

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA

October 15, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- September 17, 2024 & Special Meeting 21, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approve Service Plan contract
- Hold Harmless Agreement

VII. Old Business:

- Service Plan: Pause process and restart 2/25
- Norman Gallagher tribute

VIII New Business:

- Staffing needs assessment
- Hold harmless agreement & certificate of insurance for contractors
- T/Minisink contract

IX Executive Session- Personnel: Civil Service announcements

Contractual: Service Plan

X Adjournment: Next regular meeting November 19, 2024 @ 10am

Minutes of the Port Jervis Free Library Board of Trustees

September 17, 2024

10:00 a.m.

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

Public: Antonia Marion, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:06 a.m.

III Public Comment – none

IV Minutes (Attachment 1)

Dick made a motion, seconded by Liz, to approve the minutes of the August 20, 2024 and August 27, 2024 meetings. Passed -- Dolores abstained from the vote. Valerie discussed the need to assure that the attachments referenced in the minutes are available to the public.

V Correspondence – none

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

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

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

- PiperWeb will no longer provide web hosting services effective October 2025. Liz stated that she has experience with such services at other non-profits and asked that she be kept in the loop as a new vendor is being chosen.
- Harassment training needs to be brought up-to-date.
- The movie license is up for renewal through RCLS at an annual cost of approximately \$400. This enables the Library to show movies in a public venue; otherwise to do so would be in violation of copyright laws. Movie viewing used to be very popular pre-COVID. It is less popular lately. Advertising cannot name the title, image or poster of the movie to be shown. The Board agreed that the renewal should be sought.
- Dolores asked if the GED instructors have phone numbers of the students. Connie was uncertain about that.
- Connie will check with Ralph to assure that hazardous materials are not to be included in the dumpster.
- *Valerie 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.

IX New Business

- Connie prepared a staffing needs assessment. If the HUB is to be open the same as the Library, it would require an additional 28 hours; Childrens' room – 22 hours; front desk – 8 hours. Saturdays

continue to be a challenge to fill these hours. Connie will meet with the new director to share this information as well as the resumes of four individuals who have been interviewed.

- Carl reaffirmed that in accordance with CDC and NYS DOH guidelines, employees on COVID-leave should verify every day that they are still symptomatic and therefore cannot return to work. Additionally, employees should be fever-free for 24 hours without the use of fever-reducing medicine before returning to work.
- Carl discussed the email received from the Library's insurance carrier regarding the need for a "hold harmless agreement" and the need for handrails on the stairs to the Map Room. ***Dick made a motion, seconded by Liz, to hire Rory Wade to install the handrails at a cost of \$820, the work to be completed by mid-October. Unanimously passed.***
- A FOIA request was received from a Watchdog group with a Florida address. Counsel will draft a response. Liz noted that the request seemed very non-specific to the Library; others concurred with the assessment. Carl will forward this information to RCLS.

X Next Meeting

- The next regularly scheduled meeting will take place Tuesday, October 15, 2024 at 10:00 a.m.
- A special meeting will be held Saturday, September 21, 2024 at noon. (See below.)

XI Executive Session

Dick made a motion, seconded by Valerie, to go into Executive Session at 10:33 a.m. to discuss personnel/contractual matters regarding the Director contract. Unanimously passed. Dick made a motion, seconded by Dolores, to come out of Executive Session at 10:50 a.m. Unanimously passed.

Dick made a motion, seconded by Dolores, to approve the Employment Contract to Curran Koehler for the position of Library Director. Unanimously passed.

Dick made a motion, seconded by Liz, to appoint Curran Koehler to the position of Library Director effective September 21, 2024. Unanimously passed. Carl executed the contract and Susan will forward to Curran. Connie will notify RCLS to get the needed email.

Dolores made a motion, seconded by Liz, to hold a Special meeting on September 21, 2024 at noon to appoint and administer the oath of office to the new director. Unanimously passed.

XII Adjournment – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 10:57 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
September 21, 2024, @ 12 Noon

I Call to Order: Carl Hendrick, Valerie Maginsky & Dolores Carnosa
Pledge of Allegiance

II Director Oath of Office: Administered by Board President to Curran Koehler,
Director:

“I Curran Koehler do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of Director of the Port Jervis Free Library according to the best of my ability.”

III Adjournment: 12:04pm

Motion: Valerie 2nd: Dolores

Next regular meeting October 15, 2024 @ 10am

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 - NYLAF	1,355,874.50
1006 - CHASE CHECKING	25,659.46
1007 - Chase Savings	1,997.44
1008 - NYLAF - Harrison Thune	7,712.11
Total Checking/Savings	<u>1,391,543.51</u>
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	<u>-799.42</u>
Total Current Assets	<u>1,390,744.09</u>
TOTAL ASSETS	<u>1,390,744.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-44.18
Total Accounts Payable	<u>-44.18</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	10,559.25
2231 - NYS Retirement Loans	-4.82
2233 - Deferred comp withheld	0.46
Total Other Current Liabilities	<u>3,103.19</u>
Total Current Liabilities	<u>3,059.01</u>
Total Liabilities	3,059.01
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	-217,339.34
Total Equity	<u>1,387,685.08</u>
TOTAL LIABILITIES & EQUITY	<u>1,390,744.09</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	297,222.75	1,184,556.00	-887,333.25	25.1%
PILOT	0.00	1,500.00	-1,500.00	0.0%
Charges for Services				
4000 · Book Sales	1,245.15	3,000.00	-1,754.85	41.5%
4001 · Fines	446.88	750.00	-303.12	59.6%
4002 · NonResident Fees	825.00	1,000.00	-175.00	82.5%
4003 · Copier Fees	4,224.40	9,338.00	-5,113.60	45.2%
Total Charges for Services	6,741.43	14,088.00	-7,346.57	47.9%
4055 · Services to Other Governments	0.00	13,000.00	-13,000.00	0.0%
Miscellaneous				
4004 · Gifts	206.76	300.00	-93.24	68.9%
4008 · Library Merchandise	50.00	0.00	50.00	100.0%
Total Miscellaneous	256.76	300.00	-43.24	85.6%
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 R...	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	18,772.21	19,000.00	-227.79	98.8%
Total Income	331,214.15	1,250,444.00	-919,229.85	26.5%
Gross Profit	331,214.15	1,250,444.00	-919,229.85	26.5%
Expense				
Personal Services				
6002 · Salaries Director	33,590.85	68,340.00	-34,749.15	49.2%
6000 · Salaries Clerical FT	33,007.70	200,000.00	-166,992.30	16.5%
6001 · Salaries Clerical PT	62,005.94	252,800.00	-190,794.06	24.5%
6003 · Salaries Maintenance	14,425.60	53,575.00	-39,149.40	26.9%
Total Personal Services	143,030.09	574,715.00	-431,684.91	24.9%
Contractual				
6005 · Board Reporting	220.00	1,827.00	-1,607.00	12.0%
6030 · Books	2,896.70	25,000.00	-22,103.30	11.6%
6031 · Books Children	397.12	7,000.00	-6,602.88	5.7%
6032 · Book Friends	224.38	1,000.00	-775.62	22.4%
6035 · Periodicals	1,919.00	10,000.00	-8,081.00	19.2%
6038 · Audio Adult	647.74	4,500.00	-3,852.26	14.4%
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	2,886.24	8,500.00	-5,613.76	34.0%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	4,656.38	17,000.00	-12,343.62	27.4%
6061 · Utilities Gas	30.50	11,000.00	-10,969.50	0.3%
6062 · Utilities Water	270.02	2,200.00	-1,929.98	12.3%
6065 · Utilities Telephone/Internet	1,031.01	6,000.00	-4,968.99	17.2%
6070 · Building Janitorial Supp	92.38	6,000.00	-5,907.62	1.5%
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	1,793.75	7,000.00	-5,206.25	25.6%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	3,935.50	80,000.00	-76,064.50	4.9%
6087 · HUB	0.00	5,000.00	-5,000.00	0.0%
6088 · Bookkeeping	16,500.00	61,965.00	-45,465.00	26.6%
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%

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6120 · Postage	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	104.30	5,000.00	-4,895.70	2.1%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	3,364.91	6,000.00	-2,635.09	56.1%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,966.50	2,000.00	-33.50	98.3%
Total Contractual	90,364.85	418,779.00	-328,414.15	21.6%
Employee Benefits				
6010 · Employer Social Security	8,867.89	45,000.00	-36,132.11	19.7%
6015 · Employer Medicare	2,073.94	9,250.00	-7,176.06	22.4%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-92.23	4,500.00	-4,592.23	-2.0%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	30,172.73	130,000.00	-99,827.27	23.2%
6132 · Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
Total Employee Benefits	45,186.12	256,950.00	-211,763.88	17.6%
Total Expense	278,581.06	1,250,444.00	-971,862.94	22.3%
Net Ordinary Income	52,633.09	0.00	52,633.09	100.0%
Net Income	52,633.09	0.00	52,633.09	100.0%

Port Jervis Free Library
Payroll Summary
September 2024

	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 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	37	32.01	1,184.37	19	16.00	304.00	14	16.46	230.44	56.5
Total Gross Pay	37		1,184.37	19		304.00	14		230.44	56.5
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	37		1,184.37	19		304.00	14		230.44	56.5
Taxes Withheld										
Federal Withholding			-138.00			0.00			0.00	
Medicare Employee			-17.18			-4.41			-3.35	
Social Security Employee			-73.43			-18.85			-14.29	
NY - Withholding			-51.12			0.00			0.00	
NY - Disability Employee			0.00			0.00			-1.16	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-279.73			-23.26			-18.80	
Net Pay	37		904.64	19		280.74	14		211.64	56.5
Employer Taxes and Contributions										
Medicare Company			17.18			4.41			3.35	
Social Security Company			73.43			18.85			14.29	
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			90.61			23.26			17.64	

Port Jervis Free Library
Payroll Summary
September 2024

	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00	1	264.15
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	1,013.05	66	18.45	1,217.70	76	28.04	2,131.04		
Total Gross Pay		1,013.05	66		1,217.70	76		2,131.04	1	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-30.39			0.00			0.00		
Total Deductions from Gross Pay		-30.39			0.00			0.00		
Adjusted Gross Pay		982.66	66		1,217.70	76		2,131.04	1	
Taxes Withheld										
Federal Withholding		-52.00			-76.00			-182.00		
Medicare Employee		-14.69			-17.66			-30.90		
Social Security Employee		-62.81			-75.50			-132.13		
NY - Withholding		-48.83			-26.11			-73.20		
NY - Disability Employee		0.00			-2.40			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-178.33			-197.67			-418.23		
Net Pay		804.33	66		1,020.03	76		1,712.81	1	
Employer Taxes and Contributions										
Medicare Company		14.69			17.66			30.90		
Social Security Company		62.81			75.50			132.13		
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		77.50			93.16			163.03		

**Port Jervis Free Library
Payroll Summary
September 2024**

	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	264.15		0.00	0.00			0.00			0.00
Salaries and Wages FT	0.00		0.00	0.00			0.00			0.00
Salaries and Wages MTNC	0.00		0.00	0.00			0.00			0.00
Salaries and Wages PT	0.00	59	30.51	1,800.09	56	20.27	1,135.12	52.5	16.00	840.00
Total Gross Pay	264.15	59	1,800.09	1,800.09	56	1,135.12	1,135.12	52.5	840.00	840.00
Deductions from Gross Pay										
Health Insurance	0.00		0.00	0.00			0.00			0.00
Retirement	0.00		-54.00	-54.00			0.00			0.00
Total Deductions from Gross Pay	0.00		-54.00	-54.00			0.00			0.00
Adjusted Gross Pay	264.15	59	1,746.09	1,746.09	56	1,135.12	1,135.12	52.5	840.00	840.00
Taxes Withheld										
Federal Withholding	0.00		-167.00	-167.00			-5.00			0.00
Medicare Employee	-3.83		-26.10	-26.10			-16.46			-12.18
Social Security Employee	-16.38		-111.61	-111.61			-70.37			-52.08
NY - Withholding	0.00		-68.15	-68.15			-22.64			-10.84
NY - Disability Employee	0.00		-2.40	-2.40			-2.40			0.00
Medicare Employee Addl Tax	0.00		0.00	0.00			0.00			0.00
Total Taxes Withheld	-20.21		-375.26	-375.26			-116.87			-75.10
Net Pay	243.94	59	1,370.83	1,370.83	56	1,018.25	1,018.25	52.5	764.90	764.90
Employer Taxes and Contributions										
Medicare Company	3.83		26.10	26.10			16.46			12.18
Social Security Company	16.38		111.61	111.61			70.37			52.08
NY - Disability Company	0.00		0.00	0.00			0.00			0.00
NY - Unemployment	0.00		0.00	0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00		0.00	0.00			0.00			0.00
Total Employer Taxes and Contributions	20.21		137.71	137.71			86.83			64.26

Port Jervis Free Library
Payroll Summary
September 2024

	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00	0.00			0.00			0.00	140
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	47	16.00	752.00	28	33.27	931.56	3.5	15.00	52.50	
Total Gross Pay	47		752.00	28		931.56	3.5		52.50	140
Deductions from Gross Pay										
Health Insurance		0.00	0.00			0.00			0.00	
Retirement		0.00	0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	47		752.00	28		931.56	3.5		52.50	140
Taxes Withheld										
Federal Withholding		0.00	0.00			-58.00			0.00	
Medicare Employee		-10.91	-10.91			-13.51			-0.76	
Social Security Employee		-46.63	-46.63			-57.75			-3.25	
NY - Withholding		-5.38	-5.38			-44.50			0.00	
NY - Disability Employee		0.00	0.00			-2.40			0.00	
Medicare Employee Addl Tax		0.00	0.00			0.00			0.00	
Total Taxes Withheld			-62.92			-176.16			-4.01	
Net Pay	47		689.08	28		755.40	3.5		48.49	140
Employer Taxes and Contributions										
Medicare Company		10.91	10.91			13.51			0.76	
Social Security Company		46.63	46.63			57.75			3.25	
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			57.54			71.26			4.01	

Port Jervis Free Library
Payroll Summary
September 2024

	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	36.78	5,149.20								
Salaries and Wages FT		0.00	140	21.15	2,961.00			0.00		0.00
Salaries and Wages MTNC		0.00			0.00			0.00		0.00
Salaries and Wages PT		0.00			0.00	38	16.00	608.00	70	16.00
Total Gross Pay		5,149.20	140		2,961.00	38		608.00	70	
Deductions from Gross Pay										
Health Insurance		0.00			-289.14			0.00		0.00
Retirement		-231.72			-88.84			0.00		0.00
Total Deductions from Gross Pay		-231.72			-377.98			0.00		
Adjusted Gross Pay		4,917.48	140		2,583.02	38		608.00	70	
Taxes Withheld										
Federal Withholding		-284.00			-272.00			0.00		0.00
Medicare Employee		-74.67			-42.94			-8.82		-8.82
Social Security Employee		-319.25			-183.58			-37.70		-37.70
NY - Withholding		-224.14			-113.96			-1.56		-1.56
NY - Disability Employee		-2.40			-2.40			0.00		0.00
Medicare Employee Addl Tax		0.00			0.00			0.00		0.00
Total Taxes Withheld		-904.46			-614.88			-48.08		
Net Pay		4,013.02	140		1,968.14	38		559.92	70	
Employer Taxes and Contributions										
Medicare Company		74.67			42.94			8.82		8.82
Social Security Company		319.25			183.58			37.70		37.70
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		393.92			226.52			46.52		

Port Jervis Free Library
Payroll Summary
September 2024

Employee Wages, Taxes and Adjustments Gross Pay	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24
Salaries and Wages Director	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages FT	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages MTNC	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages PT	1,120.00	60	16.90	1,014.00	68.25	19.22	1,311.77	160	25.76	4,121.60
Total Gross Pay	1,120.00	60		1,014.00	68.25		1,311.77	160		4,121.60
Deductions from Gross Pay										
Health Insurance	0.00		0.00	0.00		0.00	0.00		0.00	-144.56
Retirement	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Deductions from Gross Pay	0.00			0.00			0.00			-144.56
Adjusted Gross Pay	1,120.00	60		1,014.00	68.25		1,311.77	160		3,977.04
Taxes Withheld										
Federal Withholding	-6.00		-85.00	-85.00		-85.00	-85.00		-85.00	-382.00
Medicare Employee	-16.24		-14.70	-14.70		-19.02	-19.02		-19.02	-59.76
Social Security Employee	-69.44		-62.87	-62.87		-81.33	-81.33		-81.33	-255.54
NY - Withholding	-62.10		-27.79	-27.79		-30.14	-30.14		-30.14	-178.46
NY - Disability Employee	0.00		0.00	0.00		-2.40	-2.40		-2.40	-2.40
Medicare Employee Addl Tax	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Taxes Withheld	-153.78		-190.36	-190.36		-217.89	-217.89		-217.89	-878.16
Net Pay	966.22	60		823.64	68.25		1,093.88	160		3,098.88
Employer Taxes and Contributions										
Medicare Company	16.24		14.70	14.70		19.02	19.02		19.02	59.76
Social Security Company	69.44		62.87	62.87		81.33	81.33		81.33	255.54
NY - Disability Company	0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - Unemployment	0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - MCTMT (Transit Tax)	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Employer Taxes and Contributions	85.68		77.57	77.57		100.35	100.35		100.35	315.30

Port Jervis Free Library
Payroll Summary
September 2024

	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	TOTAL
	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours	Rate	Sep 24	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	140	17.74	2,483.60	70	36.18	2,532.60	140	17.96	2,514.40	211.00
Salaries and Wages FT			0.00	70	36.18	2,532.60			0.00	490.00
Salaries and Wages MTNC			0.00			0.00			0.00	160.00
Salaries and Wages PT			0.00			0.00			0.00	750.75
Total Gross Pay	140		2,483.60	140		5,065.20	140		2,514.40	1,611.75
Deductions from Gross Pay										
Health Insurance			0.00			-336.70			0.00	
Retirement			-74.50			0.00			-75.44	
Total Deductions from Gross Pay			-74.50			-336.70			-75.44	
Adjusted Gross Pay	140		2,409.10	140		4,728.50	140		2,438.96	1,611.75
Taxes Withheld										
Federal Withholding			-136.00			-632.00			-220.00	
Medicare Employee			-36.02			-73.44			-36.46	
Social Security Employee			-153.98			-314.04			-155.89	
NY - Withholding			-84.28			-234.58			-90.14	
NY - Disability Employee			0.00			-2.40			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-410.28			-1,256.46			-504.89	
Net Pay	140		1,998.82	140		3,472.04	140		1,934.07	1,611.75
Employer Taxes and Contributions										
Medicare Company			36.02			73.44			36.46	
Social Security Company			153.98			314.04			155.89	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTM/T (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			190.00			387.48			192.35	

Port Jervis Free Library
Payroll Summary
September 2024

	TOTAL
	Rate Sep 24
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salaries and Wages Director	7,945.95
Salaries and Wages FT	10,491.60
Salaries and Wages MTNC	4,121.60
Salaries and Wages PT	15,645.64
Total Gross Pay	38,204.79
Deductions from Gross Pay	
Health Insurance	-770.40
Retirement	-554.89
Total Deductions from Gross Pay	-1,325.29
Adjusted Gross Pay	36,879.50
Taxes Withheld	
Federal Withholding	-2,780.00
Medicare Employee	-554.01
Social Security Employee	-2,368.70
NY - Withholding	-1,397.92
NY - Disability Employee	-25.16
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-7,125.79
Net Pay	<u>29,753.71</u>
Employer Taxes and Contributions	
Medicare Company	554.01
Social Security Company	2,368.70
NY - Disability Company	0.00
NY - Unemployment	0.00
NY - MCTMT (Transit Tax)	0.00
Total Employer Taxes and Contributions	<u>2,922.71</u>

Port Jervis Free Library
 Chase Checking account activity
 September 10 - October 8, 2024

Details	Posting Date	Description	Amount	Type
CREDIT	10/8/2024	DEPOSIT	1,812.52	MISC_CREDIT
CREDIT	10/8/2024	DEPOSIT	297,222.75	MISC_CREDIT
CREDIT	10/8/2024	DEPOSIT	25.00	MISC_CREDIT
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO NANCY NORTHUP 4789	(118.22)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549969 TO 4522	(466.57)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549972 TO 3260	(385.45)	BASIC_PAYROLL
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO KATELYN TOBEY 7795	(999.42)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147556934 TO 9748	(495.81)	BASIC_PAYROLL
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO JULIE SOBERG 1730	(561.72)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549980 TO 2173	(1,846.69)	BASIC_PAYROLL
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO EVELYN ROGERS 9708	(2,006.52)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549975 TO 0937	(1,007.72)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549973 TO 7671	(1,549.44)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549979 TO 1376	(448.94)	BASIC_PAYROLL
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO KALISTA CHERRY 6097	(103.44)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147556937 TO 0031	(856.41)	BASIC_PAYROLL
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO BRIGID SEGER 1948	(308.24)	ACH_PAYMENT
DEBIT	10/8/2024	ONLINE ACH PAYMENT TO MATTHEW CONNELLY 6231	(204.48)	ACH_PAYMENT
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147556938 TO 4263	(967.03)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147556939 TO 8462	(492.00)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147556936 TO 7051	(105.83)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549978 TO 5734	(603.86)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549971 TO 2902	(1,771.14)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549968 TO 1601	(719.43)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549970 TO 7064	(204.49)	BASIC_PAYROLL
DEBIT	10/8/2024	BASIC ONLINE PAYROLL PAYMENT 11147549974 TO 0649	(377.70)	BASIC_PAYROLL
DEBIT	10/3/2024	SERVICE CHARGES FOR THE MONTH OF SEPTEMBER	(127.65)	FEE_TRANSACTION
DEBIT	10/1/2024	Basic Online Payroll Payment 11146810562 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	10/1/2024	Basic Online Payroll Payment 11146679603 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	10/1/2024	Basic Online Payroll Payment 11146679605 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	10/1/2024	Basic Online Payroll Payment 11146679606 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	10/1/2024	Basic Online Payroll Payment 11146679602 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	10/1/2024	Online ACH Payment 11146679604 To Susan Wade (_#####0178)	(5,500.00)	ACH_PAYMENT

DEBIT	9/10/2024	Basic Online Payroll Payment 11144385523 to #####4263	(12.96) BASIC_PAYROLL
DEBIT	9/10/2024	Online Payment 22010889250 To Kanopy 09/10	(52.00) BILLPAY
DEBIT	9/10/2024	Online Payment 22010747373 To PN FIRE AND ALARM 09/10	(77.50) BILLPAY
DEBIT	9/10/2024	Online Payment 22010745822 To PN FIRE AND ALARM 09/10	(592.00) BILLPAY
DEBIT	9/10/2024	Online Payment 22010301180 To Time Warner Cable 09/10	(193.97) BILLPAY
DEBIT	9/10/2024	Online Payment 22010292804 To ORANGE & ROCKLAND UTILITIES 09/10	(1,568.19) BILLPAY
DEBIT	9/10/2024	Online Payment 22010291914 To NY ST DEPT CIVIL SVC-AGENCY PMT 09/10	(8,854.32) BILLPAY
DEBIT	9/10/2024	Online Payment 22010290670 To Frontier 09/10	(58.17) BILLPAY
DEBIT	9/10/2024	Online Payment 22010289792 To Frontier 111182-4 09/10	(4.96) BILLPAY
DEBIT	9/10/2024	Online Payment 22010272409 To DEMCO 09/10	(155.74) BILLPAY
DEBIT	9/10/2024	Online Payment 22010270727 To CARDMEMBER SERVICE 09/10	(679.69) BILLPAY
DEBIT	9/10/2024	Online Payment 22010263626 To Brodart Co 09/10	(59.12) BILLPAY
DEBIT	9/10/2024	Online Payment 22010262124 To Baker and Taylor 09/10	(18.90) BILLPAY
DEBIT	9/10/2024	Basic Online Payroll Payment 11144371236 to #####4263	(6.26) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144267214 To Jerell (_#####9024)	(48.49) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273285 to #####7051	(105.82) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144273292 To MatthewConnelly (_#####6231)	(131.61) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267203 to #####7064	(131.62) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144267212 To Kalista (_#####6097)	(147.76) ACH_PAYMENT
DEBIT	9/10/2024	Online ACH Payment 11144273291 To Nancy (_#####4789)	(236.40) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267209 to #####8462	(265.82) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144273290 To BrigidSeeger (_#####1948)	(279.96) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267204 to #####0649	(377.71) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267205 to #####4522	(381.71) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273283 to #####3260	(425.25) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144267210 To JulieSoberg (_#####1730)	(429.58) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267208 to #####1376	(475.80) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273280 to #####9748	(538.52) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267213 to #####5734	(545.32) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273284 to #####1601	(608.14) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273282 to #####0031	(856.41) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144267211 to #####4263	(967.04) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273289 to #####0937	(984.07) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144273293 To Katelyn (_#####7795)	(999.41) ACH_PAYMENT
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273281 to #####7671	(1,549.44) BASIC_PAYROLL
DEBIT	9/10/2024	Basic Online Payroll Payment 11144273287 to #####2902	(1,736.02) BASIC_PAYROLL
DEBIT	9/10/2024	Online ACH Payment 11144273288 To Evelyn (_#####9708)	(2,006.51) ACH_PAYMENT
DEBIT	9/9/2024	Online Payment 22001685227 To TOSHIBA FINANCIAL SERVICES (ELEC 09/09	(1,322.06) BILLPAY



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED OCTOBER 14TH IN OBSERVANCE OF THE
COLUMBUS DAY HOLIDAY

Activity Summary ██████████ **General Account**

9/11/2024 - 9/30/2024

Investment Pool Summary		MAX
Beginning Balance		\$1,350,202.74
Dividends		\$5,671.76
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$1,355,874.50
Average Monthly Rate		5.111%
Share Price		\$1.000
Total		\$1,355,874.50

Total Fixed Income \$0.00

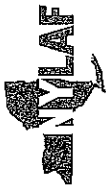
Account Total \$1,355,874.50

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
jfelty@pmanetwork.com



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED OCTOBER 14TH IN OBSERVANCE OF THE
COLUMBUS DAY HOLIDAY

Activity Summary ██████████ Harrison-Thune

9/1/2024 - 9/30/2024

Investment Pool Summary

Beginning Balance	\$7,679.85	MAX
Dividends	\$32.26	
Purchases	\$0.00	
Redemptions	\$0.00	
Ending Balance	\$7,712.11	
Average Monthly Rate	5.111%	
Share Price	\$1.000	
Total	\$7,712.11	

Total Fixed Income

	\$0.00
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Account Total

	\$7,712.11
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Port Jervis Free Library
Susan Wade
138 Pike Street
Port Jervis, NY 12771



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

August 31, 2024 through September 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



CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$99,000.77	\$30,007.74
Chase Business Premier Savings	[REDACTED]	1,997.41	1,997.44
Total		\$100,998.18	\$32,005.18
TOTAL ASSETS		\$100,998.18	\$32,005.18

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$99,000.77
Deposits and Additions	1	1,781.39
Checks Paid	3	-3,651.12
Electronic Withdrawals	81	-66,991.90
Fees	1	-131.40
Ending Balance	86	\$30,007.74

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.

Port Jervis Free Library Director's Report
October 15, 2024

Staffing Issues – October 2024

1. Staffing Shortage – A staffing shortage has been identified and two viable candidates have been selected from the first batch of prospectives. One has been interviewed and has been recommended for onboarding. The other will be interviewed as of the 9th of this month. Before the end of this month I would like to have both in the process of being trained. I'm still investigating the needs in the schedule. I'm hoping that we can fill the gaps with two individuals, though it would be my recommendation that we continue to keep an eye out for someone to fill another fulltime position.
2. Schedule – I will continue to monitor the schedule keeping situation. I am on sling constantly at this point to make sure that everything is above board and the staff has been more than transparent in their maintenance of the schedule. I have asked Taylor to send a detailed hourly report to me and Susan for each pay period. No other changes recommended at this time but I will respect the board's recommendations.
3. Staff Day – On the 8th of November I would like to close the building for a required staff day event consisting of Sexual Harassment Prevention Training and other training exercises TBD. Connie is helping me set this up. Any suggestions are appreciated.

Building Issues

1. Bulk Pickup
 - a. September 2024 - Upon checking with Ralph, he's decided to keep any stains and paints he has (excluding the paint that was bought for the cornices, which he hopes to repurpose). Therefore, there are no hazardous waste materials to dispose. He has a large pile of old floor tiles, a shopping cart (that was left in the alley) and other odd items.
 - b. October 2024 – According to Ralph, it would be a good idea to get a dumpster or figure out a way to get a bulk pickup request to the town for the former floor of the HUB room. There are still tiles down there that cannot be moved by conventional means.
2. Staff/Patron Issues
 - a. September 2024 - Ralph has reported to me that the city's unhoused population are sleeping in the alleyway and defecating behind the building.
 - b. October 2024 – To help mitigate staff discomfort in the library due to odors, I would like to get at least one air purifier for the library. I would also like to get a sign for the rear of the building indicating that loitering and littering on library property is not condoned.
3. Facilities Updates
 - a. September 2024 - Ralph pointed out that when work was done on the roof/cornices the metal spikes that discouraged pigeon roosting were removed. As a result, pigeon droppings are accumulating in the alley and down the side of the building. (The pigeons like the fan in the Youth Center next door so they are in the alley a lot.) To solve this problem, Ralph recommends replacing the spikes.
 - b. October 2024 – While working on repainting the main entryway, Ralph has discovered some severe weather related damage to the wood. I have

recommended that we get a carpenter to fix the wood surrounding the main entry and a painter to repaint the main entry and rear fire exit.

4. Carpet

- a. October 2024 – At some point in the near future, it would be a good idea to replace the carpet on both floors of the building. My recommendation is that we use tiled carpet.

5. Pest Control

- a. October 2024 – We have recently had an incident where multiple staff members have reported fleas in the building. I had Ralph vacuum before Masters came out to get them under control. Masters came and sprayed. According to Masters the spray lasts for about 3 months, so we should be fine until next year. I recommend setting up a service agreement.

6. Property

- a. September 2024 – The board has tried unsuccessfully, for years, to purchase the lot behind the library. The intent was to expand both the library and our parking facilities. Now that the school district/ city owns the property, we might have a better chance of buying it. We could really use more space for our growing collection and meeting rooms.
- b. October 2024 – I would like to revisit this at the next opportunity.

7. Sustainability

- a. September 2024 – Sustainability within libraries is becoming an important topic. To help cut down on waste and our environmental impact, I would suggest putting small compost containers in the break room and story room. (I'd be more than happy to empty them regularly.) Another suggestion, that would be a larger undertaking, would be to install a dishwasher in the break room. A dishwasher would allow us to use ceramic dishes and silverware for programs rather than paper and plastic ware. However, given the size and configuration of the break room, the addition of a dishwasher might not be feasible unless we were expanding the library or doing a major renovation.
- b. October 2024 – I will continue to look into this as time allows.

Policies and Procedures

1. Policy Manuals Update & Insurance

- a. September 2024 – The public and internal policy manual is still at the attorney or review.
- b. October 2024 – I am still in contact with the insurance company and the attorney concerning our insurance policy and continuing our coverage with the necessary updates to our policies and procedures. This is trending well but the official acceptance is still pending on the completion of the handrail work and the inclusion of the necessary language in our internal policy manual.

Tech Issues – October 2024

1. Phones – After spending a week observing the staff, I would recommend that we get new phones for the building. This might be something we could combine with updating our internet service. I will ask other directors how they are handling this and return to the board with a path forward.

2. Website – I will speak with other directors at the next meeting to see how progress is going on the web hosting service search. If that has stalled, I will look towards other solutions.
3. Printers - The Toshiba copiers were delivered, and the old ones were removed. Toshiba took the toner and will replace it with compatible toner and a waste toner bin included in the price of the printers.
4. Postage Printer – We have yet to hear back from Pitney Bowes concerning the leasing agreement.

Friends of the Library and Community Organizations – October 2024

1. Funds – The library cannot receive funds directly from the book sale without it either going through the Friends account first or paying taxes on income after passing a threshold set by the state.
2. Membership – As time allows, I will be working with the Friends to encourage new membership and growth in the community.

Programs and Patron Report – October 2024

1. Movies – Connie submitted the paperwork with RCLS to renew our movie license.
2. Patron Agreements – The voucher to allow for continued service to Minisink residents has been submitted and accepted.

Grants and Funding

1. RCLS Grants
 - a. September 2024 – Connie applied for a RCLS Assistive Technology Mini Grant.
 - b. October 2024 – No update.