

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

I Call to Order / Pledge of Allegiance

II Public Comment –

III Minutes: Approve- November 19, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

VII. Old Business:

- Hold harmless agreement

- Policy Manual

VIII New Business

IX Executive Session

X Adjournment: Next regular meeting January 21, 2025 @ 10 a.m.

# Minutes of the Port Jervis Free Library Board of Trustees

November 19, 2024

10:00 a.m.

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller

Public: Connie Treuting, Susan Wade

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

**III Public Comment** – none

## **IV Minutes (Attachment 1)**

*Valerie made a motion, seconded by Dolores, to approve the minutes of the October 15, 2024 meeting. Passed (3-0) – Liz abstained from the vote.*

**V Correspondence** – none

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

- *Valerie made a motion, seconded by Dolores, to approve the statistics, financial reports and bills as presented. Unanimously passed.*
- Justin Wood, the Partner from Nugent & Haeussler PC in charge of the audit of the fiscal 2024 financials, reported that the Library earned a “clean” opinion, and has a healthy budget and robust fund balance. *Dolores made a motion, seconded by Liz, to accept the audit report as presented by Nugent & Haeussler. Unanimously passed.*

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

- Curran reported that the new hire is doing well, and that the other person considered for part-time employment may join in January after having worked a few hours in early November. Curran would like to promote a current employee to full-time status or hire an additional part-time person.
- Curran continues to evaluate plans for oversight of the scheduling process. Valerie noted that the City is looking into Paychex, a scheduling-to-paycheck tool.
- Staff evaluations will all occur in December, utilizing the form previously utilized.
- Christmas gifts for the employees was discussed; there is a \$25 limit on such items.
- The staff training day was productive with all but two employees attending. All present completed harassment training, and the other two employees will complete by end of month. All present signed off that they had received training on Koha as well as basic computer training, training with open and close procedure, and additional printer training.
- The HUB is not being well utilized, with many programs garnering zero attendance or six or less participants. Marketing tactics will be enhanced and its ADA accessibility will be emphasized. The seating arrangement was also reconfigured.
- Two additional air purifiers will be purchased.

- A bid was received for \$3,360 to replace the spikes on the roof. Curran was authorized to proceed at his discretion.
- An RFP will be prepared for restoring the flooring.
- It was noted that the first-floor circulation desk is not ADA compliant, and Curran will look into ideas to reconfigure that area.
- It was reported that Dick has been in contact with the School Superintendent about the possibility of purchasing the land adjacent to the Library; he in turn was to bring the issue before the School Board.
- Cheshire is looking into the feasibility of installing a drop sink and dishwasher; it was agreed that whoever was responsible for the program would have responsibility for dealing with the clean-up aftermath.
- The internal policies & procedures manual will be forwarded to FLEA for comment.
- All agreed that the website needs a complete rebuild. Liz suggested that monthly charges and security be addressed as a part of the overhaul. Valerie stated that a standard platform is needed; Liz concurred.
- Curran will attend the monthly Rotary meeting.
- ***Liz made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.***

#### **VIII Unfinished Business (Attachment 4)**

- The Town of Minisink patron count was shared with the Board.
- It was agreed that a plaque will be procured to which names can be added in the future. Norm Gallagher's will be the first name to be included.

#### **IX New Business**

- ***Dolores made a motion, seconded by Valerie, to approve the RCLS 2025 budget as presented. Unanimously passed.*** Carl signed the document and Curran will forward to RCLS.

#### **X Next Meeting**

The next regularly scheduled meeting will take place Tuesday, December 17, 2024 at 10:00 a.m.

#### **XI Executive Session** - none

**XII Adjournment** – ***Valerie made a motion, seconded by Liz, to adjourn the meeting at 11:16 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

	<u>Nov 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	2,219,729.95
1006 · CHASE CHECKING	208,375.88
1007 · Chase Savings	1,997.50
1008 · NYLAF - Harrison Thune	7,772.83
	<hr/>
Total Checking/Savings	2,438,176.16
	<hr/>
Total Current Assets	2,438,176.16
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<b>TOTAL ASSETS</b>	<b><u>2,438,176.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	397.17
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Total Accounts Payable	397.17
	<hr/>
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	-295.00
2210 · Social Security Tax Payable	-185.56
2212 · Medicare Withholding Tax Payabl	-43.38
2220 · NYS Withholding Tax	-90.62
2230 · NYS Retirement	13,895.33
2233 · Deferred comp withheld	0.46
	<hr/>
Total Other Current Liabilities	13,281.23
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Total Current Liabilities	13,678.40
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Total Liabilities	13,678.40
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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	821,788.62
	<hr/>
Total Equity	2,424,497.76
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,438,176.16</u></b>

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

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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%
<b>Charges for Services</b>				
4000 · Book Sales	1,772.10	3,000.00	-1,227.90	59.1%
4001 · Fines	509.17	750.00	-240.83	67.9%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	5,798.20	9,338.00	-3,539.80	62.1%
<b>Total Charges for Services</b>	<b>9,054.47</b>	<b>14,088.00</b>	<b>-5,033.53</b>	<b>64.3%</b>
4055 · Services to Other Governments	2,600.00	13,000.00	-10,400.00	20.0%
<b>Miscellaneous</b>				
4004 · Gifts	412.47	300.00	112.47	137.5%
4008 · Library Merchandise	60.00	0.00	60.00	100.0%
<b>Total Miscellaneous</b>	<b>472.47</b>	<b>300.00</b>	<b>172.47</b>	<b>157.5%</b>
<b>Operating Grants</b>				
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%
<b>Total Operating Grants</b>	<b>8,221.00</b>	<b>18,000.00</b>	<b>-9,779.00</b>	<b>45.7%</b>
<b>Interest Income</b>	<b>32,688.44</b>	<b>19,000.00</b>	<b>13,688.44</b>	<b>172.0%</b>
<b>Total Income</b>	<b>1,229,375.80</b>	<b>1,250,444.00</b>	<b>-21,068.20</b>	<b>98.3%</b>
<b>Gross Profit</b>	<b>1,229,375.80</b>	<b>1,250,444.00</b>	<b>-21,068.20</b>	<b>98.3%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	54,455.25	68,340.00	-13,884.75	79.7%
6000 · Salaries Clerical FT	59,056.10	200,000.00	-140,943.90	29.5%
6001 · Salaries Clerical PT	96,281.64	252,800.00	-156,518.36	38.1%
6003 · Salaries Maintenance	22,668.80	53,575.00	-30,906.20	42.3%
<b>Total Personal Services</b>	<b>232,461.79</b>	<b>574,715.00</b>	<b>-342,253.21</b>	<b>40.4%</b>
<b>Contractual</b>				
6005 · Board Reporting	550.00	1,827.00	-1,277.00	30.1%
6030 · Books	4,868.03	25,000.00	-20,131.97	19.5%
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	4,079.00	10,000.00	-5,921.00	40.8%
6038 · Audio Adult	1,165.68	4,500.00	-3,334.32	25.9%
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	3,650.97	8,500.00	-4,849.03	43.0%
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	1,799.04	6,000.00	-4,200.96	30.0%
6070 · Building Janitorial Supp	1,547.74	6,000.00	-4,452.26	25.8%
6071 · Building Maintenance	14,772.58	24,977.00	-10,204.42	59.1%
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	20,875.50	80,000.00	-59,124.50	26.1%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	27,500.00	61,965.00	-34,465.00	44.4%
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%

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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%
<b>Total Contractual</b>	<b>145,516.45</b>	<b>418,779.00</b>	<b>-273,262.55</b>	<b>34.7%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	14,412.65	45,000.00	-30,587.35	32.0%
6015 · Employer Medicare	3,370.72	9,250.00	-5,879.28	36.4%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-141.97	4,500.00	-4,641.97	-3.2%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	38,565.38	130,000.00	-91,434.62	29.7%
6132 · Benefits Retirement	63,359.64	55,000.00	8,359.64	115.2%
<b>Total Employee Benefits</b>	<b>123,730.21</b>	<b>256,950.00</b>	<b>-133,219.79</b>	<b>48.2%</b>
<b>Total Expense</b>	<b>501,708.45</b>	<b>1,250,444.00</b>	<b>-748,735.55</b>	<b>40.1%</b>
<b>Net Ordinary Income</b>	<b>727,667.35</b>	<b>0.00</b>	<b>727,667.35</b>	<b>100.0%</b>
<b>Net Income</b>	<b>727,667.35</b>	<b>0.00</b>	<b>727,667.35</b>	<b>100.0%</b>

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

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[Redacted]

	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director			0.00			0.00				
Salaries and Wages FT			0.00			0.00				
Salaries and Wages MTNC			0.00			0.00				
Salaries and Wages PT	40	32.01	1,280.40	55	16.00	880.00	14	16.00	224.00	14
<b>Total Gross Pay</b>	40		1,280.40	55		880.00	14		224.00	14
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00				
Retirement			0.00			0.00				
<b>Total Deductions from Gross Pay</b>			0.00			0.00			0.00	
<b>Adjusted Gross Pay</b>	40		1,280.40	55		880.00	14		224.00	14
<b>Taxes Withheld</b>										
Federal Withholding			-138.00			0.00			0.00	
Medicare Employee			-18.57			-12.76			-3.24	
Social Security Employee			-79.38			-54.56			-13.88	
NY - Withholding			-54.96			-12.44			0.00	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			-290.91			-79.76			-17.12	
<b>Net Pay</b>	40		989.49	55		800.24	14		206.88	14
<b>Employer Taxes and Contributions</b>										
Medicare Company			18.57			12.76			3.24	
Social Security Company			79.38			54.56			13.88	
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	
<b>Total Employer Taxes and Contributions</b>			97.95			67.32			17.12	

# Port Jervis Free Library Payroll Summary November 2024

	Rate	Nov 24 Hours	Rate	Nov 24 Hours	Rate	Nov 24 Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>							
<b>Gross Pay</b>							
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	16.46	62	17.93	62	1,111.66	73	18.45
<b>Total Gross Pay</b>		<b>230.44</b>		<b>62</b>	<b>1,111.66</b>	<b>73</b>	<b>1,346.85</b>
<b>Deductions from Gross Pay</b>							
Health Insurance	0.00		0.00		0.00		0.00
Retirement	0.00		-33.35		-33.35		0.00
<b>Total Deductions from Gross Pay</b>		<b>0.00</b>		<b>-33.35</b>	<b>0.00</b>		<b>0.00</b>
<b>Adjusted Gross Pay</b>		<b>230.44</b>		<b>62</b>	<b>1,078.31</b>	<b>73</b>	<b>1,346.85</b>
<b>Taxes Withheld</b>							
Federal Withholding	0.00		-62.00		-62.00		-90.00
Medicare Employee	-3.34		-16.12		-16.12		-19.53
Social Security Employee	-14.29		-68.92		-68.92		-83.51
NY - Withholding	0.00		-52.61		-52.61		-31.73
NY - Disability Employee	-1.16		0.00		0.00		-2.40
Medicare Employee Addl Tax	0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-18.79</b>		<b>-199.65</b>	<b>-227.17</b>		
<b>Net Pay</b>		<b>211.65</b>		<b>62</b>	<b>878.66</b>	<b>73</b>	<b>1,119.68</b>
<b>Employer Taxes and Contributions</b>							
Medicare Company	3.34		16.12		16.12		19.53
Social Security Company	14.29		68.92		68.92		83.51
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
<b>Total Employer Taxes and Contributions</b>		<b>17.63</b>		<b>85.04</b>	<b>103.04</b>		



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

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	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	0.00	20	264.15	5,283.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	2,131.04			0.00	75	30.51	2,288.25	60.5	20.27	1,226.34
<b>Total Gross Pay</b>	<b>2,131.04</b>	<b>20</b>		<b>5,283.00</b>	<b>75</b>		<b>2,288.25</b>	<b>60.5</b>		<b>1,226.34</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			-289.14			0.00			0.00
Retirement	0.00			-237.74			-68.65			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>-526.88</b>			<b>-68.65</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>2,131.04</b>	<b>20</b>		<b>4,756.12</b>	<b>75</b>		<b>2,219.60</b>	<b>60.5</b>		<b>1,226.34</b>
<b>Taxes Withheld</b>										
Federal Withholding	-182.00			-482.00			-223.00			-14.00
Medicare Employee	-30.90			-76.61			-33.18			-17.79
Social Security Employee	-132.13			-327.55			-141.88			-76.04
NY - Withholding	-73.20			-233.48			-94.08			-26.73
NY - Disability Employee	0.00			0.00			-2.40			-2.40
Medicare Employee Addl. Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-418.23</b>			<b>-1,119.64</b>			<b>-494.54</b>			<b>-136.96</b>
<b>Net Pay</b>	<b>1,712.81</b>	<b>20</b>		<b>3,636.48</b>	<b>75</b>		<b>1,725.06</b>	<b>60.5</b>		<b>1,089.38</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	30.90			76.61			33.18			17.79
Social Security Company	132.13			327.55			141.88			76.04
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MICTMT (Transit Tax)	0.00			0.00			0.00			0.00
<b>Total Employer Taxes and Contributions</b>	<b>163.03</b>			<b>404.16</b>			<b>175.06</b>			<b>93.83</b>

Port Jervis Free Library  
Payroll Summary  
November 2024

	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	4	16.00	64.00	73.25	16.00	1,172.00	65	16.00	1,040.00	27.5
<b>Total Gross Pay</b>	<b>4</b>		<b>64.00</b>	<b>73.25</b>		<b>1,172.00</b>	<b>65</b>		<b>1,040.00</b>	<b>27.5</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>	
<b>Adjusted Gross Pay</b>	<b>4</b>		<b>64.00</b>	<b>73.25</b>		<b>1,172.00</b>	<b>65</b>		<b>1,040.00</b>	<b>27.5</b>
<b>Taxes Withheld</b>										
Federal Withholding			0.00			-5.00			0.00	
Medicare Employee			-0.93			-17.00			-15.08	
Social Security Employee			-3.97			-72.67			-64.48	
NY - Withholding			0.00			-24.14			-12.68	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-4.90</b>			<b>-118.81</b>			<b>-92.24</b>	
<b>Net Pay</b>	<b>4</b>		<b>59.10</b>	<b>73.25</b>		<b>1,053.19</b>	<b>65</b>		<b>947.76</b>	<b>27.5</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			0.93			17.00			15.08	
Social Security Company			3.97			72.67			64.48	
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	
<b>Total Employer Taxes and Contributions</b>			<b>4.90</b>			<b>89.67</b>			<b>79.56</b>	

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

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 12/10/24

	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	0.00		140	36.78	5,149.20	140				
Salaries and Wages FT	0.00				0.00	140	21.15	2,961.00		
Salaries and Wages MTNC	0.00				0.00			0.00		
Salaries and Wages PT	33.27	914.93			0.00			0.00	38	16.00
<b>Total Gross Pay</b>		914.93	140		5,149.20	140		2,961.00	38	
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00				0.00			-289.14		
Retirement	0.00				-231.72			-88.84		
<b>Total Deductions from Gross Pay</b>		0.00			-231.72			-377.98		
<b>Adjusted Gross Pay</b>		914.93	140		4,917.48	140		2,583.02	38	
<b>Taxes Withheld</b>										
Federal Withholding	-56.00				-284.00			-272.00		
Medicare Employee	-13.27				-74.66			-42.94		
Social Security Employee	-56.72				-319.25			-183.58		
NY - Withholding	-43.83				-224.14			-113.96		
NY - Disability Employee	-2.40				-2.40			-2.40		
Medicare Employee Addl Tax	0.00				0.00			0.00		
<b>Total Taxes Withheld</b>		-172.22			-904.45			-614.88		
<b>Net Pay</b>		<b>742.71</b>	<b>140</b>		<b>4,013.03</b>	<b>140</b>		<b>1,968.14</b>	<b>38</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company	13.27				74.66			42.94		
Social Security Company	56.72				319.25			183.58		
NY - Disability Company	0.00				0.00			0.00		
NY - Unemployment	0.00				0.00			0.00		
NY - MICTMT (Transit Tax)	0.00				0.00			0.00		
<b>Total Employer Taxes and Contributions</b>		<b>69.99</b>			<b>393.91</b>			<b>226.52</b>		

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

	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
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	608.00	78	16.00	1,248.00	47.5	16.90	802.75	75.5	19.22	1,451.11
<b>Total Gross Pay</b>	<b>608.00</b>	<b>78</b>	<b>1,248.00</b>	<b>1,248.00</b>	<b>47.5</b>	<b>16.90</b>	<b>802.75</b>	<b>75.5</b>	<b>19.22</b>	<b>1,451.11</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00		0.00	0.00		0.00	0.00		0.00	0.00
Retirement	0.00		0.00	0.00		0.00	0.00		0.00	0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>608.00</b>	<b>78</b>	<b>1,248.00</b>	<b>1,248.00</b>	<b>47.5</b>	<b>16.90</b>	<b>802.75</b>	<b>75.5</b>	<b>19.22</b>	<b>1,451.11</b>
<b>Taxes Withheld</b>										
Federal Withholding	0.00		-13.00	-13.00		-64.00	-64.00		-101.00	-101.00
Medicare Employee	-8.81		-18.10	-18.10		-11.64	-11.64		-21.05	-21.05
Social Security Employee	-37.69		-77.38	-77.38		-49.77	-49.77		-89.97	-89.97
NY - Withholding	-5.26		-67.30	-67.30		-19.34	-19.34		-36.41	-36.41
NY - Disability Employee	0.00		0.00	0.00		0.00	0.00		-2.40	-2.40
Medicare Employee Addl Tax	0.00		0.00	0.00		0.00	0.00		0.00	0.00
<b>Total Taxes Withheld</b>	<b>-51.76</b>		<b>-175.78</b>	<b>-175.78</b>		<b>-144.75</b>	<b>-144.75</b>		<b>-250.83</b>	<b>-250.83</b>
<b>Net Pay</b>	<b>556.24</b>	<b>78</b>	<b>1,072.22</b>	<b>1,072.22</b>	<b>47.5</b>	<b>16.90</b>	<b>658.00</b>	<b>75.5</b>	<b>19.22</b>	<b>1,200.28</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	8.81		18.10	18.10		11.64	11.64		21.05	21.05
Social Security Company	37.69		77.38	77.38		49.77	49.77		89.97	89.97
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
<b>Total Employer Taxes and Contributions</b>	<b>46.50</b>		<b>95.48</b>	<b>95.48</b>		<b>61.41</b>	<b>61.41</b>		<b>111.02</b>	<b>111.02</b>

Port Jervis Free Library  
Payroll Summary  
November 2024

	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours	Rate	Nov 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director			0.00			0.00				
Salaries and Wages FT			0.00	140	17.74	2,483.60	140	36.18	5,065.20	140
Salaries and Wages MTNC	160	25.76	4,121.60			0.00			0.00	
Salaries and Wages PT			0.00			0.00			0.00	
<b>Total Gross Pay</b>	160		4,121.60	140		2,483.60	140		5,065.20	140
<b>Deductions from Gross Pay</b>										
Health Insurance			-144.56			0.00			-336.70	
Retirement			0.00			-74.50			0.00	
<b>Total Deductions from Gross Pay</b>			-144.56			-74.50			-336.70	
<b>Adjusted Gross Pay</b>	160		3,977.04	140		2,409.10	140		4,728.50	140
<b>Taxes Withheld</b>										
Federal Withholding			-382.00			-136.00			-632.00	
Medicare Employee			-59.76			-36.01			-73.45	
Social Security Employee			-255.54			-153.99			-314.04	
NY - Withholding			-178.46			-84.28			-234.58	
NY - Disability Employee			-2.40			0.00			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			-878.16			-410.28			-1,256.47	
<b>Net Pay</b>	160		3,098.88	140		1,998.82	140		3,472.03	140
<b>Employer Taxes and Contributions</b>										
Medicare Company			59.76			36.01			73.45	
Social Security Company			255.54			153.99			314.04	
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	
<b>Total Employer Taxes and Contributions</b>			315.30			190.00			387.49	

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

2:07 PM  
12/10/24

	Rate	Nov 24	Hours	Rate	Nov 24
				TOTAL	
<b>Employee Wages, Taxes and Adjustments</b>					
<b>Gross Pay</b>					
Salaries and Wages Director		0.00	160.00		10,432.20
Salaries and Wages FT	17.96	2,514.40	560.00		13,024.20
Salaries and Wages MTNC		0.00	160.00		4,121.60
Salaries and Wages PT		0.00	878.25		18,019.77
<b>Total Gross Pay</b>		<b>2,514.40</b>	<b>1,758.25</b>		<b>45,597.77</b>
<b>Deductions from Gross Pay</b>					
Health Insurance		0.00			-1,059.54
Retirement		-75.44			-810.24
<b>Total Deductions from Gross Pay</b>		<b>-75.44</b>			<b>-1,869.78</b>
<b>Adjusted Gross Pay</b>		<b>2,438.96</b>	<b>1,758.25</b>		<b>43,727.99</b>
<b>Taxes Withheld</b>					
Federal Withholding		-220.00			-3,356.00
Medicare Employee		-36.46			-661.20
Social Security Employee		-155.89			-2,827.08
NY - Withholding		-90.14			-1,713.75
NY - Disability Employee		-2.40			-25.16
Medicare Employee Addl Tax		0.00			0.00
<b>Total Taxes Withheld</b>		<b>-504.89</b>			<b>-8,583.19</b>
<b>Net Pay</b>		<b>1,934.07</b>	<b>1,758.25</b>		<b>35,144.80</b>
<b>Employer Taxes and Contributions</b>					
Medicare Company		36.46			661.20
Social Security Company		155.89			2,827.08
NY - Disability Company		0.00			0.00
NY - Unemployment		0.00			0.00
NY - MCTMNT (Transit Tax)		0.00			0.00
<b>Total Employer Taxes and Contributions</b>		<b>192.35</b>			<b>3,488.28</b>

Port Jervis Free Library  
 Chase checking account activity  
 November 13, 2024 to December 9, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	12/9/2024	Online Payment 22996488532 To NY ST DEPT CIVIL SVC-AGENCY PMT 12/C	(10,421.64)	BILLPAY
DEBIT	12/6/2024	Online Payment 22968737906 To BLACKSTONE PUBLISHING 12/06	(36.00)	BILLPAY
DEBIT	12/6/2024	Online Payment 22968727894 To TOSHIBA FINANCIAL SERVICES (ELEC 12/06	(407.88)	BILLPAY
DEBIT	12/6/2024	Online Payment 22968726127 To Brodat Co 12/06	(123.11)	BILLPAY
DEBIT	12/6/2024	Online Payment 22968731836 To CARDMEMBER SERVICE 12/06	(1,493.69)	BILLPAY
DEBIT	12/6/2024	Online ACH Payment 11154370766 To NYSLRS (_#####7702)	(52,938.00)	ACH_PAYMENT
DEBIT	12/4/2024	SERVICE CHARGES FOR THE MONTH OF NOVEMBER	(32.95)	FEE_TRANSACTION
DEBIT	12/4/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:120424 CC	(4,957.72)	ACH_DEBIT
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998539 to #####2173	(1,818.25)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payment 11153998533 to BrighidSeeger (_#####1948	(336.50)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998535 to #####8462	(797.92)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998532 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payment 11153998536 to Kalista (_#####6097)	(103.42)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payment 11153998544 to MatthewConnelly (_#####1730)	(175.42)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007097 to #####4522	(486.14)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007101 to #####0937	(551.05)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007098 to #####7671	(984.08)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007100 to #####7064	(1,549.44)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998529 to #####3260	(175.42)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998534 to #####1376	(292.94)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998530 to #####0649	(341.50)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007099 to #####9748	(352.30)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998537 to #####5734	(358.95)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payment 11154007104 to Evelyn (_#####9708)	(515.57)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payment 11153998538 to #####9139	(2,006.51)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payment 11153998549 to Nancy (_#####4789)	(421.32)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007096 to #####2902	(431.48)	ACH_PAYMENT
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998531 to #####1601	(1,736.02)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11153998531 to #####1601	(630.84)	BASIC_PAYROLL

DEBIT	12/4/2024	Same-Day ACH Payroll Payment 11154007095 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	12/4/2024	Same-Day ACH Payment 11153998551 to Katelyn (#####7795)	(999.41)	ACH_PAYMENT
DEBIT	12/4/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:2412	(810.24)	ACH_DEBIT
DEBIT	12/4/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: C	(824.32)	ACH_DEBIT
DEBIT	12/2/2024	Basic Online Payroll Payment 11153642093 to #####0031	(84.00)	BASIC_PAYROLL
DEBIT	12/2/2024	Basic Online Payroll Payment 11153645662 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	12/2/2024	Basic Online Payroll Payment 11153645660 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	12/2/2024	Basic Online Payroll Payment 11153645659 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	12/2/2024	Basic Online Payroll Payment 11153645661 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	12/2/2024	Online ACH Payment 11153645663 To SusanWade (#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	12/2/2024	Online Payment 22896643791 To Kanopy 12/02	(15.00)	BILLPAY
DEBIT	11/25/2024	Online Payment 22826497665 To AMAZON CAPITAL SERVICES 11/25	(342.35)	BILLPAY
DEBIT	11/22/2024	Online ACH Payment 11152423519 To NYLAF (#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/21/2024	Online ACH Payment 11152423501 To NYLAF (#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/20/2024	Online Payment 22780544193 To NY ST DEPT CIVL SVC-AGENCY PMT 11/2	(13,191.30)	BILLPAY
DEBIT	11/20/2024	Online Payment 22777124790 To BLACKSTONE PUBLISHING 11/20	(135.97)	BILLPAY
DEBIT	11/20/2024	Online ACH Payment 11152415209 To NYLAF (#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/20/2024	Online ACH Payment 11152415176 To SusanWade (#####0178)	(149.87)	ACH_PAYMENT
DEBIT	11/20/2024	Online ACH Payment 11152415129 To SusanWade (#####0178)	(110.00)	ACH_PAYMENT
DEBIT	11/20/2024	Basic Online Payroll Payment 11152415055 to #####2173	(115.24)	BASIC_PAYROLL
DEBIT	11/20/2024	Online ACH Payment 11152415054 To SusanWade (#####0178)	(110.00)	ACH_PAYMENT
DEBIT	11/20/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: C	(860.39)	ACH_DEBIT
DEBIT	11/20/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:112024 CC	(5,176.16)	ACH_DEBIT
CHECK	11/19/2024	CHECK 1132 11/19	(65.00)	CHECK_PAID
DEBIT	11/19/2024	Online ACH Payment 11152213872 To Kallista (#####6097)	(103.44)	ACH_PAYMENT
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213860 to #####7051	(105.83)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213862 to #####7064	(172.09)	BASIC_PAYROLL
DEBIT	11/19/2024	Online ACH Payment 11152213873 To MatthewConnelly (#####62:	(172.09)	ACH_PAYMENT
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213863 to #####3260	(325.27)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202987 to #####0649	(365.00)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202991 to #####9139	(378.92)	BASIC_PAYROLL
DEBIT	11/19/2024	Online ACH Payment 11152213870 To BrighidSeeger (#####1948)	(378.92)	ACH_PAYMENT
DEBIT	11/19/2024	Online ACH Payment 11152213871 To Nancy (#####4789)	(495.08)	ACH_PAYMENT
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202992 to #####8462	(502.61)	BASIC_PAYROLL



DEBIT	11/19/2024	Basic Online Payroll Payment 11152213858 to #####4522	(522.92)	BASIC_PAYROLL
DEBIT	11/19/2024	Online ACH Payment 11152213869 To JulieSoberg (_#####1730)	(548.68)	ACH_PAYMENT
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202988 to #####9748	(581.15)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213865 to #####5734	(596.41)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202994 to #####1376	(613.59)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213861 to #####0031	(856.40)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202989 to #####1601	(873.85)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213864 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213868 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	11/19/2024	Online ACH Payment 11152202995 To Katelyn (_#####7795)	(999.41)	ACH_PAYMENT
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213859 to #####7671	(1,549.44)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152213857 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	11/19/2024	Basic Online Payroll Payment 11152202993 to #####2173	(1,818.25)	BASIC_PAYROLL
DEBIT	11/19/2024	Online ACH Payment 11152213866 To Evelyn (_#####9708)	(2,006.51)	ACH_PAYMENT
DEBIT	11/14/2024	Online Payment 22711144032 To Frontier 111182-4 11/14	(4.96)	BILLPAY
DEBIT	11/14/2024	Online ACH Payment 11151326433 To NVLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/13/2024	Online ACH Payment 11151326427 To NVLAF (_#####6367)	(50,000.00)	ACH_PAYMENT



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

November 01, 2024 through November 29, 2024

Primary Account: [REDACTED]

**CUSTOMER SERVICE INFORMATION**

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

00005618 DRI 802 141 33924 NNNNNNNNNN P 1 000000000 D2 0000  
 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]	\$145,420.26	\$192,383.01
Chase Business Premier Savings	[REDACTED]	1,997.47	1,997.50
<b>Total</b>		<b>\$147,417.73</b>	<b>\$194,380.51</b>
<b>TOTAL ASSETS</b>		<b>\$147,417.73</b>	<b>\$194,380.51</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number: [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$145,420.26</b>
Deposits and Additions	3	445,819.63
Checks Paid	3	-10,057.39
Electronic Withdrawals	101	-388,767.89
Fees	1	-31.60
<b>Ending Balance</b>	<b>108</b>	<b>\$192,383.01</b>

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 DECEMBER 25TH IN OBSERVANCE OF CHRISTMAS DAY AND JANUARY 1ST IN OBSERVANCE OF NEW YEARS DAY

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

11/11/2024 - 11/30/2024

<b>Investment Pool Summary</b>	<b>MAX</b>
Beginning Balance	\$1,812,031.44
Dividends	\$7,698.51
Purchases	\$400,000.00
Redemptions	\$0.00
Ending Balance	\$2,219,729.95
Average Monthly Rate	4.595%
Share Price	\$1.000
<b>Total</b>	<b>\$2,219,729.95</b>

<b>Total Fixed Income</b>	<b>\$0.00</b>
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<b>Account Total</b>	<b>\$2,219,729.95</b>
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**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 DECEMBER 25TH IN OBSERVANCE OF  
 CHRISTMAS DAY AND JANUARY 1ST IN OBSERVANCE OF NEW YEARS DAY

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

11/11/2024 - 11/30/2024

Investment Pool Summary	MAX
Beginning Balance	\$7,743.53
Dividends	\$29.30
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,772.83
Average Monthly Rate	4.595%
Share Price	\$1.000
Total	\$7,772.83

Total Fixed Income	\$0.00
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Account Total	\$7,772.83
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**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 Financial Network**  
 2135 CityGate Lane, 7th Floor  
 Naperville, IL 60563

Port Jervis Free Library Director's Report  
December 17, 2024

Staffing Issues

1. Staffing Shortage
  - a. October – Two staff members were hired.
  - b. November – One of the new hires has withdrawn with a possible return date in January. We have promoted Idriz Miftari to full time. He began his full time schedule the 25<sup>th</sup> of November.
  - c. December – Staffing is sufficient for the moment. We are waiting to hear back from Jaclyn.
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. December – I have eliminated several hours per week in unnecessary off-desk time and I have expanded hub hours going forward. 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 began to prepare an evaluation form to be used at the employee evaluations. All employee evaluations will take place in December going forward.
  - b. December – Staff have received the self-evaluation worksheets which will be submitted by the 13<sup>th</sup>. All staff will receive their individual evaluations between the 16<sup>th</sup> and 20<sup>th</sup> of this month.
4. Staff Day
  - a. November – Staff Day was on November 8<sup>th</sup>.
  - b. December – You have all received the evaluation forms filled out by the staff. Most said that they learned a lot from the time spent. I would like for the next staff development day to be on February 14<sup>th</sup>.
5. HUB
  - a. November – We have changed the seating and added more games for programs.
  - b. December – I would like to move Katelyn to circulation/newsletter and Idriz down to the hub by the beginning of January. Neither will receive more or less hours/pay/rank/etc. unless they so choose. I think this move will benefit both of them and pay dividends to the library and programming in general.

Building Issues

1. Unhoused 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.
  - d. December – I have purchased and placed new air purifiers. They are working quite well according to staff and other patrons. I am working on implementing

new policies to discourage disruptions and garbage left around after close. I'll continue to monitor the situation.

## 2. 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.
- d. December – The pigeon spikes have been set in place. The issue should be resolved. The non-slip strips on the stairs have been replaced.

## 3. 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 have created a RFP and submitted it to the board for approval.
- c. December – At the board's request, we will look at fixing/replacing the front desk as well. I believe we could get these two projects done either together or separately.

## 4. 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.
- c. December – No update.

## 5. 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.
- d. December – George came out to give a cost estimate for the dish washer in the first floor break room.

## 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.
- d. December – I have attached additional edits that I would like to see in the manual with my report. I have been in contact with The Judith Bachman Law

Firm PLLC. They will be writing the Contractor contract template for the library. This would complete the policy manual and our requirement for the insurance company.

2. Patron Conduct Policy

- a. December – I will start working on updating our Patron Conduct Policy soon.

Tech Issues

1. Phones

- a. December – Plans for phone updates are on hold.

2. Website

- a. October – 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.
- c. December – If the board doesn't have an opinion on who to go with, I would like to start to finalize an agreement with a finalist TBD before the end of the month.

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.
- c. December – I have received the contact information for Kristt Kelly Office Systems Corp. to replace the Pitney Bowes machine. I will be following up with them shortly to see about taking over for Pitney Bowes and getting out of our current agreement.

Friends of the Library and Community Organizations – December 2024

1. Membership – As time allows, I will be working with the Friends to encourage new membership and growth in the community.

Programs and Patron Report – December 2024

1. Connie will give the program report.
2. The Minisink patron contract proposal has been sent to the Town of Minisink for their approval.
3. Starting this month, I will be taking the monthly program list to local businesses.

Grants and Funding

1. RCLS Grants

- a. December – Connie applied for a Community Engagement Services Grant to assist with the purchase of materials for developmentally or learning disabled and blind patrons. We have received the grant for the learning device and subscription support! We should be receiving it in January.