

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

I Call to Order

Pledge of Allegiance/Moment of Silence

II Public Comment-

III Minutes: Approve- February 20, 2024

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items

VII Old Business:

- Policy manual (update)
- Service Plan Zoom: 2/22/24; next session 3/28
- Annual Report update re feedback from RCLS
- Scheduling application
- DASNY Grant
- Management meeting
- Painting restoration update

VIII New Business:

- Hand rails
- Trustee contact

IX Executive Session- Personnel; & DASNY Grant (bids)

X Adjournment: Next meeting-April 16, 2024 @ 10 a.m.

# Minutes of the Port Jervis Free Library Board of Trustees

February 20, 2024

10:00 a.m.

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

Public: Darlene Amirillo, Barb Cassidy, Toni Marion, Connie Treuting, Susan Wade

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

**III Public Comment** – Darlene Amirillo stated that a means of contact for the Board should be added to the website and that a second railing should be added to the stairway to the second floor and the landing.

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

*Liz made a motion, seconded by Valerie, to approve the minutes of the January 18, 2024 meeting.*

*Unanimously passed.*

## **V Correspondence** – none

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

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

*Unanimously passed.*

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

- Valerie questioned the change in schedule for the HUB, to having Saturday hours by appointment only. The change was made because not many people were utilizing the HUB on Saturdays, and patrons were questioning why hours weren't consistent. Valerie suggested advertising a computer class or gaming session on Saturdays to draw people in, especially since people working during the week wouldn't be able to otherwise avail themselves of the HUB services. The new computers are all installed and will be able to accommodate classes or gaming sessions. Evelyn will contact the security vendor to reposition the camera and/or have an additional camera added so that the entire room is viewable.
- Evelyn introduced the possibility of hiring two part-time students to assist in the Summer Reading Program as per diem employees. She will come back with a more concrete plan at a subsequent meeting.
- Al-Anon responded to the Library's attempt to return their donation stating that it is part of their charter to pay their way.
- The visit to the school administration office has not yet occurred; Valerie stated that an appointment should be made.
- *Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.*

## **VIII Old Business**

- An email copy of the contract with the Town of Minisink was received. *Dick made a motion, seconded by Dolores, to authorize Carl to sign the hard-copy contract when it is received. Unanimously passed.*
- The annual report was reviewed with the exception of a few open items. *Liz made a motion, seconded by Dick, to approve the filing of the Annual Report with the understanding that it will be reviewed by Carl and a copy forwarded to the Board by email prior to its submission by February 29. Unanimously passed.*

- Carl reported that for the policy manual a new policy is needed to address Trustee training. Evelyn will contact RCLS to obtain suggested language, which will then be reviewed by the attorney or a designated attorney.
- A Zoom meeting will be held on February 22 at 1 PM to commence work on the Strategic Plan.
- Evelyn reported that the Sling scheduling app currently under review is user friendly and shows both the full schedule and individual schedules. It can also be used to request time off and employees can see when a vacancy in the schedule exists to be able to request to fill that vacancy. Staff can see the information but not make changes. Evelyn receives a daily email listing the staff who are scheduled to work each day. Backup has not been assigned to the app. Currently, notification of absences must still be made by email. Liz stated that the tool is similar to Google calendars.
- Carl reported that a management meeting was held February 16. A follow-up meeting is pending.

### **IX New Business**

- Evelyn will contact Ty Kreck about the addition of new railings for second floor stairs and landing.
- Two bids were received to perform electrical work as part of the DASNY grant. The bids were opened and the results were: Voltran Electrical \$3,680; Cheshire & Sons \$10,500.
- Jane Butler donated a children's book that she wrote.
- ***Valerie made a motion, seconded by Dolores, to approve the dates pertaining to the 2024-25 budget and 2024 election process. Unanimously passed.*** The dates are:
  - ***April 16 (Tuesday)*** – Petitions for board position issued
  - ***May 1 (Wednesday)*** – Budget workshop (5 PM)
  - ***May 3 (Friday)*** – Election Date published
  - ***May 7 (Tuesday)*** – Petitions for board position returned – 25 signatures (5 PM)
  - ***May 23 (Thursday)*** – Budget Hearing (6 PM)
  - ***May 31 (Friday)*** – Deadline for absentee ballots requests to be mailed (5 PM)
  - ***June 6 (Thursday)*** – Library election noon-8 PM (absentee ballots due by 5 PM)
  - ***July 1 (Monday)*** – Reorganization meeting / administration of oath of office

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, March 19, 2024 at 10:00 a.m.

### **XI Executive Session**

- ***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:52 a.m. to discuss personnel and contract matters. Unanimously passed. Valerie made a motion, seconded by Liz, to come out of Executive Session at 11:45 a.m. Unanimously passed.*** Evelyn was invited to participate in a portion of the Executive Session.

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

Respectfully Submitted,

Susan Wade, Board Secretary

	<u>Feb 29, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,808,092.08
1006 · CHASE CHECKING	76,512.24
1007 · Chase Savings	1,197.18
1008 · NYLAF - Harrison Thune	7,480.65
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Total Checking/Savings	1,893,582.15
Other Current Assets	
Payroll Asset	-799.42
	<hr/>
Total Other Current Assets	-799.42
	<hr/>
Total Current Assets	1,892,782.73
	<hr/>
<b>TOTAL ASSETS</b>	<b>1,892,782.73</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30.16
	<hr/>
Total Accounts Payable	30.16
Other Current Liabilities	
Payroll Liabilities	
2232 · NYS Retirement Arrears	67.43
	<hr/>
Total Payroll Liabilities	67.43
2200 · Federal Withholding Tax Paya...	-1,244.57
2210 · Social Security Tax Payable	-2,299.97
2212 · Medicare Withholding Tax Pa...	-297.10
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
	<hr/>
Total Other Current Liabilities	4,803.87
	<hr/>
Total Current Liabilities	4,834.03
	<hr/>
Total Liabilities	4,834.03
Equity	
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	566,871.38
	<hr/>
Total Equity	1,887,948.70
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,892,782.73</b>
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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	1,468.68	1,500.00	-31.32	97.9%
<b>Charges for Services</b>				
4000 · Book Sales	1,971.52	3,000.00	-1,028.48	65.7%
4001 · Fines	680.60	750.00	-69.40	90.7%
4002 · NonResident Fees	900.00	600.00	300.00	150.0%
4003 · Copier Fees	7,351.04	9,338.00	-1,986.96	78.7%
<b>Total Charges for Services</b>	<b>10,903.16</b>	<b>13,688.00</b>	<b>-2,784.84</b>	<b>79.7%</b>
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
<b>Miscellaneous</b>				
4004 · Gifts	546.43	300.00	246.43	182.1%
4008 · Library Merchandise	35.00	0.00	35.00	100.0%
<b>Total Miscellaneous</b>	<b>581.43</b>	<b>300.00</b>	<b>281.43</b>	<b>193.8%</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>52,049.44</b>	<b>16,000.00</b>	<b>36,049.44</b>	<b>325.3%</b>
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
<b>Total Income</b>	<b>1,215,339.59</b>	<b>1,310,579.00</b>	<b>-95,239.41</b>	<b>92.7%</b>
<b>Gross Profit</b>	<b>1,215,339.59</b>	<b>1,310,579.00</b>	<b>-95,239.41</b>	<b>92.7%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	43,873.06	67,000.00	-23,126.94	65.5%
6000 · Salaries Clerical FT	106,146.89	189,000.00	-82,853.11	56.2%
6001 · Salaries Clerical PT	135,067.30	263,800.00	-128,732.70	51.2%
6003 · Salaries Maintenance	34,618.40	52,525.00	-17,906.60	65.9%
<b>Total Personal Services</b>	<b>319,705.65</b>	<b>572,325.00</b>	<b>-252,619.35</b>	<b>55.9%</b>
<b>Contractual</b>				
6005 · Board Reporting	863.00	1,827.00	-964.00	47.2%
6030 · Books	16,969.49	25,000.00	-8,030.51	67.9%
6031 · Books Children	2,818.91	7,000.00	-4,181.09	40.3%
6032 · Book Friends	687.20	1,000.00	-312.80	68.7%
6035 · Periodicals	4,469.00	8,000.00	-3,531.00	55.9%
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	15,878.79	15,000.00	878.79	105.9%
6050 · Library Supplies	3,323.85	8,500.00	-5,176.15	39.1%
6055 · Ins/Fire, Liab, Comp	22,407.39	26,500.00	-4,092.61	84.6%
6060 · Utilities Electricity	7,775.67	17,000.00	-9,224.33	45.7%
6061 · Utilities Gas	1,992.15	11,000.00	-9,007.85	18.1%
6062 · Utilities Water	825.91	2,200.00	-1,374.09	37.5%
6065 · Utilities Telephone/Internet	3,172.27	6,000.00	-2,827.73	52.9%
6070 · Building Janitorial Supp	5,795.44	6,000.00	-204.56	96.6%
6071 · Building Maintenance	5,315.00	24,977.00	-19,662.00	21.3%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	3,883.02	6,000.00	-2,116.98	64.7%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	48,101.50	65,000.00	-16,898.50	74.0%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	40,500.00	60,750.00	-20,250.00	66.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	637.00	700.00	-63.00	91.0%

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	1,477.62	5,000.00	-3,522.38	29.6%
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	800.00	2,000.00	-1,200.00	40.0%
<b>Total Contractual</b>	<b>195,785.32</b>	<b>451,304.00</b>	<b>-255,518.68</b>	<b>43.4%</b>
<b>Employee Benefits</b>				
6010 - Employer Social Security	19,823.50	45,000.00	-25,176.50	44.1%
6015 - Employer Medicare	4,636.12	9,250.00	-4,613.88	50.1%
6056 - Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 - Insurance Disability	-294.89	4,500.00	-4,794.89	-6.6%
6085 - Civil Service	1,693.27	5,200.00	-3,506.73	32.6%
6131 - Benefits Health Ins	67,732.10	160,000.00	-92,267.90	42.3%
6132 - Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
<b>Total Employee Benefits</b>	<b>139,004.78</b>	<b>286,950.00</b>	<b>-147,945.22</b>	<b>48.4%</b>
6560 - Payroll Expenses	0.46			
<b>Total Expense</b>	<b>654,496.21</b>	<b>1,310,579.00</b>	<b>-656,082.79</b>	<b>49.9%</b>
<b>Net Ordinary Income</b>	<b>560,843.38</b>	<b>0.00</b>	<b>560,843.38</b>	<b>100.0%</b>
<b>Net Income</b>	<b>560,843.38</b>	<b>0.00</b>	<b>560,843.38</b>	<b>100.0%</b>

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

1:06 PM  
 03/11/24

	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	33	32.01	1,056.33	67	16.00	1,072.00	7	16.46	115.22	38.25
<b>Total Gross Pay</b>	33		1,056.33	67		1,072.00	7		115.22	38.25
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
Retirement Arrears			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			0.00			0.00			0.00	
<b>Adjusted Gross Pay</b>	33		1,056.33	67		1,072.00	7		115.22	38.25
<b>Taxes Withheld</b>										
Federal Withholding			-88.00			0.00			0.00	
Medicare Employee			-15.32			-15.54			-1.67	
Social Security Employee			-65.49			-66.46			-7.15	
NY - Withholding			-45.80			-17.04			0.00	
NY - Disability Employee			0.00			0.00			-0.58	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			-214.61			-99.04			-9.40	
<b>Net Pay</b>	33		841.72	67		972.96	7		105.82	38.25
<b>Employer Taxes and Contributions</b>										
Medicare Company			15.32			15.54			1.67	
Social Security Company			65.49			66.46			7.15	
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>			80.81			82.00			8.82	

**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		0.00		0.00			0.00			0.00
Salaries and Wages FT		0.00		0.00			0.00			0.00
Salaries and Wages MTNC	17.93	685.82	63.5	18.45	1,171.58	72	16.00	1,152.00	76	28.04
Salaries and Wages PT		685.82	63.5		1,171.58	72		1,152.00	76	
<b>Total Gross Pay</b>										
<b>Deductions from Gross Pay</b>										
Health Insurance		0.00		0.00			0.00			0.00
Retirement		-20.57		0.00			0.00			0.00
Retirement Arrears		0.00		0.00			0.00			0.00
<b>Total Deductions from Gross Pay</b>		-20.57		0.00			0.00			0.00
<b>Adjusted Gross Pay</b>		665.25	63.5	1,171.58	72	1,152.00	76			
<b>Taxes Withheld</b>										
Federal Withholding		-20.00		-71.00			-5.00			-5.00
Medicare Employee		-9.94		-16.99			-16.70			-16.70
Social Security Employee		-42.52		-72.64			-71.42			-71.42
NY - Withholding		-35.84		-24.09			-23.32			-23.32
NY - Disability Employee		0.00		-2.40			0.00			0.00
Medicare Employee Addl Tax		0.00		0.00			0.00			0.00
<b>Total Taxes Withheld</b>		-108.30		-187.12			-116.44			-116.44
<b>Net Pay</b>		<b>556.95</b>	<b>63.5</b>	<b>984.46</b>	<b>72</b>	<b>1,035.56</b>	<b>76</b>			
<b>Employer Taxes and Contributions</b>										
Medicare Company		9.94		16.99			16.70			16.70
Social Security Company		42.52		72.64			71.42			71.42
NY - Disability Company		0.00		0.00			0.00			0.00
NY - Unemployment		0.00		0.00			0.00			0.00
NY - MCTMT (Transit Tax)		0.00		0.00			0.00			0.00
<b>Total Employer Taxes and Contributions</b>		<b>52.46</b>		<b>89.63</b>			<b>88.12</b>			<b>88.12</b>



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

1:06 PM  
03/11/24

	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
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	2,131.04	52	16.00	832.00	55.5	30.51	1,693.31	51	20.27	1,033.77
<b>Total Gross Pay</b>	<b>2,131.04</b>	<b>52</b>		<b>832.00</b>	<b>55.5</b>		<b>1,693.31</b>	<b>51</b>		<b>1,033.77</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			-50.80			0.00
Retirement Arrears	0.00			0.00			0.00			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>0.00</b>			<b>-50.80</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>2,131.04</b>	<b>52</b>		<b>832.00</b>	<b>55.5</b>		<b>1,642.51</b>	<b>51</b>		<b>1,033.77</b>
<b>Taxes Withheld</b>										
Federal Withholding	-182.00			0.00			-154.00			0.00
Medicare Employee	-30.90			-12.06			-24.55			-14.99
Social Security Employee	-132.13			-51.59			-104.98			-64.09
NY - Withholding	-73.20			-10.52			-62.46			-18.59
NY - Disability Employee	0.00			0.00			-2.40			-2.40
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-418.23</b>			<b>-74.17</b>			<b>-348.39</b>			<b>-100.07</b>
<b>Net Pay</b>	<b>1,712.81</b>	<b>52</b>		<b>757.83</b>	<b>55.5</b>		<b>1,294.12</b>	<b>51</b>		<b>933.70</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	30.90			12.06			24.55			14.99
Social Security Company	132.13			51.59			104.98			64.09
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - IMCT/MT (Transit Tax)	0.00			0.00			0.00			0.00
<b>Total Employer Taxes and Contributions</b>	<b>163.03</b>			<b>63.65</b>			<b>129.53</b>			<b>79.08</b>

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

1:06 PM  
 03/11/24

	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director		0.00	0.00	140	36.78	5,149.20				140
Salaries and Wages FT		0.00	0.00			0.00				
Salaries and Wages MTNC		0.00	0.00			0.00				
Salaries and Wages PT	27	33.27	898.29	17	31.64	537.88				
<b>Total Gross Pay</b>	<b>27</b>		<b>898.29</b>	<b>17</b>		<b>537.88</b>			<b>5,149.20</b>	<b>140</b>
Deductions from Gross Pay										
Health Insurance		0.00	0.00			0.00			0.00	
Retirement		0.00	0.00			0.00			-231.72	
Retirement Arrears		0.00	0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>		<b>0.00</b>	<b>0.00</b>			<b>0.00</b>			<b>-231.72</b>	
<b>Adjusted Gross Pay</b>	<b>27</b>		<b>898.29</b>	<b>17</b>		<b>537.88</b>			<b>4,917.48</b>	<b>140</b>
Taxes Withheld										
Federal Withholding		-54.00	-54.00			-31.00			-284.00	
Medicare Employee		-13.02	-13.02			-7.80			-74.67	
Social Security Employee		-55.70	-55.70			-33.35			-319.25	
NY - Withholding		-43.17	-43.17			-0.01			-224.14	
NY - Disability Employee		-2.40	-2.40			0.00			-2.40	
Medicare Employee Addl Tax		0.00	0.00			0.00			0.00	
<b>Total Taxes Withheld</b>		<b>-168.29</b>	<b>-168.29</b>			<b>-72.16</b>			<b>-904.46</b>	
<b>Net Pay</b>	<b>27</b>		<b>730.00</b>	<b>17</b>		<b>465.72</b>			<b>4,013.02</b>	<b>140</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company		13.02	13.02			7.80			74.67	
Social Security Company		55.70	55.70			33.35			319.25	
NY - Disability Company		0.00	0.00			0.00			0.00	
NY - Unemployment		0.00	0.00			0.00			0.00	
NY - MCTMT (Transit Tax)		0.00	0.00			0.00			0.00	
<b>Total Employer Taxes and Contributions</b>		<b>68.72</b>	<b>68.72</b>			<b>41.15</b>			<b>393.92</b>	

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

1:06 PM  
03/11/24

	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate	Feb 24	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00		
Salaries and Wages FT	21.15	2,961.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT		0.00	43.5	16.00	696.00	38	16.90	642.20	69	19.22
<b>Total Gross Pay</b>		<b>2,961.00</b>	<b>43.5</b>		<b>696.00</b>	<b>38</b>		<b>642.20</b>	<b>69</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance		-289.14			0.00			0.00		
Retirement		-88.84			0.00			0.00		
Retirement Arrears		0.00			0.00			0.00		
<b>Total Deductions from Gross Pay</b>		<b>-377.98</b>			<b>0.00</b>			<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>2,583.02</b>	<b>43.5</b>		<b>696.00</b>	<b>38</b>		<b>642.20</b>	<b>69</b>	
<b>Taxes Withheld</b>										
Federal Withholding		-272.00			-40.00			-48.00		
Medicare Employee		-42.94			-10.09			-9.31		
Social Security Employee		-183.58			-43.15			-39.82		
NY - Withholding		-113.96			-5.08			-14.16		
NY - Disability Employee		-2.40			0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
<b>Total Taxes Withheld</b>		<b>-614.88</b>			<b>-98.32</b>			<b>-111.29</b>		
<b>Net Pay</b>		<b>1,968.14</b>	<b>43.5</b>		<b>597.68</b>	<b>38</b>		<b>530.91</b>	<b>69</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company		42.94			10.09			9.31		
Social Security Company		183.58			43.15			39.82		
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>226.52</b>			<b>53.24</b>			<b>49.13</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	0.00		0.00	0.00
Salaries and Wages Director	0.00		0.00	140		17.74	2,483.60	140	36.18	5,065.20
Salaries and Wages FT	0.00		0.00				0.00			0.00
Salaries and Wages MTNC	0.00	160	25.25	4,040.00			0.00			0.00
Salaries and Wages PT	1,326.18		0.00				0.00			0.00
<b>Total Gross Pay</b>	<b>1,326.18</b>	<b>160</b>	<b>4,040.00</b>	<b>2,483.60</b>	<b>140</b>	<b>2,483.60</b>	<b>2,483.60</b>	<b>140</b>	<b>5,065.20</b>	<b>5,065.20</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00		-144.56	0.00		0.00	0.00			-336.70
Retirement	0.00		0.00	-74.50		-74.50	0.00			0.00
Retirement Arrears	0.00		0.00	0.00		0.00	0.00			-67.43
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>		<b>-144.56</b>	<b>-74.50</b>		<b>-74.50</b>	<b>-74.50</b>			<b>-404.13</b>
<b>Adjusted Gross Pay</b>	<b>1,326.18</b>	<b>160</b>	<b>3,895.44</b>	<b>2,409.10</b>	<b>140</b>	<b>2,409.10</b>	<b>2,409.10</b>	<b>140</b>	<b>4,661.07</b>	<b>4,661.07</b>
<b>Taxes Withheld</b>										
Federal Withholding	-88.00		-372.00	-136.00		-136.00	-617.00			-617.00
Medicare Employee	-19.23		-58.58	-36.01		-36.01	-73.44			-73.44
Social Security Employee	-82.22		-250.48	-153.99		-153.99	-314.04			-314.04
NY - Withholding	-31.08		-173.96	-84.28		-84.28	-230.87			-230.87
NY - Disability Employee	-2.40		-2.40	0.00		0.00	-2.40			-2.40
Medicare Employee Addl Tax	0.00		0.00	0.00		0.00	0.00			0.00
<b>Total Taxes Withheld</b>	<b>-222.93</b>		<b>-857.42</b>	<b>-410.28</b>		<b>-410.28</b>	<b>-1,237.75</b>			<b>-1,237.75</b>
<b>Net Pay</b>	<b>1,103.25</b>	<b>160</b>	<b>3,038.02</b>	<b>1,998.82</b>	<b>140</b>	<b>1,998.82</b>	<b>3,423.32</b>			<b>3,423.32</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	19.23		58.58	36.01		36.01	73.44			73.44
Social Security Company	82.22		250.48	153.99		153.99	314.04			314.04
NY - Disability Company	0.00		0.00	0.00		0.00	0.00			0.00
NY - Unemployment	0.00		0.00	0.00		0.00	0.00			0.00
NY - MCTMT (Transit Tax)	0.00		0.00	0.00		0.00	0.00			0.00
<b>Total Employer Taxes and Contributions</b>	<b>101.45</b>		<b>309.06</b>	<b>190.00</b>		<b>190.00</b>	<b>387.48</b>			<b>387.48</b>

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

1:06 PM  
03/11/24

	Hours	Rate	Feb 24	Hours	Rate	Feb 24
			TOTAL			
<b>Employee Wages, Taxes and Adjustments</b>						
Gross Pay						
Salaries and Wages Director			0.00	140.00		5,149.20
Salaries and Wages FT	141	17.96	2,532.36	561.00		13,042.16
Salaries and Wages MITNC			0.00	160.00		4,040.00
Salaries and Wages PT			0.00	709.75		15,043.62
<b>Total Gross Pay</b>	<b>141</b>		<b>2,532.36</b>	<b>1,570.75</b>		<b>37,274.98</b>
<b>Deductions from Gross Pay</b>						
Health Insurance			0.00			-770.40
Retirement			-75.97			-542.40
Retirement Arrears			0.00			-67.43
<b>Total Deductions from Gross Pay</b>			<b>-75.97</b>			<b>-1,380.23</b>
<b>Adjusted Gross Pay</b>	<b>141</b>		<b>2,456.39</b>	<b>1,570.75</b>		<b>35,894.75</b>
<b>Taxes Withheld</b>						
Federal Withholding			-222.00			-2,684.00
Medicare Employee			-36.72			-540.47
Social Security Employee			-157.00			-2,311.05
NY - Withholding			-91.10			-1,322.67
NY - Disability Employee			-2.40			-24.58
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-509.22</b>			<b>-6,882.77</b>
<b>Net Pay</b>	<b>141</b>		<b>1,947.17</b>	<b>1,570.75</b>		<b>29,011.98</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company			36.72			540.47
Social Security Company			157.00			2,311.05
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>193.72</b>			<b>2,851.52</b>

Port Jervis Free Library  
 Chase Checking Account activity  
 February 15 - March 11, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	3/8/2024	Online Payment 20103522645 To NY ST DEPT CIVIL SVC-AGENCY PMT 03/08	(9,403.27)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098492139 To BLACKSTONE PUBLISHING 03/08	(25.56)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098488408 To Kanopy 03/08	(59.00)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098481488 To BLACKSTONE PUBLISHING 03/08	(25.56)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098483431 To Brodart Co 03/08	(256.15)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098476347 To ORANGE & ROCKLAND UTILITIES 03/08	(1,656.09)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098449762 To Time Warner Cable 03/08	(129.99)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098473136 To Brodart Co 03/08	(129.81)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098462789 To Baker and Taylor 03/08	(139.88)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098421237 To Baker and Taylor 03/08	(54.46)	BILLPAY
DEBIT	3/8/2024	Online Payment 20098411421 To CARDMEMBER SERVICE 03/08	(3,078.15)	BILLPAY
DEBIT	3/5/2024	SERVICE CHARGES FOR THE MONTH OF FEBRUARY	(32.35)	FEE_TRANSACTION
CREDIT	3/5/2024	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY I	100,000.00	ACH_CREDIT
DEBIT	3/4/2024	Basic Online Payroll Payment 11124503034 to #####4263	(80.60)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124415857 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124390419 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382849 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382847 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382850 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	3/4/2024	Basic Online Payroll Payment 11124382848 to #####4726	(174.70)	BASIC_PAYROLL
DEBIT	3/1/2024	Online ACH Payment 11124382788 To SusanWade (_#####0178)	(5,062.50)	ACH_PAYMENT
DSLIP	3/1/2024	DEPOSIT ID NUMBER 228924	1,359.15	DEPOSIT
DEBIT	2/28/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240228 CO	(542.40)	ACH_DEBIT
DEBIT	2/28/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTF	(645.05)	ACH_DEBIT
DEBIT	2/28/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:022824 CO ENTR'	(4,101.30)	ACH_DEBIT
CHECK	2/27/2024	CHECK 1112	(1,693.27)	CHECK_PAID
DEBIT	2/27/2024	Online ACH Payment 11123798051 To MatthewConnelly (_#####6231)	(140.19)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798047 To JulieSoberg (_#####1730)	(309.44)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798052 To TAMMI (_#####0438)	(322.37)	ACH_PAYMENT

DEBIT	2/27/2024	Online ACH Payment 11123798049 To Kylie (_#####2433)	(492.00)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123806475 To Kalista (_#####6097)	(493.54)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123806476 To Katelyn (_#####7795)	(999.41)	ACH_PAYMENT
DEBIT	2/27/2024	Online ACH Payment 11123798048 To Evelyn (_#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806474 to #####1376	(457.89)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806469 to #####2761	(219.75)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798043 to #####4522	(406.72)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806473 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806472 to #####0649	(352.30)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806470 to #####9748	(481.50)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806478 to #####5734	(484.61)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798050 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806467 to #####2902	(1,687.30)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798044 to #####7051	(60.48)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798045 to #####7064	(140.20)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806468 to #####3260	(212.11)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806471 to #####1601	(608.14)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123798046 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	2/27/2024	Basic Online Payroll Payment 11123806477 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	2/23/2024	Online ACH Payment 11123679203 To SusanWade (_#####0178)	(203.82)	ACH_PAYMENT
DEBIT	2/22/2024	Basic Online Payroll Payment 11123415706 to #####0937	(99.27)	BASIC_PAYROLL
DEBIT	2/21/2024	Online Payment 19929764995 To HOME DEPOT CREDIT SERVICES 02/21	(25.41)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929731286 To DEMCO 02/21	(837.22)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929722111 To Brodart Co 02/21	(107.35)	BILLPAY
DEBIT	2/21/2024	Online Payment 19929728775 To Brodart Co 02/21	(244.43)	BILLPAY
DEBIT	2/20/2024	Online Payment 19924866561 To Greenwald Doherty LLP 02/20	(440.00)	BILLPAY
DSLIP	2/20/2024	DEPOSIT ID NUMBER 228923	2,961.64	DEPOSIT
DEBIT	2/16/2024	Online Payment 19885243322 To GREENWALD DOHERTY 02/16	(1,077.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885183005 To TOSHIBA FINANCIAL SERVICES (ELEC 02/16	(450.50)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885173113 To Time Warner Cable 02/16	(129.99)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885148296 To Time Warner Cable 02/16	(207.46)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885129395 To Rotary Club of Port Jervis NY 02/16	(201.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885098241 To PN FIRE AND ALARM 02/16	(155.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885113861 To ORANGE & ROCKLAND UTILITIES 02/16	(1,946.81)	BILLPAY

DEBIT	2/16/2024	Online Payment 19885095199 To NY ST DEPT CIVIL SVC-AGENCY PMT 02/16	(9,403.27)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885093052 To JOSEPH J KOWALL, SR 02/16	(1,430.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885055155 To Kanopy 02/16	(58.00)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885047451 To Frontier 111182-4 02/16	(4.96)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885017496 To Frontier 02/16	(56.09)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884997442 To DEMCO 02/16	(837.22)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885010351 To CARDMEMBER SERVICE 02/16	(1,545.04)	BILLPAY
DEBIT	2/16/2024	Online Payment 19885004119 To Brodart Co 02/16	(75.55)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884973903 To Brodart Co 02/16	(166.52)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884911951 To Baker and Taylor 02/16	(162.74)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884961577 To Baker and Taylor 02/16	(110.94)	BILLPAY
DEBIT	2/16/2024	Online Payment 19884954542 To Baker and Taylor 02/16	(20.10)	BILLPAY
DEBIT	2/16/2024	ORIG CO NAME:NYS DTF WT      ORIG ID:S146013200 DESC DATE:      CO ENTF	(677.62)	ACH_DEBIT
DEBIT	2/15/2024	ORIG CO NAME:IRS      ORIG ID:3387702000 DESC DATE:021524 CO ENTR'	(4,285.74)	ACH_DEBIT





**NYLAF Monthly Statement**  
 Port Jervis Free Library

**Please Note:**  
 THE FUND WILL BE CLOSED MARCH 29TH IN OBSERVANCE OF GOOD FRIDAY

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

2/1/2024 - 2/29/2024

<b>Investment Pool Summary</b>	<b>MAX</b>
Beginning Balance	\$1,900,541.34
Dividends	\$7,550.74
Purchases	\$0.00
Redemptions	(\$100,000.00)
Ending Balance	\$1,808,092.08
Average Monthly Rate	5.228%
Share Price	\$1.000
<b>Total</b>	<b>\$1,808,092.08</b>
<b>Total Fixed Income</b>	<b>\$0.00</b>
<b>Account Total</b>	<b>\$1,808,092.08</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 MARCH 29TH IN OBSERVANCE OF GOOD FRIDAY

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

2/1/2024 - 2/29/2024

Investment Pool Summary	MAX
Beginning Balance	\$7,449.73
Dividends	\$30.92
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,480.65
Average Monthly Rate	5.228%
Share Price	\$1.000
Total	\$7,480.65

Total Fixed Income \$0.00

Account Total \$7,480.65

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



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

February 01, 2024 through February 29, 2024

Primary Account: [REDACTED]

**CUSTOMER SERVICE INFORMATION**

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

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PORT JERVIS FREE LIBRARY  
 138 PIKE STREET  
 PORT JERVIS NY 12771



**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$61,443.45	\$80,616.19
Chase Business Premier Savings	[REDACTED]	1,996.93	1,997.01
<b>Total</b>		<b>\$63,440.38</b>	<b>\$82,613.20</b>
<b>TOTAL ASSETS</b>		<b>\$63,440.38</b>	<b>\$82,613.20</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number: [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$61,443.45</b>
Deposits and Additions	2	102,961.64
Checks Paid	1	-1,693.27
Electronic Withdrawals	89	-81,964.08
Fees	1	-131.55
<b>Ending Balance</b>	<b>93</b>	<b>\$80,616.19</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.

March 8, 2024

Director's Report

Port Jervis Free Library

Evelyn Rogers

GED- Nothing new to report

DASNY Grant- Discussion during board meeting

Annual Report- has been submitted and everything is fine with it.

Online Schedule, Sling- We are currently using the free version, I am thinking of upgrading in a few months, there are more features when upgraded to the Business Plan, such as messaging through Sling and assigning tasks in the schedule.

Town of Minisink Contract- Everything is set for the year with the contract for these patrons.

The Hub- Bedik Communications came in and put a new camera in the basement. There is a camera in the Hub and all the hallways in the basement. The panic button is working in the Hub also.

New Information and Outreach

Katelyn and I will be going over to the admin for Port Jervis Schools to provide information about the library services and upcoming programs.

The calendar is filling up with many local outside groups that will be using the library, such as SGB Planning LLC, they are looking to host a meeting at the end of April or beginning of May. WOW group is Women Overcoming Wounds, they are a support group that will be using the community room once a month, NAACP contacted me about having a table for voter registration for April or May, and defensive driving is meeting more often, there is a course this month that is full already and Betty, the instructor, has scheduled dates for April and May.

A part-time employee has mentioned that she will be leaving at the end of April.

A potential new hire is looking to volunteer/work with the library, I've contacted her references, one has reached out to me and gave me a very positive reference for this person.