

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
March 18, 2025 @ 10:15 a.m.

I Call to Order / Pledge of Allegiance

II Minutes: Approve- February 18, Special Meeting of February 19<sup>th</sup> & Special Meeting of February 27, 2025

III Approval of Statistics, Financial reports, and Bills

IV Director Report:

V Action Items:

- Approve the 2025 Legal Notice, Library Tax Levy Proposition, and Election of Trustees dates pertaining to the 2025-26 budget and 2025 election process.
- Approve Freedom of Information Law forms
- Approve Contractor Agreement

VI Old Business:

- Carpet RFP
- Security plan info
- Strategic Plan -
- Freedom of Information Law forms --
- Bylaw revision -
- Contractor Agreement

VII New Business:

- Staffing
- Election & budget process dates

Public Comment – This will exclude any comment on any issue involving a specific employee-this must be done in executive session. (As stated in the Patron Complaint Policy)

VIII Executive Session-

IX Adjournment: Next regular meeting April 15, 2025 @ 10:15 a.m.

# Minutes of the Port Jervis Free Library Board of Trustees

February 18, 2025

10:15 a.m.

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

Public: Anonymous, Barbara Cassidy, Meaghan Doyle-RCLS, Stephen Hoefler-RCLS, Taylor Sauschuck, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:15 a.m.

## III Minutes (Attachment 1A-B)

*Dick made a motion, seconded by Dolores, to approve the minutes of the January 21, 2024 and February 11, 2024 meetings. Unanimously passed.*

## IV Correspondence – none

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

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

## VI Director's Report (Attachment 3A-C)

- The roof leak can be handled in-house; the issue is not covered by warranty.
- Staff training day is February 21. The agenda is two hours of EMS training and Koha and general customer service training.
- Vape detectors for the four bathrooms will be purchased for approximately \$500 each.
- An RFP should be ready to be issued in early March.
- An RFP for security services will be prepared.
- The new front desk barrier will be approximately \$1500-\$1600.
- The Newton Howitt painting will be available for delivery later in the month; Curran will get the appraisal and assure that the painting is covered under existing insurance.
- The Policy Manual was emailed to the Board on February 17.
- The contract template will be deferred to March.
- The Friends will be stepping up their membership drive.
- Curran will review the checklist of outside groups/agencies included in the prior Service Plan for continued follow-up.
- The link for the mock-up of the website will be sent to the Board following the meeting.
- STEM and evening story time have been popular children/youth programs.
- The Board reminded Curran of its desire to have the program report presented in Excel format. Curran said that this will be done for the March board meeting.
- *Valerie made a motion, seconded by Dick, to approve the Directors Report. Unanimously passed.*

## VII Unfinished Business

- A Zoom meeting addressing the Service Plan took place on February 13; another Zoom meeting will be scheduled to occur within the first two weeks of March.
- The attorney has drawn up two Freedom of Information forms addressing policy and application to access. These will be included on the March agenda.

- The Board originally initiated review of the by-laws on January 22, and Carl forwarded information from RCLS to the Director on February 1. Curran will contact Grace Riario to set up a meeting to discuss.

#### **VIII New Business – (Attachment 4A-C)**

- Stephen Hoefer made a presentation on E-Rate, Internet Safety and CIPA compliance.
- ***Dick made a motion, seconded by Dolores, to authorize the Library's participation in the E-Rate program and Children's Internet Protection Act (CIPA)7. Unanimously passed.***
- ***Dolores made a motion, seconded by Dick, to authorize the Director to sign the RCLS Letter of Agency of E-Rate Program Funding for the years 2026-2031. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to adopt the Internet Safety Policy as presented. Unanimously passed.***
- ***A motion was made by Dick, seconded by Valerie, to approve the PJFL Incident Report form as presented. Unanimously passed.***
- ***A motion was made by Dick, seconded by Dolores, to accept the language contained in section 12.41, ASSURANCE, that The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on February 18, 2025. It was noted that the Annual Report was submitted on February 14, with a due date to RCLS of February 17 and a due date to the State of March 1. Unanimously passed.***
- ***Liz made a motion, seconded by Dick, to accept with regret the resignation of Katelyn Tobey effective February 4, 2025. Unanimously passed.***

#### **IX Public Comment**

Anonymous expressed a need for an enumeration of patron rights, and noted that the new ADA-compliant meeting time is not consistently advertised.

#### **X Next Meeting**

- A special meeting is scheduled for Wednesday, February 19, 2025 at 4:15 PM to discuss a personnel matter.
- The next regularly scheduled meeting will take place Tuesday, March 18, 2025 at 10:15 a.m.

#### **XI Executive Session**

- ***Dolores made a motion, seconded by Valerie, to enter into Executive Session at 11:25 a.m. to discuss personnel issues. Unanimously passed.*** The Director was invited to attend.
- ***Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:45 a.m. Unanimously passed.***

**XII Adjournment** – ***Valerie made a motion, seconded by Dolores, to adjourn the meeting at 11:45 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

**Minutes of the Port Jervis Free Library Board of Trustees  
February 19, 2025  
4:15 PM**

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Liz Miller, Dick Roberts  
Public: Matt Conklin

**I/II Call to Order/Pledge of Allegiance** - The meeting was called to order at 4:15 PM.

**III Executive Session**

- *Dick made a motion, seconded by Dolores, to enter into Executive Session at 4:15 PM to discuss a personnel issue. Unanimously passed.*
- *Liz made a motion, seconded by Dick, to come out of Executive Session at 4:46 PM. Unanimously passed.*

**IV Next Meeting**

The next regularly scheduled meeting will take place Tuesday, March 18, 2025 at 10:15 a.m.

**V Adjournment** – *Dick made a motion, seconded by Dolores, to adjourn the meeting at 4:46 PM. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees  
February 27, 2025  
3:00 PM

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Dick Roberts;  
Liz Miller was excused.

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 3:00 PM.

III Executive Session:

*Dick made a motion, seconded by Valerie, to go into Executive Session at 3:02 to discuss a personnel/employment matter. Unanimously passed.*

*Dick made a motion, seconded by Dolores, to come out of Executive Session at 3:13 PM. A voice vote was taken with Dolores, Carl and Dick voting in the affirmative. Valerie abstained from the vote.*

*Dick made a motion, seconded by Dolores, to reenter Executive Session at 3:14 PM. A voice vote was taken with Dolores, Carl and Dick voting in the affirmative. Valerie abstained from the vote.*

*Dick made a motion, seconded by Dolores, to come out of Executive Session at 3:35 PM. A voice vote was taken with Dolores, Carl, Valerie and Dick voting in the affirmative.*

IV New Business:

*A motion was made by Dick, seconded by Dolores, to authorize the hiring of an outside investigator to investigate the employment matters related to a particular person, that were discussed in Executive Session. A voice vote was taken with Dolores, Carl and Dick voting in the affirmative. Valerie abstained from the vote.*

V Adjournment:

*Dick made a motion, seconded by Dolores, to adjourn the meeting at 3:36 PM. Unanimously passed.*

VI Next meeting:

The next regularly scheduled meeting will be held on March 18, 2025 at 10:15 a.m.

Port Jervis Free Library  
**Balance Sheet**  
As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash Exchange	283.06
1005 · NYLAF	2,092,986.08
1006 · CHASE CHECKING	12,772.82
1007 · Chase Savings	1,997.59
1008 · NYLAF - Harrison Thune	7,856.09
<b>Total Checking/Savings</b>	<u>2,115,895.64</u>
<b>Total Current Assets</b>	<u>2,115,895.64</u>
<b>TOTAL ASSETS</b>	<u><b>2,115,895.64</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	23,336.63
<b>Total Accounts Payable</b>	<u>23,336.63</u>
<b>Other Current Liabilities</b>	
2200 · Federal Withholding Tax Payable	-1,976.00
2210 · Social Security Tax Payable	-2,984.42
2212 · Medicare Withholding Tax Payabl	-697.98
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	14,001.29
2233 · Deferred comp withheld	0.46
<b>Total Other Current Liabilities</b>	<u>7,399.37</u>
<b>Total Current Liabilities</b>	<u>30,736.00</u>
<b>Total Liabilities</b>	30,736.00
<b>Equity</b>	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,043,042.01
Net Income	486,982.39
<b>Total Equity</b>	<u>2,085,159.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,115,895.64</b></u>

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	2,218.69	3,000.00	-781.31	74.0%
4001 · Fines	684.95	750.00	-65.05	91.3%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	6,649.00	9,338.00	-2,689.00	71.2%
<b>Total Charges for Services</b>	<b>10,527.64</b>	<b>14,088.00</b>	<b>-3,560.36</b>	<b>74.7%</b>
4055 · Services to Other Governments	2,600.00	13,000.00	-10,400.00	20.0%
<b>Miscellaneous</b>				
4004 · Gifts	567.32	300.00	267.32	189.1%
4008 · Library Merchandise	70.00	0.00	70.00	100.0%
<b>Total Miscellaneous</b>	<b>637.32</b>	<b>300.00</b>	<b>337.32</b>	<b>212.4%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	3,382.00	3,000.00	382.00	112.7%
4025 · State Aid LLSA	5,377.00	5,000.00	377.00	107.5%
4026 · RCLS Grnts & St. Aid thru R...	10,000.00	10,000.00	0.00	100.0%
<b>Total Operating Grants</b>	<b>18,759.00</b>	<b>18,000.00</b>	<b>759.00</b>	<b>104.2%</b>
<b>Interest Income</b>	<b>56,027.92</b>	<b>19,000.00</b>	<b>37,027.92</b>	<b>294.9%</b>
<b>Total Income</b>	<b>1,264,891.30</b>	<b>1,250,444.00</b>	<b>14,447.30</b>	<b>101.2%</b>
<b>Gross Profit</b>	<b>1,264,891.30</b>	<b>1,250,444.00</b>	<b>14,447.30</b>	<b>101.2%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	78,609.87	68,340.00	10,269.87	115.0%
6000 · Salaries Clerical FT	111,841.63	200,000.00	-88,158.37	55.9%
6001 · Salaries Clerical PT	153,063.07	252,800.00	-99,736.93	60.5%
6003 · Salaries Maintenance	37,094.40	53,575.00	-16,480.60	69.2%
<b>Total Personal Services</b>	<b>380,608.97</b>	<b>574,715.00</b>	<b>-194,106.03</b>	<b>66.2%</b>
<b>Contractual</b>				
6005 · Board Reporting	990.00	1,827.00	-837.00	54.2%
6030 · Books	7,165.40	25,000.00	-17,834.60	28.7%
6031 · Books Children	3,297.83	7,000.00	-3,702.17	47.1%
6032 · Book Friends	641.03	1,000.00	-358.97	64.1%
6035 · Periodicals	9,519.48	10,000.00	-480.52	95.2%
6038 · Audio Adult	2,309.19	4,500.00	-2,190.81	51.3%
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	28,676.50	29,460.00	-783.50	97.3%
6045 · Computer Eqpt/Software	6,671.19	20,000.00	-13,328.81	33.4%
6050 · Library Supplies	9,512.17	8,500.00	1,012.17	111.9%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	10,980.12	17,000.00	-6,019.88	64.6%
6061 · Utilities Gas	3,593.20	11,000.00	-7,406.80	32.7%
6062 · Utilities Water	843.24	2,200.00	-1,356.76	38.3%
6065 · Utilities Telephone/Internet	3,057.21	6,000.00	-2,942.79	51.0%
6070 · Building Janitorial Supp	1,898.85	6,000.00	-4,101.15	31.6%
6071 · Building Maintenance	28,485.27	24,977.00	3,508.27	114.0%
6072 · Building Improvements	3,360.00	29,650.00	-26,290.00	11.3%
6075 · Copier Maintenance	4,062.43	7,000.00	-2,937.57	58.0%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	41,832.00	80,000.00	-38,168.00	52.3%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	44,000.00	61,965.00	-17,965.00	71.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	376.05	700.00	-323.95	53.7%
6100 · Dues	0.00	600.00	-600.00	0.0%

1:13 PM  
03/12/25  
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	1,297.18	2,000.00	-702.82	64.9%
6125 · Programs	2,184.54	5,000.00	-2,815.46	43.7%
6126 · Programs Children	327.32	5,000.00	-4,672.68	6.5%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	5,630.01	6,000.00	-369.99	93.8%
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>248,772.22</b>	<b>418,779.00</b>	<b>-170,006.78</b>	<b>59.4%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	23,597.77	45,000.00	-21,402.23	52.4%
6015 · Employer Medicare	5,518.85	9,250.00	-3,731.15	59.7%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-173.13	4,500.00	-4,673.13	-3.8%
6085 · Civil Service	3,403.09	5,200.00	-1,796.91	65.4%
6131 · Benefits Health Ins	94,825.85	130,000.00	-35,174.15	72.9%
6132 · Benefits Retirement	63,362.64	55,000.00	8,362.64	115.2%
<b>Total Employee Benefits</b>	<b>194,698.86</b>	<b>256,950.00</b>	<b>-62,251.14</b>	<b>75.8%</b>
<b>Total Expense</b>	<b>824,080.05</b>	<b>1,250,444.00</b>	<b>-426,363.95</b>	<b>65.9%</b>
<b>Net Ordinary Income</b>	<b>440,811.25</b>	<b>0.00</b>	<b>440,811.25</b>	<b>100.0%</b>
<b>Net Income</b>	<b>440,811.25</b>	<b>0.00</b>	<b>440,811.25</b>	<b>100.0%</b>



Port Jervis Free Library  
 Payroll Summary  
 February 2025

5:50 PM  
 02/25/25

	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours
<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	44.5	32.51	1,446.70	78.5	16.50	1,295.25	13	16.50	214.50	78.5
retroactive pay PT			0.00			0.00			0.00	
<b>Total Gross Pay</b>	<b>44.5</b>		<b>1,446.70</b>	<b>78.5</b>		<b>1,295.25</b>	<b>13</b>		<b>214.50</b>	<b>78.5</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			-9.65	
<b>Total Deductions from Gross Pay</b>			<b>0.00</b>			<b>0.00</b>			<b>-9.65</b>	
<b>Adjusted Gross Pay</b>	<b>44.5</b>		<b>1,446.70</b>	<b>78.5</b>		<b>1,295.25</b>	<b>13</b>		<b>204.85</b>	<b>78.5</b>
<b>Taxes Withheld</b>										
Federal Withholding			-338.00			-26.00			0.00	
Medicare Employee			-20.98			-18.79			-3.11	
Social Security Employee			-89.70			-80.31			-13.30	
NY - Withholding			-62.31			-30.93			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>			<b>-510.99</b>			<b>-156.03</b>			<b>-16.41</b>	
<b>Net Pay</b>	<b>44.5</b>		<b>935.71</b>	<b>78.5</b>		<b>1,139.22</b>	<b>13</b>		<b>188.44</b>	<b>78.5</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			20.98			18.79			3.11	
Social Security Company			89.70			80.31			13.30	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
<b>Total Employer Taxes and Contributions</b>			<b>110.68</b>			<b>99.10</b>			<b>16.41</b>	

Port Jervis Free Library  
 Payroll Summary  
 February 2025

5:50 PM  
 02/25/25

	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	0.00			0.00			0.00		20	264.15
Salaries and Wages FT	0.00			0.00			0.00			
Salaries and Wages W/TNC	0.00			0.00			0.00			
Salaries and Wages PT	18.68	1,459.88	68.5	18.95	1,298.08	80	28.54	2,283.20		
retroactive pay PT		13.38			0.00			0.00		
<b>Total Gross Pay</b>		<b>1,473.26</b>	<b>68.5</b>		<b>1,298.08</b>	<b>80</b>		<b>2,283.20</b>	<b>20</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00				0.00		
Retirement	-44.20			0.00				0.00		
<b>Total Deductions from Gross Pay</b>		<b>-44.20</b>			<b>0.00</b>			<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>1,429.06</b>	<b>68.5</b>		<b>1,298.08</b>	<b>80</b>		<b>2,283.20</b>	<b>20</b>	
<b>Taxes Withheld</b>										
Federal Withholding	-94.00			-81.00				-196.00		
Medicare Employee	-21.37			-18.82				-33.11		
Social Security Employee	-91.34			-80.48				-141.55		
NY - Withholding	-67.42			-29.55				-81.58		
NY - Disability Employee	0.00			-2.40				0.00		
Medicare Employee Addl Tax	0.00			0.00				0.00		
<b>Total Taxes Withheld</b>		<b>-274.13</b>			<b>-212.25</b>			<b>-452.24</b>		
<b>Net Pay</b>		<b>1,154.93</b>	<b>68.5</b>		<b>1,085.83</b>	<b>80</b>		<b>1,830.96</b>	<b>20</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company	21.37			18.82				33.11		
Social Security Company	91.34			80.48				141.55		
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>112.71</b>			<b>99.30</b>			<b>174.66</b>		

Port Jervis Free Library  
Payroll Summary  
February 2025

5:50 PM  
02/25/25

	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay	5,283.00			0.00			0.00			0.00
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	0.00	65.5	31.01	2,031.16	57.5	20.77	1,194.28			0.00
retroactive pay PT	0.00			0.00			0.00			0.00
<b>Total Gross Pay</b>	<b>5,283.00</b>	<b>65.5</b>		<b>2,031.16</b>	<b>57.5</b>		<b>1,194.28</b>	<b>156.88</b>		<b>2,823.84</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	-289.14			0.00			0.00			0.00
Retirement	-237.74			-60.94			0.00			-84.72
<b>Total Deductions from Gross Pay</b>	<b>-526.88</b>			<b>-60.94</b>			<b>0.00</b>			<b>-84.72</b>
<b>Adjusted Gross Pay</b>	<b>4,756.12</b>	<b>65.5</b>		<b>1,970.22</b>	<b>57.5</b>		<b>1,194.28</b>	<b>156.88</b>		<b>2,739.12</b>
<b>Taxes Withheld</b>										
Federal Withholding	-464.00			-189.00			-8.00			-159.00
Medicare Employee	-76.60			-29.45			-17.31			-40.94
Social Security Employee	-327.55			-125.94			-74.04			-175.07
NY - Withholding	-233.48			-80.37			-25.22			-101.00
NY - Disability Employee	0.00			0.00			0.00			0.00
Medicare Employee Adatl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-1,101.63</b>			<b>-424.76</b>			<b>-124.57</b>			<b>-476.01</b>
<b>Net Pay</b>	<b>3,654.49</b>	<b>65.5</b>		<b>1,545.46</b>	<b>67.5</b>		<b>1,069.71</b>	<b>156.88</b>		<b>2,263.11</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	76.60			29.45			17.31			40.94
Social Security Company	327.55			125.94			74.04			175.07
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>404.15</b>			<b>155.39</b>			<b>91.35</b>			<b>216.01</b>

Port Jervis Free Library  
Payroll Summary  
February 2025

5:50 PM  
02/25/25

	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	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	140.75	21.65	3,047.24	
Salaries and Wages M/TNC			0.00			0.00			0.00	
Salaries and Wages PT	70	16.50	1,155.00	28.5	33.77	962.45			0.00	45
retroactive pay PT			0.00			0.00			0.00	
<b>Total Gross Pay</b>	<b>70</b>		<b>1,155.00</b>	<b>28.5</b>		<b>962.45</b>	<b>140.75</b>		<b>3,047.24</b>	<b>45</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			-289.14	
Retirement			0.00			0.00			-91.42	
<b>Total Deductions from Gross Pay</b>			<b>0.00</b>			<b>0.00</b>			<b>-380.56</b>	
<b>Adjusted Gross Pay</b>	<b>70</b>		<b>1,155.00</b>	<b>28.5</b>		<b>962.45</b>	<b>140.75</b>		<b>2,666.68</b>	<b>45</b>
<b>Taxes Withheld</b>										
Federal Withholding			-7.00			-57.00			-277.00	
Medicare Employee			-16.74			-13.96			-44.19	
Social Security Employee			-71.61			-59.67			-188.93	
NY - Withholding			-17.28			-45.73			-118.28	
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>-112.63</b>			<b>-176.36</b>			<b>-628.40</b>	
<b>Net Pay</b>	<b>70</b>		<b>1,042.37</b>	<b>28.5</b>		<b>786.09</b>	<b>140.75</b>		<b>2,038.28</b>	<b>45</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			16.74			13.96			44.19	
Social Security Company			71.61			59.67			188.93	
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>88.35</b>			<b>73.63</b>			<b>233.12</b>	

Port Jervis Free Library  
 Payroll Summary  
 February 2025

5:50 PM  
 02/25/25

	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	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	16.50	742.50	74.5	16.75	1,247.88	51.5	17.40	896.10	72.5	19.72
retroactive pay PT	0.00	0.00		0.00	0.00			0.00		
<b>Total Gross Pay</b>		<b>742.50</b>	<b>74.5</b>	<b>1,247.88</b>	<b>51.5</b>	<b>72.5</b>		<b>896.10</b>	<b>72.5</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>742.50</b>	<b>74.5</b>	<b>1,247.88</b>	<b>51.5</b>	<b>72.5</b>		<b>896.10</b>	<b>72.5</b>	
<b>Taxes Withheld</b>										
Federal Withholding	0.00			-10.00				-71.00		
Medicare Employee	-10.77			-18.09				-13.00		
Social Security Employee	-46.04			-77.37				-55.56		
NY - Withholding	-7.10			-67.35				-23.07		
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>-63.91</b>		<b>-172.81</b>				<b>-162.63</b>		
<b>Net Pay</b>		<b>678.59</b>	<b>74.5</b>	<b>1,075.07</b>	<b>51.5</b>	<b>72.5</b>		<b>733.47</b>	<b>72.5</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company	10.77			18.09				13.00		
Social Security Company	46.04			77.37				55.56		
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>56.81</b>		<b>95.46</b>				<b>68.56</b>		

Port Jervis Free Library  
Payroll Summary  
February 2025

	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25	Hours	Rate	Feb 25
<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	18.24	50	36.68	912.00	140.75	36.68	5,162.71
Salaries and Wages MTNC	0.00	160	25.76	4,121.60			0.00			0.00
Salaries and Wages PT	1,429.70		0.00	0.00			0.00		0.00	0.00
retroactive pay PT	0.00		0.00	0.00			0.00		0.00	0.00
<b>Total Gross Pay</b>	<b>1,429.70</b>	<b>160</b>	<b>4,121.60</b>	<b>4,121.60</b>	<b>50</b>	<b>140.75</b>	<b>912.00</b>	<b>140.75</b>	<b>140.75</b>	<b>5,162.71</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00		-144.56	0.00			0.00			-336.70
Retirement	0.00		0.00	-144.56			-27.36			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>		<b>-144.56</b>	<b>-144.56</b>			<b>-27.36</b>			<b>-336.70</b>
<b>Adjusted Gross Pay</b>	<b>1,429.70</b>	<b>160</b>	<b>3,977.04</b>	<b>3,977.04</b>	<b>50</b>	<b>140.75</b>	<b>884.64</b>	<b>140.75</b>		<b>4,826.01</b>
<b>Taxes Withheld</b>										
Federal Withholding	-94.00		-378.00	-31.00			-13.23			-630.00
Medicare Employee	-20.73		-59.77	-13.23			-56.54			-74.86
Social Security Employee	-88.64		-255.54	-178.46			-24.54			-320.09
NY - Withholding	-35.56		0.00	0.00			0.00			-238.44
NY - Disability Employee	0.00		0.00	0.00			0.00			0.00
Medicare Employee Addl Tax	0.00		0.00	-871.77			-125.31			0.00
<b>Total Taxes Withheld</b>	<b>-238.93</b>		<b>-871.77</b>	<b>-871.77</b>			<b>-125.31</b>			<b>-1,263.39</b>
<b>Net Pay</b>	<b>1,190.77</b>	<b>160</b>	<b>3,105.27</b>	<b>3,105.27</b>	<b>50</b>	<b>140.75</b>	<b>759.33</b>	<b>140.75</b>		<b>3,562.62</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	20.73		59.77	13.23			56.54			74.86
Social Security Company	88.64		255.54	56.54			0.00			320.09
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
<b>Total Employer Taxes and Contributions</b>	<b>109.37</b>		<b>315.31</b>	<b>315.31</b>			<b>69.77</b>			<b>394.95</b>

Port Jervis Free Library  
Payroll Summary  
February 2025

5:50 PM  
02/25/25

	Hours	Rate	Feb 25	Hours	Rate	Feb 25
	TOTAL					
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Salaries and Wages Director			0.00	20.00		5,283.00
Salaries and Wages FT	140.75	18.71	2,633.44	629.13		14,579.23
Salaries and Wages MTNC			0.00	160.00		4,121.60
Salaries and Wages PT			0.00	828.00		17,656.68
retroactive pay PT			0.00			13.38
<b>Total Gross Pay</b>	140.75		2,633.44	1,637.13		41,653.89
<b>Deductions from Gross Pay</b>						
Health Insurance			0.00			-1,059.54
Retirement			-79.00			-635.03
<b>Total Deductions from Gross Pay</b>			-79.00			-1,694.57
<b>Adjusted Gross Pay</b>	140.75		2,554.44	1,637.13		39,959.32
<b>Taxes Withheld</b>						
Federal Withholding			-229.00			-3,339.00
Medicare Employee			-38.18			-604.00
Social Security Employee			-163.27			-2,582.54
NY - Withholding			-96.24			-1,563.91
NY - Disability Employee			0.00			-2.40
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			-526.69			-8,091.85
<b>Net Pay</b>	140.75		2,027.75	1,637.13		31,867.47
<b>Employer Taxes and Contributions</b>						
Medicare Company			38.18			604.00
Social Security Company			163.27			2,582.54
NY - Disability Company			0.00			0.00
NY - Unemployment			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00
<b>Total Employer Taxes and Contributions</b>			201.45			3,186.54

Port Jervis Free Library  
 Chase Checking Account activity  
 February 13, 2025 to March 12, 2025

Details	Posting Date	Description	Amount	Type
DEBIT	3/12/2025	ORIG CO NAME:IRS CO ENTRY DESCR:USATAXPYMT SEC:CCD IND ID:27	(4,711.74)	ACH_DEBIT
DEBIT	3/12/2025	ORIG CO NAME:NYS DTF WT CO ENTRY DESCR:Tax Payment SEC:CCD IND IC	(760.33)	ACH_DEBIT
DEBIT	3/11/2025	Online ACH Payment 11164799469 To Kallista (_#####6097)	(101.46)	ACH_PAYMENT
DEBIT	3/11/2025	Online ACH Payment 11164799468 To MatthewConnelly (_#####6231)	(215.20)	ACH_PAYMENT
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808880 to #####7064	(215.20)	BASIC_PAYROLL
DEBIT	3/11/2025	Online ACH Payment 11164799465 To BrigidSeger (_#####1948)	(302.94)	ACH_PAYMENT
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808876 to #####3260	(370.08)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808872 to #####0649	(386.09)	BASIC_PAYROLL
DEBIT	3/11/2025	Online ACH Payment 11164808884 To Nancy (_#####4789)	(422.63)	ACH_PAYMENT
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799463 to #####1376	(506.83)	BASIC_PAYROLL
DEBIT	3/11/2025	Online ACH Payment 11164808882 To Juliesoberg (_#####1730)	(508.34)	ACH_PAYMENT
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808878 to #####9748	(509.94)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808879 to #####4522	(572.27)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799467 to #####5734	(621.64)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799466 to #####9139	(675.42)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808873 to #####1601	(733.64)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808874 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808875 to #####4263	(1,008.35)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808881 to #####8462	(1,012.59)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799464 to #####0937	(1,012.68)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799462 to #####7671	(1,552.64)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164799470 to #####2173	(1,827.25)	BASIC_PAYROLL
DEBIT	3/11/2025	Basic Online Payroll Payment 11164808877 to #####2902	(1,875.96)	BASIC_PAYROLL
DEBIT	3/10/2025	Online Payment 24006674606 To NY ST DEPT CIVIL SVC-AGENCY PMT 03/10	(10,421.64)	BILLPAY
DEBIT	3/7/2025	Basic Online Payroll Payment 11164638987 to #####0031	(84.00)	BASIC_PAYROLL
DEBIT	3/7/2025	Online ACH Payment 11164620531 To Cheshire (_#####5530)	(1,600.00)	ACH_PAYMENT
DEBIT	3/7/2025	Online Payment 23971738304 To Time Warner Cable 03/07	(129.99)	BILLPAY
DEBIT	3/7/2025	Online Payment 23971690660 To SCHINDLER ELEVATOR CORPORATION 03/07	(2,264.10)	BILLPAY
DEBIT	3/7/2025	Online Payment 23971673562 To ORANGE & ROCKLAND UTILITIES 03/07	(2,091.28)	BILLPAY



DEBIT	3/7/2025	Online Payment 23971654901 To Neversink Lumber Co. Inc 03/07	(82.67)	BILLPAY
DEBIT	3/7/2025	Online Payment 23971651532 To CARDMEMBER SERVICE 03/07	(237.16)	BILLPAY
DEBIT	3/7/2025	Online Payment 23971648261 To Baker and Taylor 03/07	(147.99)	BILLPAY
DEBIT	3/7/2025	Basic Online Payroll Payment 11164606293 to #####4263	(23.57)	BASIC_PAYROLL
DEBIT	3/7/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:250307	(635.03)	ACH_DEBIT
DEBIT	3/5/2025	SERVICE CHARGES FOR THE MONTH OF FEBRUARY	(126.30)	FEE_TRANSACTION
DEBIT	3/4/2025	Online Payment 23939825797 To Bachman Law Firm PLLC 03/04	(5,867.08)	BILLPAY
CREDIT	3/4/2025	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENT	50,000.00	ACH_CREDIT
DEBIT	3/3/2025	Basic Online Payroll Payment 11163826803 to #####9692	(185.00)	BASIC_PAYROLL
DEBIT	3/3/2025	Basic Online Payroll Payment 11163823982 to #####7906	(185.00)	BASIC_PAYROLL
DEBIT	3/3/2025	Basic Online Payroll Payment 11163823983 to #####3325	(185.00)	BASIC_PAYROLL
DEBIT	3/3/2025	Basic Online Payroll Payment 11163823981 to #####2214	(185.00)	BASIC_PAYROLL
DEBIT	3/3/2025	Online ACH Payment 11163823980 To SusanWade (#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	3/3/2025	Online Payment 23899047561 To Kanopy 03/03	(57.00)	BILLPAY
DEBIT	2/28/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO E	(779.41)	ACH_DEBIT
DEBIT	2/27/2025	ORIG CO NAME:Equipment Financ ORIG ID:T411400571 DESC DATE:25022	(407.88)	ACH_DEBIT
DEBIT	2/26/2025	Online Payment 23857022137 To Baker and Taylor 02/26	(41.43)	BILLPAY
DEBIT	2/26/2025	Online Payment 23857020912 To Baker and Taylor 02/26	(28.85)	BILLPAY
DEBIT	2/26/2025	Online Payment 23857019574 To Brodart Co 02/26	(314.00)	BILLPAY
DEBIT	2/26/2025	Online Payment 23857009096 To Brodart Co 02/26	(108.40)	BILLPAY
DEBIT	2/26/2025	Online Payment 23857007662 To JOSEPH J KOWALL, SR 02/26	(650.00)	BILLPAY
DEBIT	2/26/2025	Online Payment 23856985777 To PROQUEST LLC 02/26	(2,840.88)	BILLPAY
DEBIT	2/26/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:022625 CO EN	(4,838.42)	ACH_DEBIT
CHECK	2/25/2025	CHECK 1153	(450.00)	CHECK_PAID
DEBIT	2/25/2025	Basic Online Payroll Payment 11163185802 to #####2902	(16.94)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163179676 to #####4263	(4.18)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163175101 to #####0937	(4.83)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163175100 to #####2902	(8.47)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163179675 to #####8462	(94.57)	BASIC_PAYROLL
DEBIT	2/25/2025	Online ACH Payment 11163061894 To Kalista (#####6097)	(188.44)	ACH_PAYMENT
DEBIT	2/25/2025	Online ACH Payment 11163061891 To MatthewConnelly (#####6231)	(282.31)	ACH_PAYMENT
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061885 to #####7064	(282.32)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066716 to #####3260	(363.39)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066717 to #####0649	(400.01)	BASIC_PAYROLL

DEBIT	2/25/2025	Basic Online Payroll Payment 11163061892 to #####9139	(419.55)	BASIC_PAYROLL
DEBIT	2/25/2025	Online ACH Payment 11163061893 To BrighidSeger (#####1948)	(419.55)	ACH_PAYMENT
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061887 to #####4522	(446.44)	BASIC_PAYROLL
DEBIT	2/25/2025	Online ACH Payment 11163066720 To JulieSoberg (#####1730)	(514.74)	ACH_PAYMENT
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066719 to #####5734	(569.13)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061886 to #####9748	(575.88)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066722 to #####1376	(581.22)	BASIC_PAYROLL
DEBIT	2/25/2025	Online ACH Payment 11163066727 To Nancy (#####4789)	(583.28)	ACH_PAYMENT
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061889 to #####1601	(811.83)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061888 to #####0031	(958.05)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066714 to #####4263	(1,015.22)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066726 to #####0937	(1,020.78)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163061890 to #####8462	(1,155.95)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066715 to #####7671	(1,552.64)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066718 to #####2902	(1,768.61)	BASIC_PAYROLL
DEBIT	2/25/2025	Basic Online Payroll Payment 11163066721 to #####2173	(1,827.24)	BASIC_PAYROLL
CHECK	2/21/2025	CHECK 1154	(2,966.50)	CHECK_PAID
CHECK	2/18/2025	CHECK 1152	(125.00)	CHECK_PAID
DEBIT	2/18/2025	Basic Online Payroll Payment 11162386509 to #####4263	(2,000.00)	BASIC_PAYROLL
DEBIT	2/18/2025	Online ACH Payment 11162380215 To SusanWade (#####0178)	(110.00)	ACH_PAYMENT
DEBIT	2/18/2025	Basic Online Payroll Payment 11162380162 to #####2173	(91.00)	BASIC_PAYROLL
DEBIT	2/18/2025	Basic Online Payroll Payment 11162256660 to #####4263	(49.50)	BASIC_PAYROLL
DEBIT	2/18/2025	ORIG CO NAME:Equipment Financ ORIG ID:T411400571 DESC DATE:25021	(416.45)	ACH_DEBIT
DEBIT	2/14/2025	Online Payment 23729029599 To Tri State Paper and Cleaning 02/14	(220.12)	BILLPAY
DEBIT	2/14/2025	Online Payment 23729037287 To AMAZON CAPITAL SERVICES 02/14	(87.15)	BILLPAY
DEBIT	2/14/2025	Online Payment 23729002386 To REGIONAL FOOD BANK OF NENY 02/14	(30.24)	BILLPAY
DEBIT	2/14/2025	Online Payment 23728989581 To NY ST DEPT CIVIL SVC-AGENCY PMT 02/14	(11,901.17)	BILLPAY
DEBIT	2/14/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO E	(784.50)	ACH_DEBIT
CREDIT	2/14/2025	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENT	50,000.00	ACH_CREDIT
DSLIP	2/14/2025	DEPOSIT ID NUMBER 337980	25.00	DEPOSIT
DSLIP	2/14/2025	DEPOSIT ID NUMBER 337971	605.36	DEPOSIT
DSLIP	2/14/2025	DEPOSIT ID NUMBER 337974	930.78	DEPOSIT
DEBIT	2/13/2025	Online Payment 23713306482 To GREENWALD DOHERTY 02/13	(2,821.50)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713322792 To BLACKSTONE PUBLISHING 02/13	(39.99)	BILLPAY

DEBIT	2/13/2025	Online Payment 23713321456 To BLACKSTONE PUBLISHING 02/13	(100.60)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713084520 To Time Warner Cable 02/13	(129.99)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713090837 To TIME WARNER CABLE 02/13	(194.31)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713088580 To ORANGE & ROCKLAND UTILITIES 02/13	(2,351.96)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713087638 To Neversink Lumber Co. Inc 02/13	(30.00)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713077760 To Frontier 111182-4 02/13	(4.96)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713069109 To Frontier 02/13	(58.45)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713046962 To CARDMEMBER SERVICE 02/13	(4,055.92)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713058753 To Brodart Co 02/13	(70.52)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713057544 To Brodart Co 02/13	(63.94)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713041416 To Brodart Co 02/13	(45.61)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713039661 To Brodart Co 02/13	(10.79)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713037442 To Brodart Co 02/13	(758.36)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713014912 To Brodart Co 02/13	(54.01)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713020856 To Brodart Co 02/13	(140.44)	BILLPAY
DEBIT	2/13/2025	Online Payment 23713001826 To Baker and Taylor 02/13	(42.60)	BILLPAY
DEBIT	2/13/2025	Online Payment 23712996599 To Baker and Taylor 02/13	(60.85)	BILLPAY
DEBIT	2/13/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:021325 CO EN	(4,867.66)	ACH_DEBIT



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

February 01, 2025 through February 28, 2025

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

00005580 DRI 802 141 06425 NNNNNNNNNNN 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]	\$53,721.63	\$16,136.48
Chase Business Premier Savings	[REDACTED]	1,997.56	1,997.59
<b>Total</b>		<b>\$55,719.19</b>	<b>\$18,134.07</b>
<b>TOTAL ASSETS</b>		<b>\$55,719.19</b>	<b>\$18,134.07</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number: 000000525711591

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$53,721.63</b>
Deposits and Additions	4	51,561.14
Checks Paid	3	-3,541.50
Electronic Withdrawals	90	-85,308.87
Fees	1	-295.92
<b>Ending Balance</b>	<b>98</b>	<b>\$16,136.48</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

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

2/1/2025 - 2/28/2025

MAX

<b>Investment Pool Summary</b>	
Beginning Balance	\$2,136,096.63
Dividends	\$6,889.45
Purchases	(\$50,000.00)
Redemptions	\$2,092,986.08
Ending Balance	4.258%
Average Monthly Rate	\$1,000
Share Price	\$2,092,986.08
Total	
Total Fixed Income	\$0.00
Account Total	\$2,092,986.08

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**  
Brittany Woodruff  
(717) 519-5911  
bwoodruff@pmanetwork.com



**NYLAF Monthly Statement**  
Port Jervis Free Library

Activity Summary (Harrison-Thune)

2/1/2025 - 2/28/2025

MAX

**Investment Pool Summary**

Beginning Balance	\$7,890.50
Dividends	\$25.59
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,856.09
Average Monthly Rate	4.258%
Share Price	\$1.000
Total	\$7,856.09

Total Fixed Income

\$7,856.09

Account Total

\$0.00

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



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Port Jervis Free Library Director's Report  
March 18, 2025

Staffing Issues

1. Staffing Shortage
  - a. March – We are currently training new staff member 013 and I am in the process of looking for another part-time employee.
2. Staff Day
  - a. January – Staff development day will be held all day February 21.
  - b. February – I have scheduled with local EMS to have emergency medical situations training for the first two hours.
  - c. March – Staff development day was another success. We learned a lot from our local EMS training session and the staff received further systems training. For the next quarter's staff development day, I'm thinking we will make it a half-day session.

Building Issues

1. Facilities Updates
  - a. January – We have found a leak in one of the units in the attic. Ralph and George will be working to fix this in the coming days.
  - b. February – The roof should be fixed by March, weather pending. Vape detectors in the bathrooms.
  - c. March – Ralph is waiting for good weather to finish fixing the roof. We should have the vape detectors up before the end of the month. The Circulator on the Boiler may need to be replaced before next fall. Replace valves on the radiators before next fall.
2. Carpet
  - a. November – I have created a RFP and submitted it to the board for approval.
  - b. January – With board approval, I have started sending out the carpet RFPs. I will let the board know as they come in and at what price.
  - c. February – All quotes should be in before the end of the Monday.
  - d. March – All quotes are in for the board's review.
3. Property
  - a. March – No update.
4. Security
  - a. February – I have been reaching out to several local and regional security companies for quotes. I should have some quotes before the end of the month.
  - b. March – I have given out the RFP. We have some quotes in, but I'm waiting for one company to finish their estimate.
5. Desk Barrier
  - a. February – A solid plexiglass barrier to replace the current soft barrier.
  - b. March – The new plexiglass barrier is up.
6. Painting
  - a. February – We should receive the painting by the 25<sup>th</sup> of February.
  - b. March – We have received the painting and it has been hung for display.

Policies and Procedures

## 1. Policy Manuals Update & Insurance

- a. October – We received a grace period to get the necessary changes done to our internal policies.
- b. December – I have attached additional edits that I would like to see in the manual with my report. The Judith Bachman Law Firm PLLC has written the Contractor contract template for the library.
- c. January – The policy manual is with FLEA. The FOIL policy and forms are finished.
- d. February – Flea should have the policy manual done by the end of the month.
- e. March – The policy manual is with the Greenwald Doherty law firm for final review.

## Tech Issues

### 1. Website

- a. January – Belsito Communications, Inc. is ready to start on our website. I should be receiving their completion timeline soon.
- b. February – I have given them all of the information that they were looking for and we have received our first mockup of the website.
- c. March – The new website mockup is finished and ready for review. I'm having the staff review for functionality first then I'll send it to the board for a final review.

### 2. Fax Line

- a. March – We moved the fax line to the 1<sup>st</sup> floor copy/print machine for better staff/patron access.

## Friends of the Library and Community Organizations – March 2025

1. No Friends updates at this time.
2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.
3. The Artful Gardeners group would like to cultivate native grasses and wildflowers in the front of the building. This may include cutting down the trees/shrubs out front. It would be maintained by the group. The city gave its approval.

## Programs and Patron Report – January 2024

1. Connie will give the program report.

## Grants and Funding

### 1. RCLS Grants

- a. We have received the language interpreting device from the grant we won last year. The device is operational and ready for use.
- b. We have won a grant for disabled/sensory materials for the youth department. It's a reimbursement grant. Connie has the details.



Program Statistics for February 2025

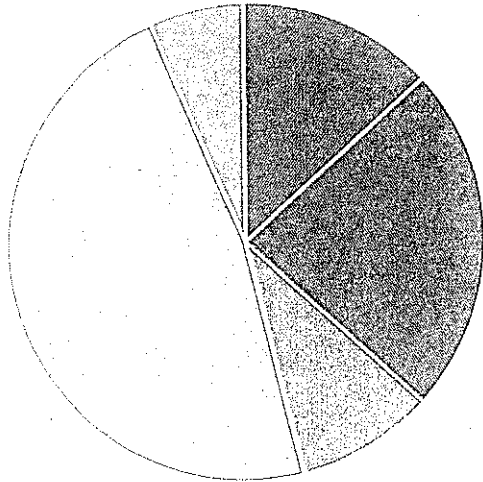
Date	Topic	Attendance	Notes
Mondays	Maker Mondays	26	2 Sessions; all ages
Saturdays	Lego Free Build	17 kids + 11 adults	4 sessions; all ages
Wednesdays	Mixed Story Time	9 kids + 10 adults	Stories, songs, interactive activities. 3 Sessions; Ages 0-5
Fridays	PreK Play Day	7 kids + 7 adults	3 Sessions; Open play time for toddlers & preschoolers
Feb. 18	Stuffed Animal Sleepover	15 kids + 10 adults	Story time for ages 3 and up, included a "sleepover" for their stuffed animals.
Feb. 4	Kids Valentine Painting	6	Children's painting program for ages 4-7.
Feb. 11	No-Sew Heart Pillows	9	Craft program for children ages 7-12.
Feb. 20	Story Time with a Dental Hygienist	4 kids + 2 adults	Open to all ages.
Feb. 10	Chocolate Tasting	10	Tweens & Teens tasting program
Feb. 14	Valentine Painting for Tweens & Teens	4	Tweens & Teens craft program. 3 of the children who attended were 10 years old
Feb. 13	Paper Flower Making	0	Teen craft program.
Feb. 27	Disco Decor	1	Teen craft program.
Thursdays	Fiber Crafts	37	Adult program. 3 Sessions
Mondays	Scrap & Yap	9	Adult scrapbooking program. 3 Sessions; 1 canceled.
Mondays	Asanas Yoga	34	Adult program. 3 Sessions
Tuesdays	Chair Yoga	79	4 Sessions
Fridays	Yin Yoga	36	3 Sessions
Feb. 5	Art & Audiobooks	3	Adult program. Make a craft while listening to a short story.
Feb. 18	Women's Book Discussion	5	Adult program
Feb. 20	Write Now	0	Creative writing program for adults
Feb. 19	Genealogy Workshop	4	Adult program
Feb. 20	Bullet Journal Workshop	Canceled: weather	Adult program
Feb. 12	Tea Tasting	canceled	Adult program
Feb. 18	True Crimes Talk	Canceled: staffing shortage	Adult program
Feb. 15	Saturday Fiber Crafts	4	Adult program
Feb. 6, 10, 24 & 27	Tech Topics with Taylor	3	Help with Libby in the Hub. 4 sessions; 2 were canceled due to weather & staffing shortage.
Feb. 11	Speed Friending	3	Adult social program
Feb. 18	Block Print Bookmarks	0	Adult craft program
Feb. 25	Sip & Paint	16	Adult program
Feb. 20	Board Game Brunch	4 kids + 4 adults	All ages. Open game playing.

Program Statistics for February 2025

Feb. 20	Cozy by Candlelight	1	All ages. Relaxing time to do puzzles or crafts. Ended early due to weather.
Tuesday nights	AlAnon	No stats	Outside Group
Thursday afternoons	Majhong	No stats	Outside Group
Feb. 27	Artful Gardeners	No stats	Outside Group

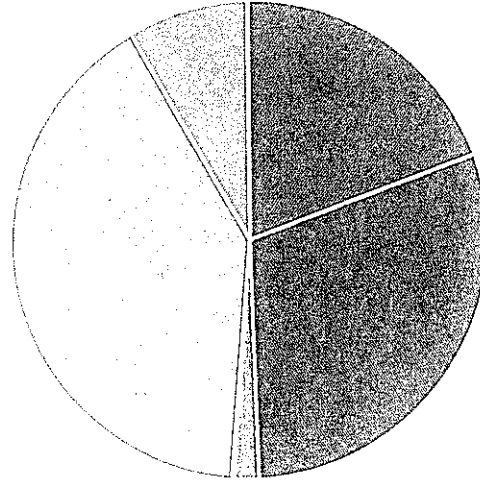
## 2024 Programs

### Programs Offered



■ Pre-K ■ Children's ■ Teen ■ Adult ■ All Ages

### Program Attendance



■ Pre-K ■ Children's ■ Teen ■ Adult ■ All Ages

### Programs & Attendance by Age Category

	Pre-K	Children's	Teen	Adult	All Ages	Totals
Number of Programs	66	117	46	234	32	495
Total Attendance	629	967	59	1301	264	3220

### Programs & Attendance by Month

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Programs	31	40	34	30	32	34	42	61	45	50	45	51
Attendance	219	416	253	210	215	324	295	298	246	280	191	273

### Most Popular Programs

Program	Audience	Number of Sessions	Total Attendance
Bluey Blowout	Children	1	85
Second Grade Class Visits	Children	6	100
Fiber Crafts	Adult	53	625
Women's Book Discussion	Adult	12	85
Tea Tasting	Adult	12	96
Noon Year's Eve	All Ages	1	30

## Freedom of Information Policy

The Board of Trustees of Port Jervis Free Library ("Library" or "agency") adopts this Freedom of Information Law Policy.

### Section 1 Purpose and scope:

1. The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy of confidentiality.
2. These regulations provide information concerning the procedures by which records may be obtained.
3. Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
4. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

### Section 2 Designation of records access officer:

1. The Library Director is hereby designated to Records Access Officer of the Library and can be reached by email at \_\_\_\_\_ or in person at Port Jervis Free Library, 138 Pike St, Port Jervis, NY 12771 or by phone at 845-856-7313.
2. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall, among other things, insure that agency personnel:

- a. Maintain an up-to-date subject matter list.
- b. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- c. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- d. Upon locating the records, take one of the following actions:
  - i. Make records available for inspection; or,
  - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- e. Upon request for copies of records:
  - i. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
  - ii. Permit the requester to copy those records.
- f. Upon request, certify that a record is a true copy ; and
- g. Upon failure to locate records, certify that;
  - i. The Library is not the custodian for such records, or
  - ii. The records of which the Library is a custodian cannot be found after diligent search.

- a. fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
- b. acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- c. furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- d. fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- e. determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- f. does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
- g. responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

**Section 6 Subject matter list:**

1. The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

**Section 7 Denial of access to records:**

1. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, who shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.
3. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

(name) \_\_\_\_\_

(job title) \_\_\_\_\_

(business address) \_\_\_\_\_

- a. an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
  - b. the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
  - c. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
5. When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (4)(a) and (b) above.
  6. An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
  7. An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
  8. An agency may waive a fee in whole or in part when making copies of records available.

**Section 9 Public notice:**

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

**Section 10 Severability:**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

**COMPLETE AND POST THIS NOTICE BELOW**

**YOU HAVE A RIGHT TO SEE PUBLIC RECORDS**

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

Port Jervis Free Library Has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

(Location) \_\_\_\_\_

**Application for Access to Public Records  
Pursuant to the Freedom of Information Law**

**Records Access Officer: Library Director**

I hereby apply to inspect the following records:

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available
2. Records Access Officer(s)

(name) \_\_\_\_\_

(job title) \_\_\_\_\_

(business address) \_\_\_\_\_

\_\_\_\_\_

(phone #) \_\_\_\_\_

If you are denied access to a record, you may appeal to the following person(s) or body:

(name) \_\_\_\_\_

(job title) \_\_\_\_\_

(business address) \_\_\_\_\_

\_\_\_\_\_

(phone #) \_\_\_\_\_



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(phone #) \_\_\_\_\_

4. Any person denied access to records may appeal within thirty days of a denial.
5. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
  - a. the date and location of requests for records;
  - b. a description, to the extent possible, of the records that were denied; and
  - c. the name and return address of the person denied access.
6. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
7. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231

8. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision 7 of this section.

**Section 8 Fees:**

1. There shall be no fee charged for:
  - a. inspection of records;
  - b. search for records; or
  - c. any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies may be charged, provided that:
  1. the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
  2. the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
  3. an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:

**Section 3 Location:**

Records shall be available for public inspection and copying at:  
Port Jervis Free Library, 138 Pike St, Port Jervis, NY 12771

**Section 4 Hours for public inspection:**

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

These hours are:

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**Section 5 Requests for public access to records:**

1. A written request may be required, but oral requests may be accepted when records are readily available. For convenience, an "Application for Public Access to Records" is available at the Circulation Desk and on the library website or via email.
2. If records are maintained on the internet, the requester may be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
3. A response shall be given within five business days of receipt of a request by:
  - a. informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
  - b. granting or denying access to records in whole or in part;
  - c. acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
  - d. if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
5. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

## CONTRACTOR AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, between the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York 12771 ("Owner") and \_\_\_\_\_ ("Contractor") as follows:

### ARTICLE 1 THE CONTRACT DOCUMENTS

§1.1 Contractor shall complete the Work described in the Contract Documents. The Contract Documents consist of:

- this Agreement signed by Owner and Contractor;
- the drawings and specifications dated \_\_\_\_\_; and
- \_\_\_\_\_.

### ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 Subject to written agreement signed by both Owner and Contractor, Contractor shall achieve Substantial Completion, as defined in Section 11.5, of the entire Work on or before \_\_\_\_\_.

### ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 9, the Contract Sum is: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

### ARTICLE 4 PAYMENTS

§ 4.1 Owner shall pay Contractor, in accordance with Article 11, as follows:  
\_\_\_\_\_% upon execution of the Contract Documents;  
\_\_\_\_\_% due upon \_\_\_\_% Substantial Completion of Work; and  
\_\_\_\_\_% due upon Final Completion of Work.

### ARTICLE 5 INSURANCE

§ 5.1 Contractor and all subcontractors shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 13.2, issued by a reputable insurance company authorized to do business in the State of New York, reasonably acceptable to Owner, in standard form, subject only to those exclusions or other terms as approved by Owner.

§ 5.1.1 Commercial General Liability insurance for the Work, written on an occurrence form, with policy limits of not less than (\$ \_\_\_\_\_) per each occurrence, (\$ \_\_\_\_\_) general aggregate, and (\$ \_\_\_\_\_) aggregate for products-completed operations hazard.

§ 5.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by Contractor, with policy limits of not less than (\$ \_\_\_\_\_) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 5.1.3 The required limits and coverage for Commercial General Liability and Automobile Liability may be achieved through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2 and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 5.1.4 Workers' Compensation at statutory limits.

§ 5.1.5 Employers' Liability with policy limits not less than (\$ ) each accident, (\$ ) each employee, and (\$ ) policy limit.

§ 5.1.6 Builder's risk insurance to cover the total value of the entire Work on a replacement cost basis.

§ 5.1.7 Other Insurance to be provided: \_\_\_\_\_.

§ 5.1.8 Prior to commencement of the Work, Contractor and all subcontractors shall provide certificates of insurance evidencing its coverages and naming the Owner as an additional insured on such policies and shall provide thirty (30) days' notice of prior to cancellation to Owner.

§ 5.1.9 Contractor and all subcontractors waive all rights against Owner and any of its other contractors, subcontractors, suppliers, agents, and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by insurance, except such rights as they have to the proceeds of such insurance.

**ARTICLE 6 GENERAL PROVISIONS**

§ 6.1 The Contract Documents represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract Documents may be amended or modified only by a written modification signed by both parties.

§ 6.2 The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by Contractor to fulfill Contractor's obligations.

§ 6.3 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by Contractor. The Contract Documents are complementary, and what is required by one document shall be as binding as if required by all.

§ 6.4 Written notice under this Agreement may be given by one party to the other by email to \_\_\_\_\_ as set forth below, with a copy sent by certified mail.

**ARTICLE 7 OWNER**

§ 7.1 Owner's Right to Stop the Work. If Contractor fails to correct Work which is not in accordance with the Contract Documents, Owner may direct Contractor in writing to stop the Work until the correction is made.

§ 7.2 Owner's Right to Carry Out the Work. If Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails, within a seven day period after receipt of written notice from Owner, to commence and continue correction of such default or neglect with diligence and promptness, Owner may, without prejudice to other remedies, correct such deficiencies. In such case, Owner may withhold payment in whole or in part, to the extent reasonably necessary to reimburse Owner for the cost of correction.

**ARTICLE 8 CONTRACTOR**

§ 8.1.1 Execution of the Agreement by Contractor is a representation that Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by Owner. Before commencing activities, Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to

Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to Owner.

#### § 8.2 Contractor's Construction Schedule

Contractor shall promptly prepare and submit for Owner's information a Contractor's construction schedule for the Work.

#### § 8.3 Supervision and Construction Procedures

§ 8.3.1 Contractor shall supervise and direct the Work using Contractor's best skill and attention. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

§ 8.3.2 Contractor shall promptly furnish in writing to Owner, the names of subcontractors or suppliers for each portion of the Work. Contractor shall not contract with any subcontractor or supplier to whom Owner has made a reasonable objection.

#### § 8.4 Labor and Materials

§ 8.4.1 Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 Contractor shall enforce strict discipline and good order among Contractor's employees and other persons carrying out the Work. Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

#### § 8.5 Warranty

Contractor warrants to Owner that: (1) materials and equipment furnished under the Contract Documents will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of Owner, or shall be transferable to Owner, and shall commence in accordance with Section 11.5.

#### § 8.6 Taxes

Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract Documents are executed.

#### § 8.7 Permits, Fees and Notices

§ 8.7.1 Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, Contractor shall assume full responsibility for such Work and shall bear the attributable costs. Contractor shall promptly notify Owner in writing of any known inconsistencies in Contract Documents with such governmental laws, rules, and regulations.

#### § 8.8 Submittals

Contractor shall promptly review, approve in writing, and submit to Owner shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents.

§ 8.9 Use of Site

Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and Owner.

§ 8.10 Cutting and Patching

Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 Cleaning Up

Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

§ 8.12 Indemnification

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Owner, and Owner's principals, officers, directors, consultants, agents and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, to the extent caused by the acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

**ARTICLE 9 CHANGES IN THE WORK**

§ 9.1 Owner, without invalidating the Contract Documents, may order changes in the Work within the general scope of the Contract Documents, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If Owner and Contractor cannot agree to a change in the Contract Sum, Owner shall pay Contractor its actual cost plus reasonable overhead and profit.

**ARTICLE 10 TIME**

§ 10.1 Time limits stated in the Contract Documents are of the essence of the Contract Documents.

§ 10.2 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the Contractor.

§ 10.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 11.5, of the entire Work:

(Check the appropriate box and complete the necessary information.)

Not later than ( ) calendar days from the date of commencement.

By the following date:

**ARTICLE 11 PAYMENTS AND COMPLETION**

§ 11.1 Contract Sum

The Contract Sum stated herein, including authorized adjustments, is the total amount payable by Owner to Contractor for performance of the Work under the Contract Documents.

§ 11.2 Applications for Payment

§ 11.2.1 At least ten (10) days before the date established for each progress payment, Contractor shall submit to Owner an itemized Application for Payment for Work completed in accordance with the values stated herein, supported by data substantiating Contractor's right to payment as Owner may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off site at a location agreed upon in writing.

§ 11.2.2 Contractor warrants that title to all Work covered by an Application for Payment will pass to Owner no later than the time of payment. Contractor further warrants that upon submittal of an Application for Payment, all Work for which Applications for Payment have been previously issued and payments received from Owner shall, to the best of Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to Owner's interests.

§ 11.3 Payment

Owner will, within seven (7) days after receipt of Contractor's Application for Payment, either (1) issue payment to Contractor for the full amount of the Application for Payment; or (2) issue to Contractor payment for such amount as Owner determines is properly due, and notify Contractor in writing of Owner's reasons for withholding other payment in whole or in part.

§ 11.4 Progress Payments

§ 11.4.1 Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 11.4.2 Owner shall have no responsibility for payments to a subcontractor or supplier.

§ 11.4.3 A progress payment, or partial or entire use or occupancy by Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 11.5 Substantial Completion

§ 11.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so Owner can occupy or utilize the Work for its intended use.

§ 11.5.2 When Contractor believes that the Work or designated portion thereof is substantially complete, it will notify Owner and Owner, and/or its designated agent, will inspect the Work to determine whether the Work is substantially complete. When Owner determines that the Work is substantially complete, Owner shall fix the time within which Contractor shall finish all remaining items. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof.

§ 11.6 Final Completion and Final Payment

§ 11.6.1 Upon receipt of a final Application for Payment, Owner and/or its agent will inspect the Work.

§ 11.6.2 Final payment shall not become due until (i) Owner determines that the Work is finally complete, and (ii) Contractor submits to Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests, or encumbrances arising out of the Contract Documents.

§ 11.6.3 Acceptance of final payment by Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## **ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY**

§12.1 Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract Documents. Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the site and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. Contractor shall promptly remedy damage and loss to property caused in whole or in part by Contractor, or by anyone for whose acts Contractor may be liable.

## **ARTICLE 13 CORRECTION OF WORK**

§ 13.1 Contractor shall promptly correct Work rejected by Owner as failing to conform to the requirements of the Contract Documents. Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 13.2 In addition to Contractor's other obligations including warranties under the Contract Documents, Contractor shall, for a period of one (1) year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 13.3 If Contractor fails to correct nonconforming Work within a reasonable time, Owner may correct it in accordance with Article 7.

## **ARTICLE 14 MISCELLANEOUS PROVISIONS**

§ 14.1 Assignment of Contract. Neither party to the Contract Documents shall assign the Contract Documents without the written consent of the other party.

§ 14.2 Governing Law and Jurisdiction. To the extent any reference to state law is required, this Agreement shall be governed by and construed in accordance with the Laws of the State of New York, without giving effect to any choice or conflict of laws. Each party to this Agreement hereby consents to the exclusive jurisdiction of the Supreme Court of the State of New York, Orange County, or the federal courts encompassing the State of New York, Orange County, and irrevocably agrees that all actions or proceedings arising out of or relating to this Agreement or the transactions contemplated hereby (whether such actions or proceedings are based in statute, tort, contract or otherwise), shall be litigated in such court.

**§ 14.3 JURY TRIAL WAIVER. BOTH PARTIES IRREVOCABLY WAIVE ALL RIGHTS TO TRIAL BY JURY IN ANY ACTION, PROCEEDING, COUNTERCLAIM OR OTHER LITIGATION ARISING OUT OF OR RELATING TO THIS AGREEMENT, THE RELATIONSHIP OF OWNER AND CONTRACTOR, THE ENFORCEMENT OF THIS AGREEMENT, ANY CLAIM OF INJURY OR DAMAGE ARISING BETWEEN OWNER AND CONTRACTOR, OR ANY ACTIONS OR OMISSIONS OF EITHER PARTY IN CONNECTION WITH OR RELATING TO THIS AGREEMENT OR OTHERWISE.**

§14.4 Counterparts/Telecopy. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission or PDF shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties



transmitted by facsimile, PDF or similar electronic transmission shall be deemed to be their original signatures for all purposes.

§14.5 No Third Party Beneficiaries. No provision of this Agreement shall create any third-party beneficiary or other rights in any person who is not a Party to this Agreement, unless expressly provided.

§14.6 Severability. If any provision hereof shall be unenforceable or invalid under any applicable law or be so held by applicable court decision, such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole, and the validity of the remaining portions or provisions of this Agreement shall not be affected thereby.

§14.7 Waiver. The failure of either party to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof by such party.

#### ARTICLE 15 TERMINATION OF THE CONTRACT

§ 15.1.1 Owner may terminate the Contract Documents if Contractor:

- refuses or fails to supply enough properly skilled workers or proper materials;
- fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Contractor and the subcontractors;
- refuses or fails to complete or correct the Work;
- disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- otherwise materially breaches any terms or conditions of the Contract Documents.

§ 15.1.2 When any of the above reasons exist, Owner may, without prejudice to any other rights or remedies of Owner, and after giving Contractor and Contractor's surety, if any, seven (7) days' written notice, terminate employment of Contractor and may:

- take possession of the site and of all materials thereon owned by Contractor, and
- finish the Work by whatever reasonable method Owner may deem expedient.

§ 15.1.3 When Owner terminates the Contract Documents for one of the reasons stated in Section 15.1.1, Contractor shall not be entitled to receive further payment until the Work is finished.

§ 15.1.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to Contractor. If such costs exceed the unpaid balance, Contractor shall pay the difference to Owner. This obligation for payment shall survive termination of the Contract Documents.

#### § 15.2 Termination by Owner for Convenience

Owner may, at any time, terminate the Contract Documents for Owner's convenience and without cause. Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

This Agreement is entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

Print Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR (Signature)

Print Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Proposed trustee/budget vote schedule

2025

- **April 15 (Tuesday)** – Petitions for board position issued
- **May 2 (Friday)** – Election Date published
- **May 6 (Tuesday)** – Petitions for board position returned – 25 signatures (5 PM)
- **May 7 (Wednesday)** – Budget workshop (5 PM)
- **May 22 (Thursday)** – Budget Hearing (6 PM)
- **May 30 (Friday)** – Deadline for absentee ballots requests to be mailed (5 PM)
- **June 5 (Thursday)** – Library election noon-8 PM (absentee ballots due by 5 PM)
- **July 1 (Tuesday)** – Reorganization meeting / administration of oath of office

**Port Jervis Free Library**  
**138 Pike St.**  
**Port Jervis, NY 12771**  
**(845)856-7313**

**LEGAL NOTICE**

The Board of Trustees of the Port Jervis Free Library, 138 Pike Street, Port Jervis, Orange County, New York, **HEREBY GIVES NOTICE** that for Library purpose, a Special District Meeting of the qualified voters of the Port Jervis City School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York on the 5th day of June 2025, beginning at 12:00 PM, prevailing time, to vote upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 PM to 8:00 PM prevailing time.

**LIBRARY TAX LEVY PROPOSITION**

That for the fiscal year July 1, 2025 – June 30, 2026, the Board of Education of Port Jervis City School District, Orange County, New York, shall be authorized to levy taxes on the taxable real property of said School District in the Port Jervis Free Library Budget.

A copy of the July 1, 2025 – June 30, 2026 Port Jervis Free Library Budget will be available at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, for a period of fourteen (14) days prior to said Special District Meeting.

**ELECTION OF TRUSTEES**

That pursuant to 260 of the Education Law, one (1) Library Trustee will be elected at said Special District Meeting.

All currently registered voters of the Port Jervis City School District are eligible to vote on the Port Jervis Free Library Budget and for the one (1) vacancy on the Board of Trustees of the Port Jervis Free Library.

**NOTICE IS ALSO HEREBY GIVEN**, that a special information meeting of the qualified voters of said School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, on the 22nd day of May 2025, at 6:00 PM prevailing time, to consider the Library Tax Levy Proposition to be submitted at the aforesaid Special District Meeting.

**NOTICE IS ALSO HEREBY GIVEN**, that applications for absentee ballots may be applied for at the office of the Port Jervis Free Library Director. Any such application must be received by the Library Director at least seven (7) days before the date of the aforesaid **SPECIAL DISTRICT MEETING**.

By Order of the Trustees of the Port Jervis Free Library, Port Jervis, New York

Dated: Port Jervis, New York  
March 18, 2025



SEE INSTRUCTIONS ON REVERSE SIDE OF THIS BALLOT

PORT JERVIS FREE LIBRARY BUDGET VOTE  
JUNE 5, 2025

PROPOSITION NUMBER 1

Shall the Port Jervis Library Board of Trustees be authorized to levy taxes totaling \$1,232,269 for library purposes for the year July 1, 2025 - June 30, 2026. These taxes to be levied against the taxable real property within the Port Jervis City School District boundaries on behalf of the Library by the School District with said funds to be turned over to the library after collection?

YES

OR

NO

LIBRARY TRUSTEE

FOR THE TERM OF: FIVE (5) YEARS

VOTE FOR ONE (1)

PLACEHOLDER

Write in Candidate. PRINT name of person on line. (See instruction #3 on reverse side.)

SEE INSTRUCTIONS ON REVERSE SIDE OF THIS BALLOT

PORT JERVIS FREE LIBRARY BUDGET VOTE  
JUNE 5, 2025

PROPOSITION NUMBER 1

Shall the Port Jervis Library Board of Trustees be authorized to levy taxes totaling \$1,232,269 for library purposes for the year July 1, 2025 - June 30, 2026. These taxes to be levied against the taxable real property within the Port Jervis City School District boundaries on behalf of the Library by the School District with said funds to be turned over to the library after collection?

YES

OR

NO

LIBRARY TRUSTEE

FOR THE TERM OF: FIVE (5) YEARS

VOTE FOR ONE (1)

PLACEHOLDER

Write in Candidate. PRINT name of person on line. (See instruction #3 on reverse side.)

# ORANGE COUNTY OFFICIAL ABSENTEE BALLOT FOR GENERAL ELECTION

## INSTRUCTIONS

1. Mark in pen or pencil.
2. To vote for a candidate whose name is printed on this ballot, make a single cross (X) mark or a single check (✓) mark in the voting square above the name of the candidate.
3. To vote for a person whose name is not imprinted on this ballot, write or stamp their name on the line which appears above the words "WRITE IN CANDIDATE" below the position title.
4. To vote on a proposal make a single cross (X) mark or a check (✓) mark in one of the squares contained in the box setting forth such a proposal.
5. Any other mark or writing, or any erasure made on this ballot outside the voting squares or the blank spaces provided for voting will void this entire ballot.
6. Complete the Voter Information page.
7. Place the Absentee Ballot in the small envelope provided and then place the small envelope and the Voter Information page in the large envelope provided and mail or return to the Port Jervis Free Library.
8. The Absentee Ballot must be accompanied by the Voter Information page and must be received by the Port Jervis Free Library by 5:00 p.m. on Thursday, June 5, 2025.

# ORANGE COUNTY OFFICIAL ABSENTEE BALLOT FOR GENERAL ELECTION

## INSTRUCTIONS

1. Mark in pen or pencil.
2. To vote for a candidate whose name is printed on this ballot, make a single cross (X) mark or a single check (✓) mark in the voting square above the name of the candidate.
3. To vote for a person whose name is not imprinted on this ballot, write or stamp their name on the line which appears above the words "WRITE IN CANDIDATE" below the position title.
4. To vote on a proposal make a single cross (X) mark or a check (✓) mark in one of the squares contained in the box setting forth such a proposal.
5. Any other mark or writing, or any erasure made on this ballot outside the voting squares or the blank spaces provided for voting will void this entire ballot.
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8. The Absentee Ballot must be accompanied by the Voter Information page and must be received by the Port Jervis Free Library by 5:00 p.m. on Thursday, June 5, 2025.

# ORANGE COUNTY OFFICIAL ABSENTEE BALLOT FOR GENERAL ELECTION

## INSTRUCTIONS

1. Mark in pen or pencil.
2. To vote for a candidate whose name is printed on this ballot, make a single cross (X) mark or a single check (✓) mark in the voting square above the name of the candidate.
3. To vote for a person whose name is not imprinted on this ballot, write or stamp their name on the line which appears above the words "WRITE IN CANDIDATE" below the position title.
4. To vote on a proposal make a single cross (X) mark or a check (✓) mark in one of the squares contained in the box setting forth such a proposal.
5. Any other mark or writing, or any erasure made on this ballot outside the voting squares or the blank spaces provided for voting will void this entire ballot.
6. Complete the Voter Information page.
7. Place the Absentee Ballot in the small envelope provided and then place the small envelope and the Voter Information page in the large envelope provided and mail or return to the Port Jervis Free Library.
8. The Absentee Ballot must be accompanied by the Voter Information page and must be received by the Port Jervis Free Library by 5:00 p.m. on Thursday, June 5, 2025.

**Port Jervis Free Library**  
**OFFICIAL BALLOT**  
 Library Operating Budget and Trustee Vote  
 June 5, 2025

**INSTRUCTIONS:**

- Mark only with a pen having blue or black ink or with a pencil having black lead.
- To vote on the proposition, make a cross (X) mark or a (✓) mark in one of the voting squares.
- To vote for a trustee whose name is printed on this ballot, make a single cross (X) mark or a single (✓) mark in the square opposite his or her name.
- To vote for a trustee whose name is not printed on this ballot a blank space is provided should you wish to write-in the name of a trustee.
- Any mark other than a cross (X) mark or a (✓) mark used for the purpose of voting, or any erasure will void your ballot.
- If you tear, or deface, or wrongly mark this ballot, return it and obtain another.

**PROPOSITION NUMBER 1**

Shall the Board of Trustees of the Port Jervis Free Library be authorized to raise taxes in the amount of \$1,232,269 for library purposes for the year July 1, 2025 -- June 30, 2026, with the Port Jervis City School District to levy the necessary sum therefore against the taxable real property in the School District on behalf of the Library, with said funds to be turned over to the Library?

Yes

No

*Place the completed ballot in the ballot box.*

**LIBRARY TRUSTEE**  
 For the Term of Five (5) Years

VOTE FOR ONE (1)

**PLACEHOLDER**

Write-in candidate. (Print name of person on line.)

*Place the completed ballot in the ballot box.*

# Tax Cap Form

Port Jervis Free Library (334645000100)  
 Fiscal Year Ending: 06/30/2026

## Summary

### Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2025	\$1,184,556
✓	Tax Cap Reserve Offset from FYE 2024 Used to Reduce FYE 2025 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2025	---
✓	Tax Base Growth Factor	1.0187
✓	PILOTs Receivable FYE 2025	\$1,400
✓	Tort Exclusion Amount Claimed in FYE 2025	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2026	\$0
✓	Available Carryover from FYE 2025	---
	<b>Tax Levy Limit Before Adjustments/Exclusions</b>	<b>\$1,232,269</b>

### Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	<b>Total Adjustments</b>	<b>\$0</b>
	<b>Tax Levy Limit, Adjusted for Transfer of Local Government Functions</b>	<b>\$1,232,269</b>

### Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	<b>Total Exclusions</b>	<b>\$0</b>
	<b>Your FYE 2026 Tax Levy Limit, Adjusted for Transfers plus Exclusions</b>	<b>\$1,232,269</b>
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2026 Levy	---
✓	FYE 2026 Proposed Levy, Net of Reserve	\$1,232,269
	<b>Difference Between Tax Levy Limit and Proposed Levy</b>	<b>\$0</b>
✓	Do you plan to override the Tax Cap for FYE 2026 ?	No

## History

Date and Time	Status Changed To	User
06/20/2024 9:01:32 AM	Form was created (Form Status set to: Unsubmitted)	Susan Wade