

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
November 19, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve- October 15, 2024

IV Approval of Statistics, Financial reports, and Bills
Audit results: Justin Wood

V. Director Report:

VI. Action Items

VII. Old Business:

- Hold harmless agreement
- Service Plan: Contract executed; follow up with Casey Conlin
- Policy Manual
- Norman Gallagher tribute
- Insurance issues
- Pigeon spikes
- Staffing need: New Hire

VIII New Business:

IX Executive Session- Personnel: new hire

X Adjournment: Next regular meeting December 17, 2024 @ 10am

Minutes of the Port Jervis Free Library Board of Trustees
October 15, 2024
10:00 a.m.

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Dick Roberts

Public: 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)

Dick made a motion, seconded by Dolores, to approve the minutes of the September 17, meeting. Unanimously passed. Dick made a motion, seconded by Valerie, to approve the minutes of the September 21, 2024 meeting. Passed – Dick abstained from the vote.

V Correspondence – none

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

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

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

- The Board approved utilizing Bob Furman to haul away some bulk trash from the basement at a cost of \$700. The work will be done on October 21.
- The roof spikes were not reinstalled when the roof was replaced. Curran will get an estimate for the job, which will require a lift.
- *Dolores made a motion, seconded by Dick, to close the Library to the public on November 8 for a staff training day. Unanimously passed.* In addition to completing harassment training, staff will undergo a skill proficiency assessment. The results will be recorded.
- The work scheduling process was discussed. In addition to the on-line method, the paper calendar will still be kept at the request of some employees. Valerie asked if the scheduled hours accurately reflect the hours ultimately worked, noting some hours that were outside of regular operating hours. Curran will follow up to determine the reasons. Curran will develop forms by which employees will request time off or request approval for extra hours to be worked.
- Valerie asked if the HUB services are being advertised. They are included on the website and Facebook, as are programs.
- *Dick made a motion, seconded by Dolores, to approve the Director's Report as submitted. Unanimously passed.*

VIII Unfinished Business

- Two contractors responded to the RFP for the painting of the front door. The first respondent gave a per hour quote of \$70; the second respondent, Ast Painting, provided an all-in quote of \$1,140, including the gold lettering. ***Dick made a motion, seconded by Valerie, to approve the hiring of Ast Painting. Unanimously passed.*** Ralph will paint the back fire escape; the contractor will complete the remaining work.
- Kelly Liu at Greenwald Doherty will be reminded of the Board's desire to have the Policies and Procedures manual completed by the end of the year.
- ***Valerie made a motion, seconded by Dick, to suspend the Service Plan contract for the remainder of the year and to restart the project in January 2025. Unanimously passed.*** The Library will provide payments to Casey Conlin in the amount of \$15,000 payable in quarterly increments, with the first payment made at the project's beginning. The previous agreement was terminated before all services were completed. On April 25, 2024 a payment of \$3,500 was made in proportion to work completed and delivered in accordance with satisfaction of the Termination Agreement. Since this will cause an out-of-compliance situation with the State, Casey Conlin will obtain a waiver if Grace thinks it is needed.
- The number of library cards for Minisink patrons is needed for work to commence on the 2025 service contract. Payment for current year services has been received in full.
- George Harper from RC Lain Insurance has requested the Hold Harmless Agreement; the plan is to finalize the agreement prior to the next board meeting.
- The outside modem for wifi was under a contract that is soon to expire. Curran will discuss the issue with RCLS.

IX New Business

- ***Dick made a motion, seconded by Dolores, to approve the hiring of Jaclyn Mascolo and Echo Cherry as part-time clerks at a current rate of \$16.00 per hour, on or about October 21, 2024, not to exceed 19 hours a week, pending the completion of satisfactory reference and background checks. Unanimously passed.***
- In response to known issues and patron complaints regarding loitering behind the Library, the picnic table has been removed, the police will increase patrols, and "no loitering" signs have been ordered.
- Curran will contact Atlas Security, a firm employed by the Monticello library, for inside and outside monitoring. He will also follow up with the Monticello library director for further information regarding their decision to employ that firm. An RFP may be required.
- An air purifier has been relocated from the HUB to the first floor. Additional purifiers will be purchased if needed.
- Curran will prepare an RFP for the replacement of carpeting.
- Masters Exterminating was called to deal with a flea problem; Curran will contact them regarding a maintenance contract.
- Dick will introduce Curran to the Port Jervis School Superintendent, Dr. Bell, to initiate a conversation to explore the feasibility of purchasing the adjacent property.

- George Cheshire will be consulted regarding the feasibility of procuring and installing a dishwasher.
- Curran expressed the desire to procure a new phone system. Valerie mentioned that Crown Castle services the City, School District and Bon Secours. Curran will also contact Grace Riario at RCLS for additional suggestions.
- Two 27" and six 22" monitors were ordered for \$1,080 plus shipping.
- Input from staff, the Friends group and others will be sought to create a tribute to Norm Gallagher.
- Patrons will be reminded that there is an elevator.

X Next Meeting

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

XI Executive Session

Dick made a motion, seconded by Dolores, to go into Executive Session at 10:59 a.m. to discuss personnel/contractual matters regarding civil service announcements for senior clerk and the Service Plan. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:02 a.m. Unanimously passed.

XII Adjournment – *Valerie made a motion, seconded by Dolores, to adjourn the meeting at 11:03 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,912,031.44
1006 · CHASE CHECKING	140,127.37
1007 · Chase Savings	1,997.47
1008 · NYLAF - Harrison Thune	7,743.53
Total Checking/Savings	2,062,199.81
Total Current Assets	2,062,199.81
TOTAL ASSETS	2,062,199.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	25,676.59
Total Accounts Payable	25,676.59
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	-1,976.00
2210 · Social Security Tax Payable	-3,002.20
2212 · Medicare Withholding Tax Payabl	-702.14
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	13,085.09
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	6,461.23
Total Current Liabilities	32,137.82
Total Liabilities	32,137.82
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,047,573.90
Net Income	427,352.85
Total Equity	2,030,061.99
TOTAL LIABILITIES & EQUITY	2,062,199.81

11:00 AM
11/12/24
Accrual BasisPort 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	1,176,339.42	1,184,556.00	-8,216.58	99.3%
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	2,600.00	13,000.00	-10,400.00	20.0%
Miscellaneous				
4004 · Gifts	256.76	300.00	-43.24	85.6%
4008 · Library Merchandise	50.00	0.00	50.00	100.0%
Total Miscellaneous	306.76	300.00	6.76	102.3%
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 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	24,960.60	19,000.00	5,960.60	131.4%
Total Income	1,219,169.21	1,250,444.00	-31,274.79	97.5%
Gross Profit	1,219,169.21	1,250,444.00	-31,274.79	97.5%
Expense				
Personal Services				
6002 · Salaries Director	44,023.05	68,340.00	-24,316.95	64.4%
6000 · Salaries Clerical FT	46,031.90	200,000.00	-153,968.10	23.0%
6001 · Salaries Clerical PT	79,050.14	252,800.00	-173,749.86	31.3%
6003 · Salaries Maintenance	18,547.20	53,575.00	-35,027.80	34.6%
Total Personal Services	187,652.29	574,715.00	-387,062.71	32.7%
Contractual				
6005 · Board Reporting	220.00	1,827.00	-1,607.00	12.0%
6030 · Books	4,811.46	25,000.00	-20,188.54	19.2%
6031 · Books Children	1,157.97	7,000.00	-5,842.03	16.5%
6032 · Book Friends	466.77	1,000.00	-533.23	46.7%
6035 · Periodicals	3,980.00	10,000.00	-6,020.00	39.8%
6038 · Audio Adult	954.77	4,500.00	-3,545.23	21.2%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	36.84	1,500.00	-1,463.16	2.5%
6041 · ANSER	0.00	29,460.00	-29,460.00	0.0%
6045 · Computer Eqpt/Software	19,061.61	20,000.00	-938.39	95.3%
6050 · Library Supplies	3,611.10	8,500.00	-4,888.90	42.5%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	6,783.37	17,000.00	-10,216.63	39.9%
6061 · Utilities Gas	222.87	11,000.00	-10,777.13	2.0%
6062 · Utilities Water	556.63	2,200.00	-1,643.37	25.3%
6065 · Utilities Telephone/Internet	1,599.08	6,000.00	-4,400.92	26.7%
6070 · Building Janitorial Supp	666.59	6,000.00	-5,333.41	11.1%
6071 · Building Maintenance	14,430.23	24,977.00	-10,546.77	57.8%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	2,422.34	7,000.00	-4,577.66	34.6%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	17,039.00	80,000.00	-62,961.00	21.3%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	22,000.00	61,965.00	-39,965.00	35.5%
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%

11:00 AM

11/12/24

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
6120 · Postage	754.06	2,000.00	-1,245.94	37.7%
6125 · Programs	1,646.32	5,000.00	-3,353.68	32.9%
6126 · Programs Children	154.05	5,000.00	-4,845.95	3.1%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	3,365.91	6,000.00	-2,634.09	56.1%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	2,121.50	2,000.00	121.50	106.1%
Total Contractual	134,020.14	418,779.00	-284,758.86	32.0%
Employee Benefits				
6010 · Employer Social Security	11,634.45	45,000.00	-33,365.55	25.9%
6015 · Employer Medicare	2,720.98	9,250.00	-6,529.02	29.4%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-117.39	4,500.00	-4,617.39	-2.6%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	38,810.88	130,000.00	-91,189.12	29.9%
6132 · Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
Total Employee Benefits	57,212.71	256,950.00	-199,737.29	22.3%
Total Expense	378,885.14	1,250,444.00	-871,558.86	30.3%
Net Ordinary Income	840,284.07	0.00	840,284.07	100.0%
Net Income	840,284.07	0.00	840,284.07	100.0%

10:32 AM
10/23/24

Port Jervis Free Library
Payroll Summary
October 2024

	Cassidy, Barbara M.			Cherry, Kalista M			Conklin, Mallory E			Conklin,...	
	Hours	Rate	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Oct 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	42	32.01	1,344.42	14	16.00	224.00	14	16.46	230.44	61.75	
Total Gross Pay	42		1,344.42	14		224.00	14		230.44	61.75	
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	42		1,344.42	14		224.00	14		230.44	61.75	
Taxes Withheld											
Federal Withholding			-138.00			0.00			0.00		
Medicare Employee			-19.49			-3.25			-3.34		
Social Security Employee			-83.36			-13.89			-14.28		
NY - Withholding			-57.84			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			-298.69			-17.14			-18.78		
Net Pay	42		1,045.73	14		206.86	14		211.66	61.75	
Employer Taxes and Contributions											
Medicare Company			19.49			3.25			3.34		
Social Security Company			83.36			13.89			14.28		
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			102.85			17.14			17.62		

Attachment 2C
11/19/2024

Port Jervis Free Library

Payroll Summary

October 2024

	Conklin, Matthew J.		Fedoruk, Olga		Joergle-Gildea, Stacy		Koehler, Curran Z	
	Rate	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Oct 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	1,107.18	68	18.45	1,254.60	76	28.04	2,131.04
Total Gross Pay		1,107.18	68		1,254.60	76		2,131.04
Deductions from Gross Pay								
Health Insurance		0.00			0.00			0.00
Retirement		-33.21			0.00			0.00
Total Deductions from Gross Pay		-33.21			0.00			0.00
Adjusted Gross Pay		1,073.97	68		1,254.60	76		2,131.04
Taxes Withheld								
Federal Withholding		-61.00			-79.00			-182.00
Medicare Employee		-16.06			-18.19			-30.90
Social Security Employee		-68.64			-77.78			-132.12
NY - Withholding		-52.19			-27.68			-73.20
NY - Disability Employee		0.00			-2.40			0.00
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-197.89			-205.05			-418.22
Net Pay		876.08	68		1,049.55	76		1,712.82
Employer Taxes and Contributions								
Medicare Company		16.06			18.19			30.90
Social Security Company		68.64			77.78			132.12
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		84.70			95.97			163.02

Port Jervis Free Library
Payroll Summary
October 2024

	Koehler...			Kroger, Alberta J.			Marion, Antonia			MIFTARI, IDRIZ		
	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Hours	Rate	Oct 24
Employee Wages, Taxes and Adjustments												
Gross Pay												
Salaries and Wages Director	5,283.00			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	0.00	61	30.51	1,861.11	54.75	20.27	1,109.79	72	16.00			1,152.00
Total Gross Pay	5,283.00	61		1,861.11	54.75		1,109.79	72				1,152.00
Deductions from Gross Pay												
Health Insurance	-144.57			0.00			0.00					0.00
Retirement	-237.74			-55.83			0.00					0.00
Total Deductions from Gross Pay	-382.31			-55.83			0.00					0.00
Adjusted Gross Pay	4,900.69	61		1,805.28	54.75		1,109.79	72				1,152.00
Taxes Withheld												
Federal Withholding	-482.00			-173.00			-5.00					-5.00
Medicare Employee	-76.60			-26.98			-16.09					-16.70
Social Security Employee	-327.54			-115.38			-68.81					-71.42
NY - Withholding	-233.49			-71.29			-21.63					-23.32
NY - Disability Employee	0.00			-2.40			-2.40					0.00
Medicare Employee Addl Tax	0.00			0.00			0.00					0.00
Total Taxes Withheld	-1,119.63			-389.05			-113.93					-116.44
Net Pay	3,781.06	61		1,416.23	54.75		995.86	72				1,035.56
Employer Taxes and Contributions												
Medicare Company	76.60			26.98			16.09					16.70
Social Security Company	327.54			115.38			68.81					71.42
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	404.14			142.36			84.90					88.12

Port Jervis Free Library Payroll Summary October 2024

	Northup, Nancy		Penner, Darren		Rogers, Evelyn		Sausch...
	Hours	Rate	Hours	Rate	Hours	Rate	Hours
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director		0.00				5,149.20	
Salaries and Wages FT		0.00				0.00	141.5
Salaries and Wages MTNC		0.00				0.00	
Salaries and Wages PT	34	16.00	27	33.27		0.00	
Total Gross Pay	34	544.00	27	898.29	140	5,149.20	141.5
Deductions from Gross Pay							
Health Insurance		0.00		0.00		0.00	
Retirement		0.00		0.00		-231.72	
Total Deductions from Gross Pay		0.00		0.00		-231.72	
Adjusted Gross Pay	34	544.00	27	898.29	140	4,917.48	141.5
Taxes Withheld							
Federal Withholding		0.00		-54.00		-284.00	
Medicare Employee		-7.89		-13.02		-74.66	
Social Security Employee		-33.73		-55.70		-319.25	
NY - Withholding		-2.18		-43.17		-224.14	
NY - Disability Employee		0.00		-2.40		-2.40	
Medicare Employee Addl Tax		0.00		0.00		0.00	
Total Taxes Withheld		-43.80		-168.29		-904.45	
Net Pay	34	500.20	27	730.00	140	4,013.03	141.5
Employer Taxes and Contributions							
Medicare Company		7.89		13.02		74.66	
Social Security Company		33.73		55.70		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		41.62		68.72		393.91	

Port Jervis Free Library

Payroll Summary

October 2024

	Sauschuck, Taylor		Seger, Brigid K		Soberg, Julie		Sommers, Diane M.	
	Rate	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Oct 24
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director	21.15	0.00			0.00			0.00
Salaries and Wages FT		2,992.73			0.00			0.00
Salaries and Wages MTNC		0.00			0.00			0.00
Salaries and Wages PT		0.00	39	16.00	624.00	79	16.00	1,264.00
Total Gross Pay		2,992.73	39		624.00	79		1,264.00
Deductions from Gross Pay								
Health Insurance		-289.14			0.00			0.00
Retirement		-89.79			0.00			0.00
Total Deductions from Gross Pay		-378.93			0.00			0.00
Adjusted Gross Pay		2,613.80	39		624.00	79		1,264.00
Taxes Withheld								
Federal Withholding		-275.00			0.00			-14.00
Medicare Employee		-43.39			-9.05			-18.33
Social Security Employee		-185.55			-38.69			-78.37
NY - Withholding		-115.66			-2.20			-68.02
NY - Disability Employee		-2.40			0.00			0.00
Medicare Employee Addl Tax		0.00			0.00			0.00
Total Taxes Withheld		-622.00			-49.94			-178.72
Net Pay		1,991.80	39		574.06	79		1,085.28
Employer Taxes and Contributions								
Medicare Company		43.39			9.05			18.33
Social Security Company		185.55			38.69			78.37
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		228.94			47.74			96.70

10/23/24

Port Jervis Free Library
Payroll Summary
October 2024

	Somme...		Thiele, Diane M		Tidd, Ralph		Tobey, Katelyn A	
	Oct 24	Hours	Rate	Oct 24	Hours	Rate	Hours	Oct 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			140	2,483.60
Salaries and Wages MTNC	0.00			0.00	160	25.76		0.00
Salaries and Wages PT	743.60	73.5	19.22	1,412.67				0.00
Total Gross Pay	743.60	73.5		1,412.67	160		140	2,483.60
Deductions from Gross Pay								
Health Insurance	0.00			0.00				0.00
Retirement	0.00			0.00				-74.50
Total Deductions from Gross Pay	0.00			0.00				-74.50
Adjusted Gross Pay	743.60	73.5		1,412.67	160		140	2,409.10
Taxes Withheld								
Federal Withholding	-58.00			-96.00				-136.00
Medicare Employee	-10.79			-20.48				-36.01
Social Security Employee	-46.10			-87.59				-153.98
NY - Withholding	-17.54			-34.68				-84.28
NY - Disability Employee	0.00			-2.40				0.00
Medicare Employee Addtl Tax	0.00			0.00				0.00
Total Taxes Withheld	-132.43			-241.15				-410.27
Net Pay	611.17	73.5		1,171.52	160		140	1,998.83
Employer Taxes and Contributions								
Medicare Company	10.79			20.48				36.01
Social Security Company	46.10			87.59				153.98
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	56.89			108.07				189.99

Port Jervis Free Library

Payroll Summary

October 2024

	Treuting, Connie			Williams, Starr R.			TOTAL	
	Hours	Rate	Oct 24	Hours	Rate	Oct 24	Hours	Rate
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director			0.00			0.00	160.00	10,432.20
Salaries and Wages FT	141.5	36.18	5,119.47	140	17.96	2,514.40	563.00	13,110.20
Salaries and Wages MTNC			0.00			0.00	160.00	4,121.60
Salaries and Wages PT			0.00			0.00	760.00	15,901.14
Total Gross Pay	141.5		5,119.47	140		2,514.40	1,643.00	43,565.14
Deductions from Gross Pay								
Health Insurance			-336.70			0.00		-914.97
Retirement			0.00			-75.44		-798.23
Total Deductions from Gross Pay			-336.70			-75.44		-1,713.20
Adjusted Gross Pay	141.5		4,782.77	140		2,438.96	1,643.00	41,851.94
Taxes Withheld								
Federal Withholding			-644.00			-220.00		-3,288.00
Medicare Employee			-74.23			-36.46		-631.68
Social Security Employee			-317.41			-155.89		-2,701.02
NY - Withholding			-237.57			-90.14		-1,658.68
NY - Disability Employee			-2.40			-2.40		-25.16
Medicare Employee Addl Tax			0.00			0.00		0.00
Total Taxes Withheld			-1,275.61			-504.89		-8,304.54
Net Pay	141.5		3,507.16	140		1,934.07	1,643.00	33,547.40
Employer Taxes and Contributions								
Medicare Company			74.23			36.46		631.68
Social Security Company			317.41			155.89		2,701.02
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			391.64			192.35		3,332.70

Attachment 2D
11/19/2024

PORT JERVIS FREE LIBRARY
CHASE ACCOUNT ACTIVITY
OCTOBER 9 to NOVEMBER 12, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	11/12/2024	Online ACH payment to NYLAF	(50,000.00)	ACH_PAYMENT
DEBIT	11/7/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:110724 CO ENTRY DESCR:USATAXF	(5,156.40)	ACH_DEBIT
DEBIT	11/7/2024	Online Payment 22637643495 To TOSHIBA FINANCIAL SERVICES (ELEC 11/07	(156.90)	BILLPAY
DEBIT	11/7/2024	Online Payment 22634186569 To Baker and Taylor 11/07	(143.11)	BILLPAY
DEBIT	11/7/2024	Online Payment 22634167882 To Frontier 11/07	(49.96)	BILLPAY
DEBIT	11/7/2024	Online Payment 22634166562 To ORANGE & ROCKLAND UTILITIES 11/07	(1,129.11)	BILLPAY
DEBIT	11/7/2024	Online Payment 22634147527 To PITNEY BOWES GLOBAL FINANCIAL SV 11/07	(35.00)	BILLPAY
DEBIT	11/6/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payi	(853.36)	ACH_DEBIT
DEBIT	11/5/2024	SERVICE CHARGES FOR THE MONTH OF OCTOBER	(31.60)	FEE_TRANSACTION
DEBIT	11/5/2024	Online ACH Payment 11150702099 To Cheshire (_#####5530)	(1,000.00)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603546 to #####2690	(59.10)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150603547 To Kalista (_#####6097)	(103.44)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603540 to #####7051	(105.82)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150594684 To BrigidSeeger (_#####1948)	(177.32)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603538 to #####7064	(267.24)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150603549 To MatthewConnelly (_#####6231)	(267.24)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603537 to #####3260	(332.73)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594680 to #####0649	(377.71)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603545 to #####9139	(421.32)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150594689 To Nancy (_#####4789)	(452.68)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603541 to #####4522	(466.57)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594686 to #####1376	(475.79)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150603548 To JulieSoberg (_#####1730)	(523.54)	ACH_PAYMENT
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603536 to #####9748	(538.53)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594687 to #####8462	(550.58)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594688 to #####5734	(603.87)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594681 to #####1601	(851.21)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603535 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594685 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150594683 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150603550 To Katelyn (_#####7795)	(999.41)	ACH_PAYMENT

DEBIT	11/5/2024	Basic Online Payroll Payment 11150594682 to #####7671	(1,549.44)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603539 to #####2902	(1,736.01)	BASIC_PAYROLL
DEBIT	11/5/2024	Basic Online Payroll Payment 11150603544 to #####2173	(1,818.23)	BASIC_PAYROLL
DEBIT	11/5/2024	Online ACH Payment 11150603543 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	11/5/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:241105 CO ENTRY DESCR:COI	(798.23)	ACH_DEBIT
DSLIP	11/5/2024	DEPOSIT ID NUMBER 337970	444,208.50	DEPOSIT
DEBIT	11/4/2024	Online ACH Payment 11150643487 To Cheshire (_#####5530)	(1,200.00)	ACH_PAYMENT
DEBIT	11/1/2024	Online Payment 22577774291 To Canva 11/01	(110.97)	BILLPAY
DEBIT	11/1/2024	Online Payment 22577688430 To RCLS 11/01	(1,475.00)	BILLPAY
DEBIT	11/1/2024	Online Payment 22577695466 To RCLS 11/01	(6,741.50)	BILLPAY
DEBIT	11/1/2024	Online Payment 22576148267 To AST Painting Co 11/01	(1,140.00)	BILLPAY
DEBIT	11/1/2024	Online Payment 22576128739 To HOME DEPOT CREDIT SERVICES 11/01	(62.06)	BILLPAY
DEBIT	11/1/2024	Online Payment 22576087951 To REGIONAL FOOD BANK OF NENY 11/01	(6.40)	BILLPAY
DEBIT	11/1/2024	Online Payment 22576066607 To Brodart Co 11/01	(54.49)	BILLPAY
DEBIT	11/1/2024	Basic Online Payroll Payment 11150440885 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	11/1/2024	Basic Online Payroll Payment 11150440883 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	11/1/2024	Basic Online Payroll Payment 11150440882 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	11/1/2024	Basic Online Payroll Payment 11150440886 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	11/1/2024	Online ACH Payment 11150447912 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	11/1/2024	Online Payment 22576007204 To RCLS 11/01	(477.00)	BILLPAY
DEBIT	11/1/2024	Online Payment 22576004814 To Greenwald Doherty LLP 11/01	(3,353.50)	BILLPAY
DEBIT	11/1/2024	Online Payment 22575994953 To Baker and Taylor 11/01	(24.51)	BILLPAY
DEBIT	11/1/2024	Online Payment 22575973737 To Time Warner Cable 11/01	(129.99)	BILLPAY
DEBIT	11/1/2024	Online Payment 22575963179 To Brodart Co 11/01	(58.99)	BILLPAY
DEBIT	11/1/2024	Online Payment 22575914271 To PN FIRE AND ALARM 11/01	(155.00)	BILLPAY
DEBIT	11/1/2024	Online Payment 22575902262 To CARDMEMBER SERVICE 11/01	(729.34)	BILLPAY
DEBIT	11/1/2024	Basic Online Payroll Payment 11150446828 to #####0031	(100.00)	BASIC_PAYROLL
DSLIP	11/1/2024	DEPOSIT ID NUMBER 337967	131.52	DEPOSIT
DSLIP	11/1/2024	DEPOSIT ID NUMBER 337968	1,479.61	DEPOSIT
DEBIT	10/31/2024	Online ACH Payment 11149253953 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/30/2024	Online ACH Payment 11149253909 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/29/2024	Online ACH Payment 11149247803 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/28/2024	Online ACH Payment 11149247739 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/25/2024	Online ACH Payment 11149253641 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/24/2024	Online ACH Payment 11149247629 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/24/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payi	(827.07)	ACH_DEBIT

DEBIT	10/23/2024	ORIG CO NAME:IRS	ORIG ID:3387702000	DESC DATE:102324	CO ENTRY	DESCR:USATAXF	(4,972.80)	ACH_DEBIT
DEBIT	10/23/2024	Online ACH Payment 11149253539 To NYLAF (_#####6367)					(50,000.00)	ACH_PAYMENT
DSLIP	10/23/2024	DEPOSIT ID NUMBER 36906					25.00	DEPOSIT
DSLIP	10/23/2024	DEPOSIT ID NUMBER 36907					2,600.00	DEPOSIT
DSLIP	10/23/2024	DEPOSIT ID NUMBER 36908					434,908.17	DEPOSIT
CHECK	10/22/2024	CHECK 1146					(700.00)	CHECK_PAID
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065288 to #####7064					(233.56)	BASIC_PAYROLL
DEBIT	10/22/2024	Online ACH Payment 11149065294 To JulieSoberg (_#####1730)					(523.56)	ACH_PAYMENT
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056670 to #####4522					(579.16)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056677 to #####2173					(1,934.37)	BASIC_PAYROLL
DEBIT	10/22/2024	Online ACH Payment 11149065296 To BrightidSeger (_#####1948)					(265.82)	ACH_PAYMENT
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056667 to #####0649					(352.30)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056674 to #####8462					(543.56)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065295 to #####1376					(546.92)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056672 to #####9748					(553.74)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056675 to #####4263					(967.04)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065292 to #####0937					(984.08)	BASIC_PAYROLL
DEBIT	10/22/2024	Online ACH Payment 11149056678 To MatthewConnelly (_#####6231)					(233.55)	ACH_PAYMENT
DEBIT	10/22/2024	Online ACH Payment 11149056679 To Nancy (_#####4789)					(381.98)	ACH_PAYMENT
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065293 to #####5734					(567.66)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065290 to #####1601					(696.80)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056673 to #####0031					(856.41)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056669 to #####7671					(1,549.43)	BASIC_PAYROLL
DEBIT	10/22/2024	Online ACH Payment 11149056676 To Evelyn (_#####9708)					(2,006.51)	ACH_PAYMENT
DEBIT	10/22/2024	Online ACH Payment 11149065291 To Kalista (_#####6097)					(103.42)	ACH_PAYMENT
DEBIT	10/22/2024	Basic Online Payroll Payment 11149065289 to #####7051					(105.83)	BASIC_PAYROLL
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056671 to #####3260					(225.72)	BASIC_PAYROLL
DEBIT	10/22/2024	Online ACH Payment 11149065297 To Katelyn (_#####7795)					(999.41)	ACH_PAYMENT
DEBIT	10/22/2024	Basic Online Payroll Payment 11149056668 to #####2902					(1,736.02)	BASIC_PAYROLL
DEBIT	10/17/2024	Online ACH Payment 11148470461 To NYLAF (_#####6367)					(50,000.00)	ACH_PAYMENT
DEBIT	10/16/2024	Online ACH Payment 11148459256 To NYLAF (_#####6367)					(50,000.00)	ACH_PAYMENT
DEBIT	10/16/2024	Online Payment 22398570766 To BLACKSTONE PUBLISHING 10/16					(277.47)	BILLPAY
DEBIT	10/16/2024	Online Payment 22398545502 To Frontier 111182-4 10/16					(4.96)	BILLPAY
DEBIT	10/16/2024	Online Payment 22398553802 To Baker and Taylor 10/16					(21.06)	BILLPAY
DEBIT	10/10/2024	Online ACH Payment 11147622617 To NYLAF (_#####6367)					(50,000.00)	ACH_PAYMENT
DEBIT	10/9/2024	Online ACH Payment 11147734303 To SusanWade (_#####0178)					(820.00)	ACH_PAYMENT

DEBIT	10/9/2024	Online Payment 22324203534 To Tri State Paper and Cleaning 10/09	(512.15)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324183259 To TIME WARNER CABLE 10/09	(195.00)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324182055 To Time Warner Cable 10/09	(129.99)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324200303 To TOSHIBA FINANCIAL SERVICES (ELEC 10/09	(471.69)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324189316 To RCLS 10/09	(77.06)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324138347 To RCLS 10/09	(2,515.00)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324147154 To PORT JERVIS WATER DEPT 10/09	(286.61)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324135995 To ORANGE & ROCKLAND UTILITIES 10/09	(1,321.77)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324145088 To NY ST DEPT CIVIL SVC-AGENCY PMT 10/09	(8,854.32)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324141492 To Masters Termite & Pest Control 10/09	(810.94)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324114412 To Kanopy 10/09	(9.00)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324104795 To HOME DEPOT CREDIT SERVICES 10/09	(62.06)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324103161 To Frontier 10/09	(58.17)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324110676 To CARDMEMBER SERVICE 10/09	(1,585.47)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324090646 To Brodart Co 10/09	(201.70)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324099825 To Brodart Co 10/09	(55.01)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324076874 To Brodart Co 10/09	(159.15)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324075178 To BLACKSTONE PUBLISHING 10/09	(29.56)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324074228 To Baker and Taylor 10/09	(15.59)	BILLPAY
DEBIT	10/9/2024	Online Payment 22324047687 To Baker and Taylor 10/09	(429.26)	BILLPAY
DEBIT	10/9/2024	Online ACH Payment 11147627255 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/9/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payi	(831.61)	ACH_DEBIT
DEBIT	10/9/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:100924 CO ENTRY DESCR:USATAXF	(4,980.60)	ACH_DEBIT



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

Attachment 2C
11/19/2024

October 01, 2024 through October 31, 2024

Primary Account

00005631 DRI 802 141 31024 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
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		\$30,007.74	\$145,420.26
Chase Business Premier Savings		1,997.44	1,997.47
Total		\$32,005.18	\$147,417.73
TOTAL ASSETS		\$32,005.18	\$147,417.73

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$30,007.74
Deposits and Additions	6	736,593.44
Checks Paid	1	-700.00
Electronic Withdrawals	91	-620,353.27
Fees	1	-127.65
Ending Balance	99	\$145,420.26

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 NOVEMBER 11TH AND NOVEMBER 28TH IN
OBSERVANCE OF THE VETERANS DAY AND THANKSGIVING DAY HOLIDAYS

Activity Summary **[REDACTED]** General Account

10/1/2024 - 10/31/2024

Investment Pool Summary		MAX
Beginning Balance		\$1,355,874.50
Dividends		
Purchases		\$6,156.94
Redemptions		\$450,000.00
Ending Balance		\$0.00
Average Monthly Rate		\$1,812,031.44
Share Price		4.800%
Total		\$1,000
Total Fixed Income		\$1,812,031.44
Account Total		\$0.00
		\$1,812,031.44

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



PMATM

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

Your PMA Representative
Jarett Felty
(717) 519-6016
jfelty@pmanetwork.com

Attachment 2F
11/19/2024



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:

THE FUND WILL BE CLOSED NOVEMBER 11TH AND NOVEMBER 28TH IN OBSERVANCE OF THE VETERANS DAY AND THANKSGIVING DAY HOLIDAYS

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

10/1/2024 - 10/31/2024

Investment Pool Summary

Beginning Balance

Dividends

Purchases

Redemptions

Ending Balance

Average Monthly Rate

Share Price

Total

Total Fixed Income

Account Total

MAX

\$7,712.11

\$31.42

\$0.00

\$0.00

\$7,743.53

4.800%

\$1.000

\$7,743.53

\$0.00

\$7,743.53

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

Your PMA Representative
Jarett Felty
(717) 519-6016
jfelty@pmanetwork.com



PMA™

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

Attachment 2.6
11/14/2024

Port Jervis Free Library Director's Report
November 19, 2024

Staffing Issues

1. Staffing Shortage
 - a. October – Two staff members were hired.
 - b. November 2024 – One of the new hires has withdrawn with a possible return date in January. The way I see it, we could either hire a third or we could promote someone to a full time position.
2. Schedule
 - a. October – Between greater oversight and a change in how hours have been reported, the amount of overage and unnecessary hours has been eliminated.
 - b. November – I will continue to look at plans of oversight and how they can be integrated in the new policy manual.
3. Staff Evaluations
 - a. November – I will begin to prepare an evaluation form to be used at the employee evaluations. All employee evaluations will take place in December going forward.
4. Staff Day
 - a. November – The staff day was well attended and those who participated claimed to have learned a lot. I had everyone who participated in different training regiments sign forms stating that they now understand the basics so there should be no further claims that they did not have exposure to the training materials. We will probably have to do something similar for the next quarter's staff day. I'm thinking the next one should be in February.
5. HUB
 - a. November – Due to the rocky start the HUB has experienced, I will first look at changing the seating and improving hardware. If the situation has not improved by December/January, I will take other steps towards improvements.

Building Issues

1. Bulk Pickup
 - a. September – Ralph has a large pile of old floor tiles, a shopping cart (that was left in the alley) and other odd items.
 - b. October – The bulk pickup occurred on schedule.
 - c. November – The garbage has been removed and we have gained some much needed room for storage.
2. Staff/Patron Issues
 - a. September – Ralph has reported to me that the city's unhoused population are sleeping in the alleyway and defecating behind the building.
 - b. October – To help mitigate staff discomfort in the library due to odors we set up an air purifier for the library. We put up "No Loitering" signs around the building.
 - c. November. The amount of staff and patron complaints concerning the unhoused has gone down noticeably. I'll continue to monitor the situation.
3. Facilities Updates

- a. September – Ralph pointed out that when work was done on the roof/ cornices the metal spikes that discouraged pigeon roosting were removed. Ralph recommends replacing the spikes.
- b. October – The front entryway has been repainted and should be good until such time as we can look at replacing the wood.
- c. November – We received a quote for the replacement of the pigeon spikes on the roof. Board approval pending.

4. Carpet

- a. October – 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.
- b. November – I will create a RFP to look at replacing the carpet in some areas downstairs and I'll look at the removal of the carpet in others and explore options with the hardwood floor underneath. From start to finish, board input will be much appreciated.

5. Pest Control

- a. October – Masters sprayed for fleas. According to Masters the spray lasts for about 3 months, so we should be fine until next year.
- b. November – I have finalized setting up the service agreement. Masters should start in January with their scheduled services.

6. Property

- a. October – We could really use more space for our growing collection, patron needs, and meeting rooms.
- b. November – It is encouraging to see movement on this front. I would like to revisit this at the next opportunity.

7. Sustainability

- a. September – A dishwasher would allow us to use ceramic dishes and silverware for programs rather than paper and plastic ware.
- b. October – I will continue to look into this as time allows.
- c. November – This month or next month I'll speak with the recommended contractor about what it would take to get this going.

Policies and Procedures

1. Policy Manuals Update & Insurance

- a. September – The public and internal policy manual is still at the attorney or review.
- b. October – The handrail work was completed and we received a grace period to get the necessary changes done to our internal policies.
- c. November – The new policy manual has been completed and submitted to the board for review. I have completed my review of the policies and have some items that need to be looked at before we finalize the manual.

Tech Issues – October 2024

1. Phones

- a. October – 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.
 - b. November – After discussions with local directors and the RCLS Tech team, it will take a concerted effort to change systems. Will investigate further.
- 2. Website
 - a. October – I spoke with other directors at the unhoused patron meeting to see what others are doing about switching over to other website developers. RCLS is no longer providing support. Each library must find its own website developer.
 - b. November – I have received quotes from several different website developers and I have delivered them to the board for their input.
- 3. Postage Printer
 - a. October – We have yet to hear back from Pitney Bowes concerning the leasing agreement.
 - b. November – According to a former postal employee, Pitney Bowes is going through some rough time as a business. We might want to look at other postage options after our contract is ready for renewal and funding is reduced.

Friends of the Library and Community Organizations – November 2024

- 1. Membership – As time allows, I will be working with the Friends to encourage new membership and growth in the community.
- 2. Staff Day Lunch – Winthrop provided lunch during the staff day. Lunch came from Hess and consisted of sandwiches, salad, potato chips, and drinks. The staff all greatly appreciate what was provided. Thank the Friends next time you see them.

Programs and Patron Report – October 2024

- 1. Connie will give the program report.
- 2. I will provide the Minisink usage numbers during the November board meeting.

Grants and Funding

- 1. RCLS Grants
 - a. November – Connie applied for a Community Engagement Services Grant to assist with the purchase of materials for developmentally or learning disabled and blind patrons.

Program Statistics for October 2024

Attachment 3B
11/19/2024

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	24	3 Sessions; all ages
Wednesdays	Mixed Story Time	13 kids + 18 adults	3 Sessions; Ages 0-5 Stories, songs, interactive activities
Fridays	PreK Play Day	6 kids + 4 adults	4 Sessions; Open play time for toddlers & preschoolers
Tuesdays	Sweet Science	22	3 sessions. Science-based activities for grades 2-5.
Oct 8	Cardboard Construction Club	8	A building/ construction program for grades 3-6
Oct 11	Cooking with Ms. Connie	7	Cooking program for ages 6-10. We made pizza with white sauce.
Oct 16	Trick or Tater	7	Craft program for ages 10 & up. Participants created characters using real potatoes.
Oct 17-25	Trick or Tater voting	38	Patrons voted for their favorite potato personality
Oct 30	Halloween Story Time	3 kids + 4 adults	Special themed story time for ages 0-5
Oct 30	Spooky Story Time	5	Grades K-5
Oct 8	TAG	0	Teen Advisory Group
Oct 15	YA Book Discussion	0	Teen program
Oct 10	Teen Tarot	0	Introductory program for teens
Thursdays	Fiber Crafts	66	Adult program. 5 Sessions
Mondays	Monday Morning Mingle for Seniors	0	Social time for senior citizens. 3 sessions
Oct. 2	Art & Audiobooks	3	Adult program. Make a craft while listening to a short story.
Oct 10	Women's Book Discussion	8	Adult program
Oct 15	Write Now	1	Creative writing program for adults
Oct 16	Genealogy Workshop	3	Adult program
Oct 17	Bullet Journal Workshop	3	Adult program
Oct 23	Tea Tasting	11	Adult program
Oct 15	True Crimes Talk Tuesday	0	Adult program
Oct 19	Saturday Fiber Crafts	3	Adult program
Oct 17	Game Night & Lorcan Meetup	7	All ages. Gaming program
Oct 21	Murdle	3	Adult program. Using logic to solve murder mysteries.
Oct 23 & 24	Get Out the Vote	40	Information sessions provided by NAACP
Oct 24	Ready to Write	2	Adult program to help participants craft a story.
Oct 24	Halloween Jewelry Making	4	Adult craft program.
Oct 28	Halloween Wall Hangings	2	Adult craft program.
Oct 7	HUB Classes for Seniors	0	HUB program aimed towards seniors: Internet Safety
Oct 21	HUB Classes for Seniors	0	HUB program aimed towards seniors: Setting up email
Oct 28	HUB Classes for Seniors	1	HUB program aimed towards seniors: Keyboarding

Program Statistics for October 2024

Oct 22	HUB Tech Corner	0	HUB adult program: Smartphone Essentials
Oct 9	HUB Coding Class	0	HUB program for grades 4 & up
Oct 18	HUB Gaming Corner	2	Coding with Robots for kids & teens
Tuesday nights	AIAnon	No stats	Outside Group
Oct 24	Artful Gardeners	No stats	Outside Group
Oct. 26	Defensive Driving	No stats	Outside Group

Minisink-contract area patrons: 174

ACTIVE Minisink patron cards, expiring 12/31/2024: 60

accts expired 2023: 60

accts expired 2021: 18

accts expired 2020: 36