

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
February 20, 2024, @ 10am

I Call to Order / Pledge of Allegiance

II Public Comment-

III Minutes: Approve- January 18, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approve T/Minisink contract
- Approve bid for DASNY Grant

VII. Old Business:

- T/Minisink contract
- Policy manual (update)
- Service Plan (update)
- Scheduling application (update)
- DASNY Grant (bids)
- Management meeting
- Trustee education policy

VIII New Business:

IX Executive Session- Personnel; Contractual (T/Minisink) & DASNY Grant (bids)

X Adjournment: Next meeting- March 19, 2024 @ 10 a.m.

# Minutes of the Port Jervis Free Library Board of Trustees

January 18, 2024

10:00 a.m.

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

Public: Linda Birmingham, Connie Treuting, Susan Wade

**I/II Call to Order/Pledge of Allegiance** - The meeting was called to order at 11:00 a.m. The meeting was postponed from its regularly scheduled time on Tuesday, January 16, due to inclement weather.

**III Public Comment** – none

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

*Dick made a motion, seconded by Valerie, to approve the minutes of the December 19, 2023 meeting. Unanimously passed.*

**V Correspondence** – none

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

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

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

- Evelyn asked the Board to consider setting up an additional fax machine in the HUB, and was directed to report back with the options available for tapping into already existing wires, and what the cost would be.
- Evelyn reported that the Al-Anon group meets regularly at the Library and has been making donations to the Library for its use. She will reach out to the group's contact person to thank them for the contribution and stress that the donation is not required.
- There was discussion about the payment in lieu of health insurance for full-time employees. Currently three employees may be eligible for such reimbursement. Susan will email Carl with questions regarding the policy because the wording in the contract is vague.
- *Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.*

## **VIII Old Business**

- Carl reported that the policy manual is still in progress; it is in two parts with one addressing policies for the Library and the second addressing policies for employees. The Library policies portion is being addressed first.
- Evelyn will contact Casey regarding the status of work commencing on the Strategic Plan.
- Evelyn will be testing another scheduling program for comparison purposes. Currently there is no paper schedule posted. She stated that all full- and part-timers, with the exception of two per diem employees, have set schedules.
- Carl reported that the management meeting was held and a memo was sent to the Board regarding it. A follow-up meeting is scheduled for February 13.
- There was discussion regarding the notice of tasks to be completed for the DASNY grant. Valerie advised that Evelyn document with photos the placement of the notices to provide proof of posting. In addition to

the current postings on the website, post office and City Hall, the notice will be posted in Deerpark Town Hall and on the 2<sup>nd</sup> floor bulletin board in City Hall. Evelyn will also request bids from PJ Electric, Cheshire, Voltron and JOB Electric. The proposal will include a return of bid date of February 16 at close of business and notification that the bids will be opened on February 20, the date of the next scheduled Board meeting. Evelyn will verify whether the grant has MWBE requirements.

### **IX New Business**

- The panic buttons have been checked by PN and are all operational. They will be tested semi-annually.
- The two-hour required Trustee training for 2023 has been completed by all.
- Carl and Dick have completed the required Trustee training for 2024. Additional courses are expected to be available on-line starting in February.
- Evelyn will assure that Liz is on distribution for the RCLS monthly email.
- Evelyn was directed to send the proposed agreement for Library services to the Minisink Town Clerk for their review and approval. If returned, the Board will sign the agreement at the February meeting. The proposed agreement specifies \$100 per library card. In the meantime, Minisink residents can continue to utilize the Library.
- Liz reported that she has been listed as an Authorized Representative for the Library's accounts at Chase, and is now a signer on the accounts. Dolores has 30 days to complete the process adding herself as a signer. ***Dick made a motion, seconded by Valerie, to authorize Liz to add Carl Hendrick as an additional Authorized Representative. Unanimously passed.***

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, February 20, 2024 at 10:00 a.m.

### **XI Executive Session**

- ***Liz made a motion, seconded by Dick, to go into Executive Session at 11:36 a.m. to discuss personnel matters. Unanimously passed. Liz made a motion, seconded by Dick, to come out of Executive Session at 12:26 PM. Unanimously passed.*** Evelyn was invited to participate in a portion of the Executive Session.
- ***Dick made a motion, seconded by Liz, to appoint Tammy Kallahan and Julie Soberg to the position of part-time library clerk (from per diem status) at a rate of minimum wage plus \$1 per hour, up to 19 hours per week. Unanimously passed.***

**XII Adjournment** – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 12:27 PM. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash Exchange	300.00
1005 · NYLAF	1,900,541.34
1006 · CHASE CHECKING	59,487.05
1007 · Chase Savings	1,197.10
1008 · NYLAF - Harrison Thune	7,449.73
<b>Total Checking/Savings</b>	<u>1,968,975.22</u>
<b>Other Current Assets</b>	
Payroll Asset	-799.42
<b>Total Other Current Assets</b>	<u>-799.42</u>
<b>Total Current Assets</b>	<u>1,968,175.80</u>
<b>TOTAL ASSETS</b>	<u><b>1,968,175.80</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	14,781.69
<b>Total Accounts Payable</b>	<u>14,781.69</u>
<b>Other Current Liabilities</b>	
2200 · Federal Withholding Tax Paya...	104.43
2210 · Social Security Tax Payable	23.19
2212 · Medicare Withholding Tax Pay...	-25.43
2220 · NYS Withholding Tax	-1,421.92
2230 · NYS Retirement	10,004.36
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
<b>Total Other Current Liabilities</b>	<u>8,680.27</u>
<b>Total Current Liabilities</b>	<u>23,461.96</u>
<b>Total Liabilities</b>	23,461.96
<b>Equity</b>	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,086.55
Net Income	623,636.52
<b>Total Equity</b>	<u>1,944,713.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,968,175.80</b></u>

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Real Property Taxes	1,142,839.88	1,143,257.00	-417.12	100.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	1,971.52	3,000.00	-1,028.48	65.7%
4001 · Fines	560.62	750.00	-189.38	74.7%
4002 · NonResident Fees	825.00	600.00	225.00	137.5%
4003 · Copier Fees	6,324.09	9,338.00	-3,013.91	67.7%
<b>Total Charges for Services</b>	<b>9,681.23</b>	<b>13,688.00</b>	<b>-4,006.77</b>	<b>70.7%</b>
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
<b>Miscellaneous</b>				
4004 · Gifts	474.63	300.00	174.63	158.2%
4008 · Library Merchandise	35.00	0.00	35.00	100.0%
<b>Total Miscellaneous</b>	<b>509.63</b>	<b>300.00</b>	<b>209.63</b>	<b>169.9%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru R...	0.00	10,000.00	-10,000.00	0.0%
<b>Total Operating Grants</b>	<b>4,647.00</b>	<b>18,000.00</b>	<b>-13,353.00</b>	<b>25.8%</b>
<b>Interest Income</b>	<b>44,467.70</b>	<b>16,000.00</b>	<b>28,467.70</b>	<b>277.9%</b>
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
<b>Total Income</b>	<b>1,204,995.44</b>	<b>1,310,579.00</b>	<b>-105,583.56</b>	<b>91.9%</b>
<b>Gross Profit</b>	<b>1,204,995.44</b>	<b>1,310,579.00</b>	<b>-105,583.56</b>	<b>91.9%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	41,298.46	67,000.00	-25,701.54	61.6%
6000 · Salaries Clerical FT	99,634.79	189,000.00	-89,365.21	52.7%
6001 · Salaries Clerical PT	127,890.94	263,800.00	-135,909.06	48.5%
6003 · Salaries Maintenance	32,598.40	52,525.00	-19,926.60	62.1%
<b>Total Personal Services</b>	<b>301,422.59</b>	<b>572,325.00</b>	<b>-270,902.41</b>	<b>52.7%</b>
<b>Contractual</b>				
6005 · Board Reporting	754.00	1,827.00	-1,073.00	41.3%
6030 · Books	14,516.73	25,000.00	-10,483.27	58.1%
6031 · Books Children	2,225.06	7,000.00	-4,774.94	31.8%
6032 · Book Friends	687.20	1,000.00	-312.80	68.7%
6035 · Periodicals	4,239.00	8,000.00	-3,761.00	53.0%
6038 · Audio Adult	2,406.82	4,500.00	-2,093.18	53.5%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	0.00	50,000.00	-50,000.00	0.0%
6045 · Computer Eqpt/Software	15,028.79	15,000.00	28.79	100.2%
6050 · Library Supplies	1,389.59	8,500.00	-7,110.41	16.3%
6055 · Ins/Fire, Liab, Comp	23,850.35	26,500.00	-2,649.65	90.0%
6060 · Utilities Electricity	6,807.49	17,000.00	-10,192.51	40.0%
6061 · Utilities Gas	1,013.52	11,000.00	-9,986.48	9.2%
6062 · Utilities Water	825.91	2,200.00	-1,374.09	37.5%
6065 · Utilities Telephone/Internet	2,773.77	6,000.00	-3,226.23	46.2%
6070 · Building Janitorial Supp	5,770.03	6,000.00	-229.97	96.2%
6071 · Building Maintenance	3,885.00	24,977.00	-21,092.00	15.6%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	3,432.52	6,000.00	-2,567.48	57.2%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	45,805.50	65,000.00	-19,194.50	70.5%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	35,437.50	60,750.00	-25,312.50	58.3%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	436.00	700.00	-264.00	62.3%

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

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	438.12	2,000.00	-1,561.88	21.9%
6125 · Programs	2,484.36	5,000.00	-2,515.64	49.7%
6126 · Programs Children	1,397.02	5,000.00	-3,602.98	27.9%
6133 · Library Election	0.00	1,200.00	-1,200.00	0.0%
6134 · Elevator	2,132.81	6,000.00	-3,867.19	35.5%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	645.00	2,000.00	-1,355.00	32.3%
<b>Total Contractual</b>	<b>179,012.09</b>	<b>451,304.00</b>	<b>-272,291.91</b>	<b>39.7%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	18,689.94	45,000.00	-26,310.06	41.5%
6015 · Employer Medicare	4,371.03	9,250.00	-4,878.97	47.3%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-282.56	4,500.00	-4,782.56	-6.3%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	57,840.53	160,000.00	-102,159.47	36.2%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
<b>Total Employee Benefits</b>	<b>126,033.62</b>	<b>286,950.00</b>	<b>-160,916.38</b>	<b>43.9%</b>
6560 · Payroll Expenses	0.46			
<b>Total Expense</b>	<b>606,468.76</b>	<b>1,310,579.00</b>	<b>-704,110.24</b>	<b>46.3%</b>
<b>Net Ordinary Income</b>	<b>598,526.68</b>	<b>0.00</b>	<b>598,526.68</b>	<b>100.0%</b>
<b>Net Income</b>	<b>598,526.68</b>	<b>0.00</b>	<b>598,526.68</b>	<b>100.0%</b>

Port Jervis Free Library  
Payroll Summary  
February 2024

	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	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	17	32.01	544.17	33	16.00	528.00	3	16.46	49.38	19
<b>Total Gross Pay</b>	17		544.17	33		528.00	3		49.38	19
<b>Deductions from Gross Pay</b>										
Health Insurance		0.00	0.00			0.00			0.00	
Retirement		0.00	0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			0.00			0.00			0.00	
<b>Adjusted Gross Pay</b>	17		544.17	33		528.00	3		49.38	19
<b>Taxes Withheld</b>										
Federal Withholding		-44.00	-44.00			0.00			0.00	
Medicare Employee		-7.89	-7.89			-7.65			-0.72	
Social Security Employee		-33.74	-33.74			-32.73			-3.07	
NY - Withholding		-23.54	-23.54			-8.20			0.00	
NY - Disability Employee		0.00	0.00			0.00			-0.25	
Medicare Employee Addl Tax		0.00	0.00			0.00			0.00	
<b>Total Taxes Withheld</b>		-109.17	-109.17			-48.58			-4.04	
<b>Net Pay</b>	17		435.00	33		479.42	3		45.34	19
<b>Employer Taxes and Contributions</b>										
Medicare Company		7.89	7.89			7.65			0.72	
Social Security Company		33.74	33.74			32.73			3.07	
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>		41.63	41.63			40.38			3.79	

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

11:45 AM  
 02/15/24

	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	0.00			0.00			0.00			
Salaries and Wages FT	0.00			0.00			0.00			
Salaries and Wages MTNC	0.00			0.00			0.00			
Salaries and Wages PT	17.93	340.67	32.5	18.45	599.63	38	16.00	608.00	38	28.04
<b>Total Gross Pay</b>		<b>340.67</b>	<b>32.5</b>		<b>599.63</b>	<b>38</b>		<b>608.00</b>	<b>38</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			
Retirement	-10.22			0.00			0.00			
<b>Total Deductions from Gross Pay</b>		<b>-10.22</b>			<b>0.00</b>			<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>330.45</b>	<b>32.5</b>		<b>599.63</b>	<b>38</b>		<b>608.00</b>	<b>38</b>	
<b>Taxes Withheld</b>										
Federal Withholding	-10.00			-37.00			-5.00			
Medicare Employee	-4.94			-8.69			-8.81			
Social Security Employee	-21.12			-37.18			-37.69			
NY - Withholding	-17.83			-12.60			-12.94			
NY - Disability Employee	0.00			-1.20			0.00			
Medicare Employee Addl Tax	0.00			0.00			0.00			
<b>Total Taxes Withheld</b>		<b>-53.89</b>		<b>-96.67</b>			<b>-64.44</b>			
<b>Net Pay</b>		<b>276.56</b>	<b>32.5</b>		<b>502.96</b>	<b>38</b>		<b>543.56</b>	<b>38</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company	4.94			8.69			8.81			
Social Security Company	21.12			37.18			37.69			
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>26.06</b>		<b>45.87</b>			<b>46.50</b>			



Port Jervis Free Library  
Payroll Summary  
February 2024

	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay	0.00			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	1,065.52	30	16.00	480.00	29.5	30.51	900.05	26	20.27	527.02
Salaries and Wages PT										
<b>Total Gross Pay</b>	<b>1,065.52</b>	<b>30</b>		<b>480.00</b>	<b>29.5</b>		<b>900.05</b>	<b>26</b>		<b>527.02</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			-27.00			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>0.00</b>			<b>-27.00</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>1,065.52</b>	<b>30</b>		<b>480.00</b>	<b>29.5</b>		<b>873.05</b>	<b>26</b>		<b>527.02</b>
<b>Taxes Withheld</b>										
Federal Withholding	-91.00			0.00			-83.00			0.00
Medicare Employee	-15.45			-6.96			-13.05			-7.64
Social Security Employee	-66.07			-29.76			-55.80			-32.67
NY - Withholding	-36.60			-7.82			-34.02			-9.70
NY - Disability Employee	0.00			0.00			-1.20			-1.20
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-209.12</b>			<b>-44.54</b>			<b>-187.07</b>			<b>-51.21</b>
<b>Net Pay</b>	<b>856.40</b>	<b>30</b>		<b>435.46</b>	<b>29.5</b>		<b>685.98</b>	<b>26</b>		<b>475.81</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	15.45			6.96			13.05			7.64
Social Security Company	66.07			29.76			55.80			32.67
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>81.52</b>			<b>36.72</b>			<b>68.85</b>			<b>40.31</b>

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

11:45 AM  
 02/15/24

	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director		0.00	0.00	70	36.78	2,574.60				70
Salaries and Wages FT		0.00	0.00			0.00				
Salaries and Wages MTNC		0.00	0.00			0.00				
Salaries and Wages PT	14	33.27	465.78	9	31.64	284.76				
<b>Total Gross Pay</b>	14		465.78	9		284.76				70
<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>			0.00			0.00				
<b>Adjusted Gross Pay</b>	14		465.78	9		284.76				70
<b>Taxes Withheld</b>										
Federal Withholding		-29.00	-29.00			-17.00				
Medicare Employee		-6.75	-6.75			-4.13				
Social Security Employee		-28.88	-28.88			-17.65				
NY - Withholding		-22.25	-22.25			-0.01				
NY - Disability Employee		-1.20	-1.20			0.00				
Medicare Employee Addl Tax		0.00	0.00			0.00				
<b>Total Taxes Withheld</b>		-88.08	-88.08			-38.79				
<b>Net Pay</b>	14		377.70	9		245.97				70
<b>Employer Taxes and Contributions</b>										
Medicare Company		6.75	6.75			4.13				37.34
Social Security Company		28.88	28.88			17.65				159.63
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>		35.63	35.63			21.78				196.97

Port Jervis Free Library  
Payroll Summary  
February 2024

	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	21.15	1,480.50		0.00	0.00		0.00	0.00		0.00
Salaries and Wages FT		0.00		0.00	0.00		0.00	0.00		0.00
Salaries and Wages MTNC		0.00	21	16.00	336.00	23	16.90	388.70	39	19.22
Salaries and Wages PT		0.00								
<b>Total Gross Pay</b>		<b>1,480.50</b>	<b>21</b>		<b>336.00</b>	<b>23</b>		<b>388.70</b>	<b>39</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance		-144.57		0.00	0.00			0.00		0.00
Retirement		-44.42		0.00	0.00			0.00		0.00
<b>Total Deductions from Gross Pay</b>		<b>-188.99</b>			<b>0.00</b>			<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>1,291.51</b>	<b>21</b>		<b>336.00</b>	<b>23</b>		<b>388.70</b>	<b>39</b>	
<b>Taxes Withheld</b>										
Federal Withholding		-136.00		-20.00				-31.00		
Medicare Employee		-21.47		-4.87				-5.64		
Social Security Employee		-91.79		-20.83				-24.10		
NY - Withholding		-56.98		-2.06				-9.16		
NY - Disability Employee		-1.20		0.00				0.00		
Medicare Employee Addl Tax		0.00		0.00				0.00		
<b>Total Taxes Withheld</b>		<b>-307.44</b>		<b>-47.76</b>				<b>-69.90</b>		
<b>Net Pay</b>		<b>984.07</b>	<b>21</b>		<b>288.24</b>	<b>23</b>		<b>318.80</b>	<b>39</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company		21.47		4.87				5.64		
Social Security Company		91.79		20.83				24.10		
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>113.26</b>		<b>25.70</b>				<b>29.74</b>		

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

11:45 AM  
 02/15/24

	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00	70	17.74	1,241.80	70	36.18	2,532.60
Salaries and Wages MTNC	0.00	80	25.25	2,020.00			0.00			0.00
Salaries and Wages PT	749.58			0.00			0.00			0.00
<b>Total Gross Pay</b>	<b>749.58</b>	<b>80</b>		<b>2,020.00</b>	<b>70</b>		<b>1,241.80</b>	<b>70</b>		<b>2,532.60</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			-72.28			0.00			-168.35
Retirement	0.00			0.00			-37.25			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>-72.28</b>			<b>-37.25</b>			<b>-168.35</b>
<b>Adjusted Gross Pay</b>	<b>749.58</b>	<b>80</b>		<b>1,947.72</b>	<b>70</b>		<b>1,204.55</b>	<b>70</b>		<b>2,364.25</b>
<b>Taxes Withheld</b>										
Federal Withholding	-53.00			-186.00			-68.00			-316.00
Medicare Employee	-10.87			-29.29			-18.01			-36.72
Social Security Employee	-46.47			-125.24			-76.99			-157.02
NY - Withholding	-19.40			-86.98			-42.14			-117.29
NY - Disability Employee	-1.20			-1.20			0.00			-1.20
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-130.94</b>			<b>-428.71</b>			<b>-205.14</b>			<b>-628.23</b>
<b>Net Pay</b>	<b>618.64</b>	<b>80</b>		<b>1,519.01</b>	<b>70</b>		<b>999.41</b>	<b>70</b>		<b>1,736.02</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	10.87			29.29			18.01			36.72
Social Security Company	46.47			125.24			76.99			157.02
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>57.34</b>			<b>154.53</b>			<b>95.00</b>			<b>193.74</b>

Port Jervis Free Library  
Payroll Summary  
February 2024

	Hours	Rate	Feb 24	Hours	Rate	Feb 24
	TOTAL					
<b>Employee Wages, Taxes and Adjustments</b>						
Gross Pay						
Salaries and Wages Director			0.00	70.00		2,574.60
Salaries and Wages FT	71	17.96	1,275.16	281.00		6,530.06
Salaries and Wages MTNC			0.00	80.00		2,020.00
Salaries and Wages PT			0.00	372.00		7,867.26
<b>Total Gross Pay</b>	<b>71</b>		<b>1,275.16</b>	<b>803.00</b>		<b>18,991.92</b>
<b>Deductions from Gross Pay</b>						
Health Insurance			0.00			-385.20
Retirement			-38.25			-273.00
<b>Total Deductions from Gross Pay</b>			<b>-38.25</b>			<b>-658.20</b>
<b>Adjusted Gross Pay</b>	<b>71</b>		<b>1,236.91</b>	<b>803.00</b>		<b>18,333.72</b>
<b>Taxes Withheld</b>						
Federal Withholding			-112.00			-1,380.00
Medicare Employee			-18.49			-275.38
Social Security Employee			-79.06			-1,177.49
NY - Withholding			-46.03			-677.62
NY - Disability Employee			-1.20			-12.25
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-256.78</b>			<b>-3,522.74</b>
<b>Net Pay</b>	<b>71</b>		<b>980.13</b>	<b>803.00</b>		<b>14,810.98</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company			18.49			275.38
Social Security Company			79.06			1,177.49
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>			<b>97.55</b>			<b>1,452.87</b>

PORT JERVIS FREE LIBRARY  
 CHASE ACCOUNT ACTIVITY  
 January 12, 2024 to February 14, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	2/13/2024	Online ACH Payment 11122592876 To MatthewConnelly (_#####6231)	\$ (138.28)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122584674 To JulesSoberg (_#####1730)	\$ (288.24)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122584677 To TAMMI (_#####0438)	\$ (435.46)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122592873 To Kalista (_#####6097)	\$ (479.42)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122584676 To Kylie (_#####2433)	\$ (543.56)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122592869 To Katelyn (_#####7795)	\$ (999.41)	ACH_PAYMENT
DEBIT	2/13/2024	Online ACH Payment 11122592872 To Evelyn (_#####9708)	\$ (2,006.50)	ACH_PAYMENT
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592865 to #####3260	\$ (318.80)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584671 to #####0649	\$ (377.70)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584673 to #####4522	\$ (435.00)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592866 to #####9748	\$ (502.96)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592875 to #####4263	\$ (980.13)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584669 to #####7064	\$ (138.28)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592871 to #####5734	\$ (618.64)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592864 to #####7671	\$ (1,519.01)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592874 to #####1376	\$ (475.81)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592868 to #####1601	\$ (685.98)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584670 to #####7051	\$ (45.34)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592867 to #####2761	\$ (245.97)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122592870 to #####0937	\$ (984.07)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584672 to #####2902	\$ (1,736.02)	BASIC_PAYROLL
DEBIT	2/13/2024	Basic Online Payroll Payment 11122584675 to #####0031	\$ (856.40)	BASIC_PAYROLL
DEBIT	2/6/2024	Basic Online Payroll Payment 11121850075 to #####0031	\$ (80.00)	BASIC_PAYROLL
CREDIT	2/6/2024	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:C	\$ 100,000.00	ACH_CREDIT
DEBIT	2/5/2024	SERVICE CHARGES FOR THE MONTH OF JANUARY	\$ (131.55)	FEE_TRANSACTION
DEBIT	2/5/2024	Online Payment 19782100645 To Neversink Lumber Co. Inc 02/05	\$ (238.85)	BILLPAY
DEBIT	2/5/2024	Online Payment 19781858604 To RCLS 02/05	\$ (2,515.00)	BILLPAY
DEBIT	2/5/2024	Online Payment 19781866725 To RCLS 02/05	\$ (6,741.50)	BILLPAY
DEBIT	2/5/2024	Online Payment 19781865457 To Baker and Taylor 02/05	\$ (159.09)	BILLPAY
DEBIT	2/5/2024	Online Payment 19781268916 To RCLS 02/05	\$ (2,230.00)	BILLPAY
DEBIT	2/2/2024	ORIG CO NAME:NY S DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Payment:	\$ (644.18)	ACH_DEBIT
DEBIT	2/2/2024	Basic Online Payroll Payment 11121554212 to #####3325	\$ (174.70)	BASIC_PAYROLL
DEBIT	2/2/2024	Basic Online Payroll Payment 11121569125 to #####4726	\$ (174.70)	BASIC_PAYROLL



DEBIT	1/19/2024	ORIG CO NAME:NYS DTF WT	ORIG ID:S146013200	DESC DATE:	CO ENTRY DESCR:Tax Paymnts	ACH_DEBIT
DEBIT	1/18/2024	ORIG CO NAME:IRS	ORIG ID:3387702000	DESC DATE:011824	CO ENTRY DESCR:USATAXPYMT	(3,943.83)
DEBIT	1/18/2024	ORIG CO NAME:INTUIT *	ORIG ID:0000756346	DESC DATE:240118	CO ENTRY DESCR:Payroll SE	(850.00)
D/SLIP	1/18/2024	DEPOSIT ID NUMBER 36896				25.00
D/SLIP	1/18/2024	DEPOSIT ID NUMBER 36909				28.55
D/SLIP	1/18/2024	DEPOSIT ID NUMBER 36910				150.00
D/SLIP	1/18/2024	DEPOSIT ID NUMBER 36911				3,773.83
DEBIT	1/16/2024	Online ACH Payment 11119893413	To MatthewConnelly (_#####6231)			(110.82)
DEBIT	1/16/2024	Online ACH Payment 11119893409	To Julesoberg (_#####1730)			(295.30)
DEBIT	1/16/2024	Online ACH Payment 11119886676	To TAMMI (_#####0438)			(355.94)
DEBIT	1/16/2024	Online ACH Payment 11119893410	To Kylie (_#####2433)			(492.00)
DEBIT	1/16/2024	Online ACH Payment 11119886673	To Kalista (_#####6097)			(507.68)
DEBIT	1/16/2024	Online ACH Payment 11119886671	To Katelyn (_#####7795)			(992.10)
DEBIT	1/16/2024	Online ACH Payment 11119893412	To Evelyn (_#####9708)			(2,006.51)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893408	to #####5734			(589.17)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893406	to #####7064			(110.82)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893403	to #####1601			(575.38)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893400	to #####2761			(199.76)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893401	to #####4522			(338.98)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893411	to #####1376			(420.06)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893402	to #####9748			(497.22)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119886675	to #####0031			(828.75)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119886672	to #####4263			(933.74)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893404	to #####2902			(1,454.24)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893405	to #####7051			(278.49)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119893407	to #####0649			(323.28)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119886674	to #####0937			(808.78)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119886669	to #####3260			(197.20)
DEBIT	1/16/2024	Basic Online Payroll Payment 11119886670	to #####7671			(1,519.01)





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

December 30, 2023 through January 31, 2024

Primary Account: [REDACTED]

**CUSTOMER SERVICE INFORMATION**

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

00005310 DRI 802 141 03424 NNNNNNNNNN P 1 000000000 D2 0000  
 PORT JERVIS FREE LIBRARY  
 138 PIKE STREET  
 PORT JERVIS NY 12771



**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$132,128.85	\$61,443.45
Chase Business Premier Savings	[REDACTED]	1,996.84	1,996.93
<b>Total</b>		<b>\$134,125.69</b>	<b>\$63,440.38</b>
<b>TOTAL ASSETS</b>		<b>\$134,125.69</b>	<b>\$63,440.38</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$132,128.85</b>
Deposits and Additions	7	7,046.56
Checks Paid	1	-221.34
Electronic Withdrawals	107	-77,477.07
Fees	1	-33.55
<b>Ending Balance</b>	<b>116</b>	<b>\$61,443.45</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account -- please refer to your Deposit Account Agreement for more information.



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED FEBRUARY 19TH IN OBSERVANCE OF THE  
PRESIDENTS' DAY HOLIDAY

1/1/2024 - 1/31/2024

**Activity Summary** [REDACTED] **General Account**

	MAX
<b>Investment Pool Summary</b>	
Beginning Balance	\$1,892,096.24
Dividends	\$8,445.10
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$1,900,541.34
Average Monthly Rate	5.255%
Share Price	\$1.000
<b>Total</b>	<b>\$1,900,541.34</b>
<b>Total Fixed Income</b>	<b>\$0.00</b>
<b>Account Total</b>	<b>\$1,900,541.34</b>

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



**Your PMA Representative**  
Gabriel Lukas  
(717) 519-5915  
glukas@pmanetwork.com

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



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED FEBRUARY 19TH IN OBSERVANCE OF THE  
PRESIDENTS' DAY HOLIDAY

1/1/2024 - 1/31/2024

**Activity Summary**  Harrison-Thune

**Investment Pool Summary**

Beginning Balance	MAX	\$7,416.62
Dividends		\$33.11
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$7,449.73
Average Monthly Rate	5.255%	
Share Price		\$1.000
<b>Total</b>		<b>\$7,449.73</b>

**Total Fixed Income** \$0.00

**Account Total** \$7,449.73

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**  
Gabriel Lukas  
(717) 519-5915  
glukas@pmanetwork.com

February 9, 2024

Port Jervis Free Library

Director's Report

GED – Nothing new to report

Strategic Plan – Start date has moved to Thursday February 22, 2024 from 1-2pm through Zoom, I will let everyone know by the 15<sup>th</sup>, a week before the first meeting.

Online Schedule – Is finally up. I went with the program Sling, it is very user friendly and not expensive.

The Hub – We have hosted a few craft programs in the Hub which have been very popular. The initial idea was to bring people into the Hub with the craft programs with the hope that they would revisit when computer issues are needed by patrons. The crafts in the Hub are a temporary project. The hours are changing to Monday through Friday from 10a-2p.

Town of Minisink contract has been sent, the town clerk said the board meeting is 2/14/24, they will return the contract after that date. Patrons of Minisink library cards have been extended to the end of February.

DASNY- The library received two bids so far, a call was made to JDB Electric, have not heard back from them, a second call will be made. Port Jervis Electric sent an email saying they were unfortunately unable to submit a bid because they have a very full schedule this spring and summer.

Annual Report – The annual report is open and is due on 2/29/24, I have spoken with both Connie and Susan about having it almost complete by the board meeting. At the workshop at RCLS, they did mention the board can approve the report before it is finished.

Misc. Information

Katelyn and I plan to go to the school admin offices next week to do outreach and share information about the upcoming events at the library.

Summer Reading Program plans are starting. I met with Connie and Starr about what their plans are for the summer and what type of support will be needed.

The panic buttons have been checked, there are three, they are all fine. We will test again in July 2024.

NY Blood Center would like to host a blood drive here at the library this summer.

Submitted by

Evelyn Rogers