conklin, Mallory E			Conklin,...
	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 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	47.75	32.01	1,528.48	19.5	16.00	312.00	17	16.46	279.82	45.25
Total Gross Pay	47.75		1,528.48	19.5		312.00	17		279.82	45.25
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	47.75		1,528.48	19.5		312.00	17		279.82	45.25
Taxes Withheld										
Federal Withholding			-138.00			0.00			0.00	
Medicare Employee			-22.16			-4.52			-4.05	
Social Security Employee			-94.76			-19.34			-17.35	
NY - Withholding			-66.12			0.00			0.00	
NY - Disability Employee			0.00			0.00			-1.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-321.04			-23.86			-22.80	
Net Pay	47.75		1,207.44	19.5		288.14	17		257.02	45.25
Employer Taxes and Contributions										
Medicare Company			22.16			4.52			4.05	
Social Security Company			94.76			19.34			17.35	
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			116.92			23.86			21.40	

Port Jervis Free Library Payroll Summary August 2024

	Conklin, Matthew J.		Fedoruk, Olga		Feeney, Kylie		Joergle-Gildea, Stacy	
	Rate	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 24
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director		0.00			0.00			0.00
Salaries and Wages FT		0.00			0.00			0.00
Salaries and Wages MTNC		0.00			0.00			0.00
Salaries and Wages PT	17.93	811.33	68	18.45	1,254.60	74	16.00	1,184.00
Total Gross Pay		811.33	68		1,254.60	74		1,184.00
Deductions from Gross Pay								
Health Insurance		0.00			0.00			0.00
Retirement		-24.34			0.00			0.00
Total Deductions from Gross Pay		-24.34			0.00			0.00
Adjusted Gross Pay		786.99	68		1,254.60	74		1,184.00
Taxes Withheld								
Federal Withholding		-32.00			-79.00			-6.00
Medicare Employee		-11.76			-18.19			-17.17
Social Security Employee		-50.31			-77.78			-73.41
NY - Withholding		-40.71			-27.68			-24.60
NY - Disability Employee		0.00			-2.40			0.00
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-134.78			-205.05			-121.18
Net Pay		652.21	68		1,049.55	74		1,062.82
Employer Taxes and Contributions								
Medicare Company		11.76			18.19			17.17
Social Security Company		50.31			77.78			73.41
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		62.07			95.97			90.58

Port Jervis Free Library Payroll Summary August 2024

	Joergle-...		Kallahan, Tammi		Kroger, Alberta J.		Leimer, Barbara	
	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 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	2,131.04	61	16.00	976.00	71	30.51	2,166.21	12
								15.00
								180.00
Total Gross Pay	2,131.04	61		976.00	71		2,166.21	12
								180.00
Deductions from Gross Pay								
Health Insurance	0.00			0.00			0.00	
Retirement	0.00			0.00			-64.98	
								0.00
Total Deductions from Gross Pay	0.00			0.00			-64.98	
								0.00
Adjusted Gross Pay	2,131.04	61		976.00	71		2,101.23	12
								180.00
Taxes Withheld								
Federal Withholding	-182.00			0.00			-209.00	
Medicare Employee	-30.90			-14.16			-31.41	
Social Security Employee	-132.12			-60.51			-134.30	
NY - Withholding	-73.20			-16.28			-87.56	
NY - Disability Employee	0.00			0.00			-2.40	
Medicare Employee Addl Tax	0.00			0.00			0.00	
								0.00
Total Taxes Withheld	-418.22			-90.95			-464.67	
								-14.67
Net Pay	1,712.82	61		885.05	71		1,636.56	12
								165.33
Employer Taxes and Contributions								
Medicare Company	30.90			14.16			31.41	
Social Security Company	132.12			60.51			134.30	
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	
								0.00
Total Employer Taxes and Contributions	163.02			74.67			165.71	
								13.77

Port Jervis Free Library Payroll Summary August 2024

	Marion, Antonia			Northrup, Nancy			Penner, Darren			Reed, J...	
	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours	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	63	20.27	1,277.01	54	16.00	864.00	28.75	33.27	956.51	32	
Total Gross Pay	63		1,277.01	54		864.00	28.75		956.51	32	
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	63		1,277.01	54		864.00	28.75		956.51	32	
Taxes Withheld											
Federal Withholding			-21.00			0.00			-60.00		
Medicare Employee			-18.51			-12.52			-13.87		
Social Security Employee			-79.18			-53.56			-59.31		
NY - Withholding			-29.38			-5.64			-45.49		
NY - Disability Employee			-2.40			0.00			-2.40		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-150.47			-71.72			-181.07		
Net Pay	63		1,126.54	54		792.28	28.75		775.44	32	
Employer Taxes and Contributions											
Medicare Company			18.51			12.52			13.87		
Social Security Company			79.18			53.56			59.31		
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			97.69			66.08			73.18		

Port Jervis Free Library Payroll Summary August 2024

	Reed, Jerrell		Roach, Aedan J		Rogers, Evelyn		Sauschuck, Taylor	
	Rate	Aug 24	Hours	Rate	Aug 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				140
Salaries and Wages MTNC	0.00			0.00				21.15
Salaries and Wages PT	15.00	480.00	12	15.00	180.00			
Total Gross Pay		480.00	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		480.00	12		180.00	140		140
Taxes Withheld								
Federal Withholding	0.00			0.00				
Medicare Employee	-6.96			-2.61				
Social Security Employee	-29.76			-11.16				
NY - Withholding	0.00			0.00				
NY - Disability Employee	0.00			-0.90				
Medicare Employee Addl Tax	0.00			0.00				
Total Taxes Withheld		-36.72			-14.67			
Net Pay		443.28	12		165.33	140		140
Employer Taxes and Contributions								
Medicare Company	6.96			2.61				
Social Security Company	29.76			11.16				
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		36.72			13.77			393.91

Port Jervis Free Library Payroll Summary August 2024

	Sausch...		Seeger, Brighid K		Soberg, Julie		Sommers, Diane M.	
	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours
Employee Wages, Taxes and Adjustments								
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	55	16.00	880.00	62	16.00	992.00	49
								16.90
								828.10
Total Gross Pay	2,961.00	55		880.00	62		992.00	49
								828.10
Deductions from Gross Pay								
Health Insurance	-144.57			0.00			0.00	
Retirement	-88.84			0.00			0.00	
Total Deductions from Gross Pay	-233.41			0.00			0.00	
Adjusted Gross Pay	2,727.59	55		880.00	62		992.00	49
								828.10
Taxes Withheld								
Federal Withholding	-272.00			0.00			0.00	
Medicare Employee	-42.93			-12.76			-14.38	
Social Security Employee	-183.58			-54.56			-61.50	
NY - Withholding	-113.96			-12.44			-56.92	
NY - Disability Employee	-2.40			0.00			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-614.87			-79.76			-132.80	
Net Pay	2,112.72	55		800.24	62		859.20	49
								678.39
Employer Taxes and Contributions								
Medicare Company	42.93			12.76			14.38	
Social Security Company	183.58			54.56			61.50	
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	226.51			67.32			75.88	
								63.35

Port Jervis Free Library Payroll Summary August 2024

	Thiele, Diane M			Tidd, Ralph			Tobey, Katelyn A			Treutin...	
	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours	Rate	Aug 24	Hours	Hours
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director			0.00			0.00			0.00		140
Salaries and Wages FT			0.00			0.00			2,483.60		
Salaries and Wages MTNC			0.00	161	122.40	4,203.20	140	17.74	2,483.60		
Salaries and Wages PT	72.5	19.22	1,393.45			0.00			0.00		
Total Gross Pay	72.5		1,393.45	161		4,203.20	140		2,483.60		140
Deductions from Gross Pay											
Health Insurance			0.00			-72.28			0.00		
Retirement			0.00			0.00			-74.50		
Total Deductions from Gross Pay			0.00			-72.28			-74.50		
Adjusted Gross Pay	72.5		1,393.45	161		4,130.92	140		2,409.10		140
Taxes Withheld											
Federal Withholding			-94.00			-392.00			-136.00		
Medicare Employee			-20.21			-60.95			-36.01		
Social Security Employee			-86.39			-260.60			-153.99		
NY - Withholding			-33.82			-182.94			-84.28		
NY - Disability Employee			-2.40			-2.40			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-236.82			-898.89			-410.28		
Net Pay	72.5		1,156.63	161		3,232.03	140		1,998.82		140
Employer Taxes and Contributions											
Medicare Company			20.21			60.95			36.01		
Social Security Company			86.39			260.60			153.99		
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			106.60			321.55			190.00		

Port Jervis Free Library Payroll Summary August 2024

	Treuting, Connie		Williams, Starr R.		TOTAL	
	Rate	Aug 24	Hours	Rate	Aug 24	Hours
Employee Wages, Taxes and Adjustments						
Gross Pay						
Salaries and Wages Director	36.18	5,065.20		0.00		280.00
Salaries and Wages FT		0.00	140	17.96	2,514.40	420.00
Salaries and Wages MTNC		0.00		0.00		161.00
Salaries and Wages PT		0.00		0.00		919.75
Total Gross Pay		5,065.20	140	2,514.40	1,780.75	
Deductions from Gross Pay						
Health Insurance		-168.35		0.00		-385.20
Retirement		0.00		-75.44		-559.82
Total Deductions from Gross Pay		-168.35		-75.44		-945.02
Adjusted Gross Pay		4,896.85	140	2,438.96	1,780.75	40,106.13
Taxes Withheld						
Federal Withholding		-632.00		-220.00		-2,823.00
Medicare Employee		-73.45		-36.46		-595.22
Social Security Employee		-314.04		-155.90		-2,545.16
NY - Withholding		-234.58		-90.14		-1,470.24
NY - Disability Employee		-2.40		-2.40		-27.20
Medicare Employee Addl Tax		0.00		0.00		0.00
Total Taxes Withheld		-1,256.47		-504.90		-7,460.82
Net Pay		3,640.38	140	1,934.06	1,780.75	32,645.31
Employer Taxes and Contributions						
Medicare Company		73.45		36.46		595.22
Social Security Company		314.04		155.90		2,545.16
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		387.49		192.36		3,140.38

PORT JERVIS FREE LIBRARY
Chase Account Activity
August 15, 2024 - September 9, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	9/9/2024	ONLINE PAYMENT TO TOSHIBA FINANCIAL SERVICES (ELEC 09/09	(1,322.06)	BILLPAY
DEBIT	9/5/2024	SERVICE CHARGES FOR THE MONTH OF AUGUST	(131.40)	FEE_TRANSACTION
CHECK	9/5/2024	CHECK 1142	(407.18)	CHECK_PAID
DEBIT	9/4/2024	Basic Online Payroll Payment 11143740415 to #####4263	(8.67)	BASIC_PAYROLL
DEBIT	9/4/2024	Online Payment 21948492186 To NeverSink Lumber Co. Inc 09/04	(92.38)	BILLPAY
DEBIT	9/3/2024	Basic Online Payroll Payment 11143468888 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	9/3/2024	Basic Online Payroll Payment 11143468889 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	9/3/2024	Basic Online Payroll Payment 11143468890 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	9/3/2024	Basic Online Payroll Payment 11143458704 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	9/3/2024	Online ACH Payment 11143458722 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT
DSLIP	9/3/2024	DEPOSIT ID NUMBER 797838	1,781.39	DEPOSIT
DEBIT	8/29/2024	Online Payment 21879347939 To RCLS 08/29	(44.85)	BILLPAY
DEBIT	8/29/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240829 CO ENTRY	(559.82)	ACH_DEBIT
DEBIT	8/28/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DES	(729.81)	ACH_DEBIT
DEBIT	8/28/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:082824 CO ENTRY DESC	(4,525.00)	ACH_DEBIT
CREDIT	8/28/2024	ORIG CO NAME:NYLAF ORIG ID:113470543 DESC DATE: CO ENTRY DESCR:	100,000.00	ACH_CREDIT
DEBIT	8/27/2024	Online ACH Payment 11142830408 To Cheshire (_#####5530)	(4,375.00)	ACH_PAYMENT
CHECK	8/27/2024	CHECK 1144	(461.40)	CHECK_PAID
DEBIT	8/27/2024	Online ACH Payment 11142783922 To Jerrell (_#####9024)	(214.71)	ACH_PAYMENT
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783920 to #####5804	(55.11)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142772334 to #####5734	(552.76)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783923 to #####7671	(1,713.02)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783921 to #####7064	(179.25)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142772336 to #####1376	(457.90)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783917 to #####9748	(553.74)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142772332 to #####4522	(600.24)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142772335 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783928 to #####0937	(1,128.65)	BASIC_PAYROLL
DEBIT	8/27/2024	Online ACH Payment 11142783926 To Evelyn (_#####9708)	(2,006.51)	ACH_PAYMENT

DEBIT	8/27/2024	Online ACH Payment 11142783929 To MatthewConnelly (_#####6231)	(179.24)	ACH_PAYMENT
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783915 to #####0649	(377.69)	BASIC_PAYROLL
DEBIT	8/27/2024	Online ACH Payment 11142783924 To BrighidSeeger (_#####1948)	(393.06)	ACH_PAYMENT
DEBIT	8/27/2024	Online ACH Payment 11142772337 To Nancy (_#####4789)	(410.28)	ACH_PAYMENT
DEBIT	8/27/2024	Basic Online Payroll Payment 11142772333 to #####1601	(762.70)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783927 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783916 to #####2902	(1,904.36)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783918 to #####8241	(55.11)	BASIC_PAYROLL
DEBIT	8/27/2024	Online ACH Payment 11142783932 To Kalista (_#####6097)	(236.42)	ACH_PAYMENT
DEBIT	8/27/2024	Online ACH Payment 11142783925 To JulieSoberg (_#####1730)	(457.88)	ACH_PAYMENT
DEBIT	8/27/2024	Online ACH Payment 11142783931 To Kylie (_#####2433)	(519.26)	ACH_PAYMENT
DEBIT	8/27/2024	Online ACH Payment 11142783930 To Katelyn (_#####7795)	(999.42)	ACH_PAYMENT
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783914 to #####7051	(105.83)	BASIC_PAYROLL
DEBIT	8/27/2024	Basic Online Payroll Payment 11142783919 to #####3260	(332.73)	BASIC_PAYROLL
CHECK	8/27/2024	CHECK 1140	(320.00)	CHECK_PAID
CHECK	8/21/2024	CHECK 1141	(125.00)	CHECK_PAID
DEBIT	8/20/2024	Online ACH Payment 11142105062 To SusanWade (_#####0178)	(846.33)	ACH_PAYMENT
DEBIT	8/20/2024	Online ACH Payment 11142113461 To SusanWade (_#####0178)	(110.00)	ACH_PAYMENT
DEBIT	8/20/2024	Online Payment 21786598318 To RCLS 08/20	(138.70)	BILLPAY
DEBIT	8/20/2024	Online Payment 21786598313 To Baker and Taylor 08/20	(22.54)	BILLPAY
DEBIT	8/20/2024	Online Payment 21786604853 To Utica National Insurance Group 08/20	(25,660.10)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746103933 To Time Warner Cable 08/16	(193.97)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746102610 To Kanopy 08/16	(51.00)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746083496 To Greenwald Doherty LLP 08/16	(148.50)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746081099 To Frontier 111182-4 08/16	(4.96)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746047934 To Brodart Co 08/16	(52.57)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746057750 To BLACKSTONE PUBLISHING 08/16	(32.00)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746055224 To BLACKSTONE PUBLISHING 08/16	(44.79)	BILLPAY
DEBIT	8/16/2024	Online Payment 21746007063 To BLACKSTONE PUBLISHING 08/16	(272.71)	BILLPAY
DEBIT	8/15/2024	ORIG CO NAME:NVS DTF WT ORIG ID:S146013200 DESC DATE:	(740.43)	ACH_DEBIT



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

August 01, 2024 through August 30, 2024

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

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PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771



We're updating our Deposit Account Agreement, including the Arbitration section

On November 17, 2024, we're updating section X. *Arbitration; Resolving Disputes* in the Deposit Account Agreement. We've included excerpts of the more significant updates at the end of this statement. The Arbitration section explains how potential disputes and claims are handled between us. **You can opt out of arbitration any time before January 16, 2025, by calling us at 1-800-242-7338.**

You can view the full updated section in the Deposit Account Agreement which will be available on November 17 at chase.com/business/disclosures or by visiting a branch. The new agreement will include these changes as well as any additional updates occurring at this time.

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

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE	ENDING BALANCE
		THIS PERIOD	THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$91,593.52	\$99,000.77
Chase Business Premier Savings	[REDACTED]	1,997.38	1,997.41
Total		\$93,590.90	\$100,998.18
TOTAL ASSETS		\$93,590.90	\$100,998.18



NYLAF Monthly Statement
Port Jervis Free Library

Activity Summary **General Account**

Investment Pool Summary

Beginning Balance

Dividends

Purchases

Redemptions

Ending Balance

Average Monthly Rate

Share Price

Total

Total Fixed Income

Account Total

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

8/1/2024 - 8/31/2024

MAX

\$1,443,878.84

\$6,323.90

\$0.00

(\$100,000.00)

\$1,350,202.74

5.203%

\$1.000

\$1,350,202.74

\$0.00

\$1,350,202.74

Your PMA Representative

Jarett Fely
(717) 519-6016
jfely@pmanetwork.com



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

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



NYLAF Monthly Statement
Port Jervis Free Library

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

Activity Summary **Harrison-Thune**

8/1/2024 - 8/31/2024

Investment Pool Summary

MAX

Beginning Balance

\$7,645.98

Dividends

\$33.87

Purchases

\$0.00

Redemptions

\$0.00

Ending Balance

\$7,679.85

Average Monthly Rate

5.203%

Share Price

\$1.000

Total

\$7,679.85

Total Fixed Income

\$0.00

Account Total

\$7,679.85

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



PMA™

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

Your PMA Representative
Jarett Fely
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jfely@pmanetwork.com

September 11, 2024

The CDC has updated their **COVID guidelines** (see attached). They aren't as restrictive and now encompass all respiratory illnesses, including flu and RSV. I'm assuming these are the guidelines we should be following if a staff member gets COVID. However, since the guidelines refer to all respiratory illness, will this be policy or just suggested guidelines for when to stay home? Specifically, if a staff member has had a fever, do they need to be fever-free for 24 hours before returning to work?

Months ago, I believe our **Policy Manual** was submitted to the attorney for review. I believe we were told there should be two manuals, one for library policies that relate to the public and another for policies relating to employees. What is the status on the policy manual(s)? The staff never received any updated manual.

I've applied for an **RCLS Assistive Technology Mini-Grant**. The grant will provide an assistive technology device to support library users who speak a variety of languages or people who are deaf or hard of hearing. RCLS is working with Translate Live to provide the devices. The period for this grant will run January 2025 through December 2027. If awarded, the library will receive the following:

- 1 device (TranslateLive tablet) complete with three-year software subscription
- 1 keyboard
- Access to a live American Sign Language interpreter services

We currently serve a deaf family as well as patrons who speak Spanish, Ukrainian, Mandarin, an unknown Eastern European language, and unknown others. Should the library wish to continue with the subscription after December 2027, the library will contract with TranslateLive for a price of \$480 per year.

PiperWebs Website Services will be discontinued completely by October 1, 2025. Dale Dormody will be retiring and the plan he had for someone to take it over has fallen through. He's looking for other vendors to acquire the business, but it doesn't seem likely. Several other libraries within RCLS also use PiperWebs and those directors have been looking for alternatives, hoping to band together to get group rates. I'll continue to monitor the situation and keep you apprised of any updates.

The **Bay State Books/ Discover Books** bins in the back were emptied on August 30. They were last emptied on May 9, 2024. Up until May we had two bins but when they came in May, they left a third. We filled three bins in less than four months.

I believe the **Second Chances GED** classes had two students enrolled. Chloe, the instructor, went on vacation in August 19. While she was gone, a substitute teacher was supposed to take over her classes but her students never showed up. Chloe came back from vacation on September 3rd but her students still haven't returned. She will be reaching out to Lori Yakawiak, the Coordinator of Adult & Continuing Education to determine the next step.

Boiler notes as per Ralph:

On August 21 the boiler was cleaned, the burners were checked and scrubbed, the stack was pulled and vacuumed out. The water feeder was replaced and everything was wiped down. The inside of the boiler was taken apart and checked. For the second-floor heat, the burners were checked. They weren't dirty at all. The system was inspected and blown out. Everything was good.

On August 22 the boiler was fired up and checked in anticipation of the heating season. A wet spot was found on the floor under the boiler. They are hoping it isn't weeping and that it's the spigot on the back. George was going to talk to Carl about replacing it and flushing the system.

On August 23 George flushed the boiler. The water level was down so he added 3 bottles of chemical cleaner. The fitting was replaced with a new one. The boiler was fired up again and ran for an hour with no issues.

I received an email regarding the **Utica Insurance inspection**. The handrail that they suggest be installed in the basement is in an area that is rarely used. They also suggested that we implement the use of a hold harmless and indemnification agreement in the written contract used with subcontractors. I believe the Board received a similar email/ report but I've forwarded the email that I received to Carl and Dick.

Two **new copiers** were ordered from Toshiba. They should be here before the end of the month.

Pitney Bowes Postage meter I'm still waiting to receive the updated leasing agreement from them.

Idriz Miftari's background check came back clear. He completed Koha training and has started filling in at the front desk and will fill in in the Hub this week. So far, he's working out very well.

Possible new hires: I received several resumes over the last few weeks and started interviewing potential new hires this week. Several candidates look promising. I plan to work with Taylor to find the holes in the schedule and work out where we need to place them.

Future Hub hours will need to be determined so that I can plan for adequate shift coverage, using a combination of Katelyn Tobey and new hires.

Norm Gallagher A staff member has asked if we would be doing anything special to honor Norm Gallagher, past Board President, who died on March 4, 2024. According to his obituary, Norm started out as a volunteer at the Port Jervis Free Library, sorting and cataloging obituaries, eventually becoming a trustee of the Library and president of the board for 16 years. He was also a trustee of RCLS for 10 years. He was awarded the Anthony J. Knapp Library Award in 2019.

The **Program statistics** aren't ready at this time but will be available at the Board meeting, if not sooner.

Respectfully submitted,
Connie Treuting
Acting Director

Addendum to Director's Report:

I was contacted by Stephanie Fort, Financial Services Professional with NEW YORK LIFE INSURANCE COMPANY, based in Milford. She is interested in offering financial seminars at the library.

I was also contacted by an Alzheimer group that would like to do a program.

Amie Pinckney, the Community Engagement Facilitator for the Orange County Dept. of Mental Health contacted me to reserve a room for Wednesday October 23rd from noon-3:30 PM to host a roundtable discussion event. This is a recurring event that they do quarterly throughout the county, and this would be their 2nd time hosting it in Port Jervis. The focus of this event is to create a "safe space" for PEER advocates, people with Lived Experiences, families of people with Lived Experiences, and people who are currently struggling with Substance Use to come together and share their experiences, discuss their needs and concerns, and receive resources regarding potential next steps. They expect anywhere from 35-45 people at these discussions.

A check in the amount of \$25.00 was received from Al-Anon as a donation for room use.

There has been no accountability for who has keys to the building, so I've created a form for staff to sign when they are issued a key as well as a master list of who has keys. The individually signed forms will go into each employee's personnel file.

I want to bring to the Board's attention that employee evaluations haven't been done according to contract specifications. The previous director didn't do any evaluations of part time employees. She felt it was unnecessary. Nor have any formal evaluations been done on new hires during or after their probationary period. With new hires coming on board, I think it's important that they be properly evaluated.

Another area where we are not in compliance is NYS mandated yearly sexual harassment prevention training. The last time this was done was over two years ago. Perhaps it can be included as part of our next staff development day.

A weather permits, Ralph will begin scraping and repainting the wood trim around the front door before winter arrives. For safety reasons, patrons will be advised to use the handicap entrance during this time and the front door will not be accessible. A notice of this will be posted on our social media and around the library prior to Ralph starting the work. I believe he said he will need to order more paint.

Ralph has told me that he would like to have a dumpster for about a week so that he can clean out his work area. Old paint and floor tiles along with other debris needs to be disposed of. Due to the nature of this clean-out project he'd like to work on it piecemeal, which is why he'd like access to a dumpster. He doesn't have space to pile up everything he'd like to get rid of in anticipation of having a junk removal service stop by to pick it up at an appointed time.

FOIL request received via email for all employees' names, salaries, hire dates, etc for 2023.

Movie license

Program Statistics for August 2024

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	41	4 Sessions; all ages
Wednesdays	Mixed Story Time	3 kids + 3 adults	1 Session; Ages 0-5 Stories, songs, interactive activities
Fridays	PreK Play Day	27	4 Sessions; Open play time for toddlers & preschoolers
August 14	Story Time End of Summer Party	5 kids + 5 adults	Stories, songs, interactive activities for toddlers & preschoolers
August 21	See It! Hear It! Feel It!	8 kids + 5 adults	Children's program for preschool and older. Multiple stations set up with a variety of sensory activities to explore.
Tuesdays	Summer Reading Crafts	11	Weekly crafts for kids entering grades K – 5. 1 session
Fridays	Adventures in Coding; Kids	8	Intro to coding for kids entering grades 1-4. 4 sessions.
August 8	How to Be a Cryptid	0	For kids in grades 3-8
August 9	Smokey Bear Story Time	Postponed	For kids ages 4 & up. Presented by the Forest Service
August 13	Summer Reading Party	20	For kids in grades k-5. Outside paint & water activities followed by ice cream.
August 22	YA Book Discussion	0	Teen program
Mondays	YA Summer Reading Crafts	7	Weekly teen craft programs. 1 session
August 5	Paper Plane Tournament	4	Teen craft program
August 12	YA Summer Reading Party	6	Teen program.
August 19	Cardboard Sword Wars	5	Teen craft program.
August 27	Shrinky Dinks	2	Teen craft program
Wednesdays	Adventures in Coding; Teens	4	Teen program featuring fun coding activities. 4 sessions scheduled; 2 cancelled
August 15	Hot Sauce Tasting	8	Teen & adult program. Participants sampled 6 different hot sauce varieties.
August 29	Treasure Chests & Mimics	2 adults	Teen & adult craft program
Thursdays	Fiber Crafts (adult program)	51	Adult program. 4 Sessions
August 15	Women's Book Discussion	9	Adult program
August 21	Genealogy Workshop	6	Adult program.
August 22	Bullet Journal Workshop	4	Adult program
August 28	Tea Tasting	6	Adult program
August 20	True Crimes Talk Tuesday	cancelled	Adult program
August 16	Write Now	0	Adult creative writing program.
August 22	Saturday Fiber Crafts	7	Adult program.
Mondays	Monday Morning Mingle for Seniors	5	Social time for senior citizens. 4 sessions
August 1	Adventures in Felting	14	Adult craft program. Outside presenter
Wednesdays	Adventures in Coding; Adults	4	Adult program featuring fun coding activities. 4 sessions, 1 cancelled
August 1	Trivia Night	cancelled	Adult program
August 5	How to Use Google & GMail	0	Hub program aimed at senior citizens

Program Statistics for August 2024

August 8	Intro to Crochet	3	Adult craft program. Outside presenter
August 12	How to Use Canva	0	Hub program.
August 14	Photo Editing 2	cancelled	Adult program
August 15	Cake & Canvas	4	Adult craft program.
August 19	Internet Safety for Seniors	0	Hub program aimed at senior citizens
August 20	Making Minis	5	Adult craft program.
August 22	Mason Jar Lid Suncatchers	3	Adult craft program
August 26	Emergency Preparedness	5	Adult program. Outside presenter.
August 8	Game Night	13	All ages.
August 13	Escape Room	16	All ages. Teams attempt to solve a series of puzzles in order to "escape." 4 sessions
Every day except Fridays	Second Chances	No stats	Outside Group. GED classes. 2 students each day.
Tuesday nights	AlAnon	No stats	Outside Group