

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
July 18, 2023, 10 a.m.

I Call to Order/Pledge of Allegiance

II Public Comment

III Minutes: Approve June 20th & July 1, 2023

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approve DRI outreach event at PJFL August 15th
- Approve Service Plan consultant

VII. Old Business:

- FLEA contract (Executive Session)
- Annual financial report
- Service Plan
- Civil Service test results

VIII New Business:

- Unspent funds from previous budget.
- DRI outreach event at PJFL August 15th
- RCLS Board of Trustees tour: Wednesday, July 19th, at 10 am

IX Executive Session- Contractual: Service Plan consultant selection;
FLEA contract; Personnel: Civil Service test results

X Adjournment: Next meeting-August 15, 2023 @ 10a.m.

Minutes of the Port Jervis Free Library Board of Trustees

June 20, 2023

10:00 a.m.

Present: Carey Sue Connelly, Carl Hendrick, Elizabeth Miller, Dick Roberts, Evelyn Rogers
Public: Barbara Cassidy, Antonia Marion, Taylor Sauschuck, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:03 a.m.

- III Public Comment – Carl read a proclamation honoring Carey Sue for her years of service as a Trustee since 2008 and declaring June 20, 2023 to be Carey Sue Connelly Day.

IV Minutes (Attachment 1)

Liz made a motion, seconded by Dick, to approve the minutes of the May 16, 2023 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)

- Evelyn attended the RCLS Construction Aid Workshop on June 16.
- Evelyn reported that four consultants will be available to meet with the Board the week of June 26. She will email the schedule of their availability to the Trustees.
- *Dick made a motion, seconded by Carey Sue, to approve the Director’s Report as submitted. Unanimously passed.*

VIII Old Business

- The FLEA contract is still in progress. Connie did not commit to having it ready for the July 1 meeting.

IX New Business (Attachment 4)

- *Dick made a motion, seconded by Liz, to certify the election results as follows: Proposition 1 (the budget) – 84 yes, 16 no; for trustee – Dolores Carnosa 94 votes, with six write-in votes, one each for Jack McAndrew, Richard Clapp, Carl Hendrick, Valerie Maginsky, Rosemarie Babey, Matthew Conklin. Unanimously passed.*
- *Liz made a motion, seconded by Dick, to appoint Evelyn Rogers to the position of Library Director and approve her contract for services for the period June 13, 2023 to June 12, 2025. Unanimously passed.*
- *Dick made a motion, seconded by Carey Sue, to retroactively approve 2023 remuneration for election workers at \$20 per hour, and to have future rates be the same as County-approved rates. Unanimously passed.*

- ***Liz made a motion, seconded by Dick, to retroactively appoint Katelyn Tobey to the position of part-time Library Clerk with a start date of April 17, 2023. Unanimously passed.*** It was noted that this matter was discussed in a March 21 Executive Session under Personnel. After coming out of Executive Session, Dick had motioned, and Valerie seconded, to hire Katelyn Tobey to the position of part-time Library Clerk at a rate of \$15.20/hour (minimum wage plus \$1.00) up to 19 hours/week, start date ASAP (started on April 17, 2023). The matter was not reflected in the minutes. This appointment is made in accordance with NY Consolidated Laws, Education Law – EDN paragraph 226, “Powers of trustees of institutions Section 7: Officers and employees. Appoint and fix the salaries of such officers and employees as they shall deem necessary who, unless employed under special contract, shall hold their offices during the pleasure of the trustees.”
- Carl noted that all meeting documents are to be posted on-line no less than 72 hours in advance of a meeting. Trustees will be emailed the board packet and hard copy of the packet will be available to them at the meeting.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, July 18, 2023 at 10:00 a.m. A reorganization meeting will take place on Saturday, July 1, 2023 at 10:00 a.m.

XI Executive Session - none

XII Adjournment – ***Dick made a motion, seconded by Carey Sue, to adjourn the meeting at 10:22 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

**Minutes of the Port Jervis Free Library Board of Trustees
July 1, 2023-Reorganization meeting
10:00 AM**

Present: Delores Carnosa, Carl Hendrick, Valerie Maginsky, Liz Miller, Dick Roberts, Evelyn Rogers

Public: Jack Austin, James Hinkley, Susan Wade

I Call to Order/Pledge of Allegiance

The meeting was called to order at 10:00 a.m. with the pledge of allegiance.

II Swearing in

Carl administered the Oath of Office to:

Dolores Carnosa – Trustee

Evelyn Rogers – Library Director

Susan Wade – Treasurer

James Hinkley notarized the written Oaths of Office. Evelyn will deliver the signed documents to the County Clerk's office.

III Reorganization

Valerie made a motion, seconded by Carl, to retain the officers of the Board of Trustees as follows: Carl Hendrick, Chairman; Dick Roberts, Vice Chairman; Liz Miller, Fiscal Officer. Unanimously passed.

Valerie made a motion, seconded by Dick, to appoint Delores Carnosa to the position of Secretary. Unanimously passed.

IV Old Business

- *Dick made a motion, seconded by Valerie, to authorize the scheduling of the annual report preparation for the fiscal year ended June 30, 2023. Unanimously passed.* Susan will make the necessary arrangements with Justin Wood of Nugent & Haeussler, PC.
- There have been no comments received on the proposed FLEA contract.

V New Business

- *Dick made the following motion, seconded by Liz, that "the Port Jervis Free Library hereby passes a resolution directing the Port Jervis School District to collect the Real Property Tax amount of \$1,143,257 from taxpayers of the Port Jervis School District on behalf of the Port Jervis Free Library." Unanimously passed.*

VI Executive Session:

Valerie made a motion, seconded by Liz, to enter into Executive Session at 10:10 a.m. Unanimously passed. Dick made a motion, seconded by Valerie, to adjourn Executive Session at 10:49 a.m. Unanimously passed.

VII Next Meeting

The next regularly scheduled meeting will be July 18, 2023 at 10:00 a.m.

VIII Adjournment

Liz made a motion, seconded by Valerie, to adjourn at 10:49 a.m. Unanimously passed.

Respectfully Submitted,

Susan Wade
Board Secretary

Port Jervis Free Library
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
Savings-TD Bank	7,340.73
1005 · NYLAF	1,238,532.70
1006 · CHASE CHECKING	98,377.88
1007 · Chase Savings	1,196.52
Total Checking/Savings	<u>1,345,747.83</u>
Total Current Assets	<u>1,345,747.83</u>
TOTAL ASSETS	<u>1,345,747.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,024.95
Total Accounts Payable	<u>5,024.95</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	3,269.56
2210 · Social Security Tax Payable	3,554.17
2212 · Medicare Withholding Tax Pay...	800.43
2220 · NYS Withholding Tax	1,339.17
2230 · NYS Retirement	10,742.29
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>19,701.26</u>
Total Current Liabilities	<u>24,726.21</u>
Total Liabilities	24,726.21
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	396,432.57
Net Income	368,598.28
Total Equity	<u>1,321,021.62</u>
TOTAL LIABILITIES & EQUITY	<u>1,345,747.83</u>

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,131,784.89	1,120,841.00	10,943.89	101.0%
PILOT	1,638.49	2,000.00	-361.51	81.9%
Charges for Services				
4000 · Book Sales	3,397.40	1,500.00	1,897.40	226.5%
4001 · Fines	966.45	1,000.00	-33.55	96.6%
4002 · NonResident Fees	1,050.00	600.00	450.00	175.0%
4003 · Copier Fees	10,564.42	2,838.00	7,726.42	372.2%
Total Charges for Services	15,978.27	5,938.00	10,040.27	269.1%
4055 · Services to Other Governments	51,525.00	10,000.00	41,525.00	515.3%
Miscellaneous				
4004 · Gifts	423.21	300.00	123.21	141.1%
4008 · Library Merchandise	80.00	0.00	80.00	100.0%
Total Miscellaneous	503.21	300.00	203.21	167.7%
Operating Grants				
4023 · Local Public Funds OLA	9,826.90	4,500.00	5,326.90	218.4%
4025 · State Aid LLSA	5,163.00	5,000.00	163.00	103.3%
4026 · RCLS Grnts & St. Aid thru RCLS	17,000.00	3,000.00	14,000.00	566.7%
4027 · Grants/Child Nut/Other	900.00			
Total Operating Grants	32,889.90	12,500.00	20,389.90	263.1%
Interest Income	38,664.22	1,000.00	37,664.22	3,866.4%
Total Income	1,272,983.98	1,152,579.00	120,404.98	110.4%
Gross Profit	1,272,983.98	1,152,579.00	120,404.98	110.4%
Expense				
Discrepancies between bank statements and company rec...	800.00			
Personal Services				
6002 · Salaries Director	68,924.10	65,000.00	3,924.10	106.0%
6000 · Salaries Clerical FT	181,942.15	154,000.00	27,942.15	118.1%
6001 · Salaries Clerical PT	195,037.58	228,800.00	-33,762.42	85.2%
6003 · Salaries Maintenance	50,866.39	50,925.00	-58.61	99.9%
Total Personal Services	496,770.22	498,725.00	-1,954.78	99.6%
Contractual				
6005 · Board Reporting	1,281.00	1,827.00	-546.00	70.1%
6030 · Books	23,689.78	25,000.00	-1,310.22	94.8%
6031 · Books Children	5,083.78	7,000.00	-1,916.22	72.6%
6032 · Book Friends	655.26	1,000.00	-344.74	65.5%
6035 · Periodicals	12,334.21	5,800.00	6,534.21	212.7%
6038 · Audio Adult	4,187.97	4,500.00	-312.03	93.1%
6039 · Video Adult	1,803.88	4,650.00	-2,846.12	38.8%
6040 · Video Children	106.15	1,500.00	-1,393.85	7.1%
6041 · ANSER	19,331.44	50,000.00	-30,668.56	38.7%
6045 · Computer Eqpt/Software	5,391.12	5,000.00	391.12	107.8%
6050 · Library Supplies	4,598.23	8,500.00	-3,901.77	54.1%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	11,436.60	17,000.00	-5,563.40	67.3%
6061 · Utilities Gas	7,943.45	11,000.00	-3,056.55	72.2%
6062 · Utilities Water	1,363.35	2,200.00	-836.65	62.0%
6065 · Utilities Telephone/Internet	4,835.01	6,000.00	-1,164.99	80.6%
6070 · Building Janitorial Supp	1,177.21	6,000.00	-4,822.79	19.6%
6071 · Building Maintenance	8,790.00	24,977.00	-16,187.00	35.2%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	5,071.49	5,000.00	71.49	101.4%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	24,246.50	10,000.00	14,246.50	242.5%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	57,750.00	57,750.00	0.00	100.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	354.00	700.00	-346.00	50.6%
6100 · Dues	254.00	600.00	-346.00	42.3%
6120 · Postage	1,210.25	2,000.00	-789.75	60.5%
6125 · Programs	2,547.08	5,000.00	-2,452.92	50.9%
6126 · Programs Children	1,249.37	5,000.00	-3,750.63	25.0%
6133 · Library Election	1,083.00	1,000.00	83.00	108.3%
6134 · Elevator	3,929.75	6,000.00	-2,070.25	65.5%

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6135 - Historical Preservation	0.00	500.00	-500.00	0.0%
6137 - Security System	2,213.00	2,000.00	213.00	110.7%
Total Contractual	235,429.47	375,904.00	-140,474.53	62.6%
Employee Benefits				
6010 - Employer Social Security	30,810.31	30,500.00	310.31	101.0%
6015 - Employer Medicare	7,205.69	7,250.00	-44.31	99.4%
6056 - Insurance Wkmns Comp	796.10	5,000.00	-4,203.90	15.9%
6057 - Insurance Disability	5,068.20	3,000.00	2,068.20	168.9%
6085 - Civil Service	1,744.33	2,200.00	-455.67	79.3%
6131 - Benefits Health Ins	86,615.38	170,000.00	-83,384.62	51.0%
6132 - Benefits Retirement	39,146.00	60,000.00	-20,854.00	65.2%
Total Employee Benefits	171,386.01	277,950.00	-106,563.99	61.7%
Total Expense	904,385.70	1,152,579.00	-248,193.30	78.5%
Net Ordinary Income	368,598.28	0.00	368,598.28	100.0%
Net Income	368,598.28	0.00	368,598.28	100.0%

Port Jervis Free Library
Payroll Summary
June 2023

	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	1,173.5	10.00	15,998.00			0.00	
Salaries and Wages M/TNC			0.00			0.00			0.00	
Salaries and Wages PT	53.5	23.68	1,266.88			0.00	90.75	16.63	1,509.18	42.5
Total Gross Pay	53.5		1,266.88	1,173.5		15,998.00	90.75		1,509.18	42.5
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			-45.28	
Retirement Loan			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			-45.28	
Adjusted Gross Pay	53.5		1,266.88	1,173.5		15,998.00	90.75		1,463.90	42.5
Taxes Withheld										
Federal Withholding			-80.00			-2,251.00			-86.00	
Medicare Employee			-18.37			-231.98			-21.89	
Social Security Employee			-78.55			-991.88			-93.56	
NY - Withholding			-26.31			-949.37			-48.41	
NY - Disability Employee			-2.87			-4.80			-3.60	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-205.10			-4,429.03			-253.46	
Net Pay	53.5		1,061.78	1,173.5		11,568.97	90.75		1,210.44	42.5
Employer Taxes and Contributions										
Medicare Company			18.37			231.98			21.89	
Social Security Company			78.55			991.88			93.56	
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	
Total Employer Taxes and Contributions			96.92			1,223.86			115.45	

Port Jervis Free Library
Payroll Summary
June 2023

	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			
Salaries and Wages FT	0.00			0.00			0.00			
Salaries and Wages MTNC	0.00			0.00			0.00			
Salaries and Wages PT	17.14	728.45	96.5	17.14	1,654.01	114	26.45	3,015.30	100	28.84
Total Gross Pay		728.45	96.5		1,654.01	114		3,015.30	100	
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			
Retirement	-21.85			0.00			0.00			
Retirement Loan	0.00			0.00			0.00			
Total Deductions from Gross Pay		-21.85			0.00			0.00		
Adjusted Gross Pay		706.60	96.5		1,654.01	114		3,015.30	100	
Taxes Withheld										
Federal Withholding	-12.00			-105.00			-264.00			
Medicare Employee	-10.57			-23.98			-43.72			
Social Security Employee	-45.17			-102.55			-186.95			
NY - Withholding	-49.25			-32.03			-99.84			
NY - Disability Employee	-3.21			-3.60			-3.60			
Medicare Employee Addl Tax	0.00			0.00			0.00			
Total Taxes Withheld		-120.20			-267.16			-598.11		
Net Pay		586.40	96.5		1,386.85	114		2,417.19	100	
Employer Taxes and Contributions										
Medicare Company	10.57			23.98			43.72			
Social Security Company	45.17			102.55			186.95			
NY - Disability Company	0.00			0.00			0.00			
NY - Unemployment	0.00			0.00			0.00			
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			
Total Employer Taxes and Contributions		55.74			126.53			230.67		

Port Jervis Free Library
Payroll Summary
June 2023

	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23
Employee Wages, Taxes and Adjustments										
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 W/TNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	2,884.00	62.5	17.60	1,100.00	79	18.90	1,476.60	41	31.52	1,292.32
Total Gross Pay	2,884.00	62.5		1,100.00	79		1,476.60	41		1,292.32
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	-86.53			0.00			0.00			0.00
Retirement Loan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	-86.53			0.00			0.00			0.00
Adjusted Gross Pay	2,797.47	62.5		1,100.00	79		1,476.60	41		1,292.32
Taxes Withheld										
Federal Withholding	-282.00			0.00			-10.00			-84.00
Medicare Employee	-41.82			-15.95			-21.41			-18.74
Social Security Employee	-178.81			-68.20			-91.55			-80.12
NY - Withholding	-111.86			-1.24			-25.02			-62.55
NY - Disability Employee	-3.60			-3.60			-3.60			-3.60
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-618.09			-88.99			-151.58			-249.01
Net Pay	2,179.38	62.5		1,011.01	79		1,325.02	41		1,043.31
Employer Taxes and Contributions										
Medicare Company	41.82			15.95			21.41			18.74
Social Security Company	178.81			68.20			91.55			80.12
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	220.63			84.15			112.96			98.86

Port Jervis Free Library
Payroll Summary
June 2023

	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC	33	29.94	988.02	114	15.63	1,781.82			0.00	
Salaries and Wages PT										
Total Gross Pay	33		988.02	114		1,781.82	210	35.71	7,499.10	210
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			-337.47	
Retirement Loan			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			-337.47	
Adjusted Gross Pay	33		988.02	114		1,781.82	210		7,161.63	210
Taxes Withheld										
Federal Withholding			-75.00			-117.00			-426.00	
Medicare Employee			-14.32			-25.84			-108.74	
Social Security Employee			-61.26			-110.48			-464.94	
NY - Withholding			-7.17			-37.11			-324.39	
NY - Disability Employee			-3.60			-3.60			-3.60	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-161.35			-294.03			-1,327.67	
Net Pay	33		826.67	114		1,487.79	210		5,833.96	210
Employer Taxes and Contributions										
Medicare Company			14.32			25.84			108.74	
Social Security Company			61.26			110.48			464.94	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			75.58			136.32			573.68	

Port Jervis Free Library
Payroll Summary
June 2023

	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	19.76	4,149.60	78.5	15.63	1,226.96	114	17.88	1,983.32	240	24.09
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			1,226.96	114		1,983.32	240	
Salaries and Wages PT		0.00								
Total Gross Pay		4,149.60	78.5		1,226.96	114		1,983.32	240	
Deductions from Gross Pay										
Health Insurance		-328.86			0.00			0.00		
Retirement		-124.50			0.00			0.00		
Retirement Loan		0.00			0.00			0.00		
Total Deductions from Gross Pay		-453.36			0.00			0.00		
Adjusted Gross Pay		3,696.24	78.5		1,226.96	114		1,983.32	240	
Taxes Withheld										
Federal Withholding		-384.00			-107.00			-140.00		
Medicare Employee		-60.16			-17.80			-28.76		
Social Security Employee		-257.28			-76.07			-122.96		
NY - Withholding		-155.37			-31.31			-45.92		
NY - Disability Employee		-3.60			-3.60			-3.60		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-860.41			-235.78			-341.24		
Net Pay		2,835.83	78.5		991.18	114		1,642.08	240	
Employer Taxes and Contributions										
Medicare Company		60.16			17.80			28.76		
Social Security Company		257.28			76.07			122.96		
NY - Disability Company		0.00			0.00			0.00		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		317.44			93.87			151.72		

Port Jervis Free Library
Payroll Summary
June 2023

	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23	Hours	Rate	Jun 23
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			7,213.50	210	16.66	3,498.60
Salaries and Wages M/TNC	5,781.60	111	15.20	0.00			0.00			0.00
Salaries and Wages PT	0.00			1,687.20	210		0.00			0.00
Total Gross Pay	5,781.60	111		1,687.20	210		7,213.50	210		3,498.60
Deductions from Gross Pay										
Health Insurance	-179.43			0.00			-476.37			0.00
Retirement	0.00			-17.33			0.00			-104.97
Retirement Loan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	-179.43			-17.33			-476.37			-104.97
Adjusted Gross Pay	5,602.17	111		1,669.87	210		6,737.13	210		3,393.63
Taxes Withheld										
Federal Withholding	-537.00			-7.00			-912.00			-309.00
Medicare Employee	-83.83			-24.46			-104.60			-50.73
Social Security Employee	-358.46			-104.61			-447.24			-216.91
NY - Withholding	-245.64			-28.03			-330.75			-120.66
NY - Disability Employee	-3.60			0.00			-3.60			-3.60
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-1,228.53			-164.10			-1,798.19			-700.90
Net Pay	4,373.64	111		1,505.77	210		4,938.94	210		2,692.73
Employer Taxes and Contributions										
Medicare Company	83.83			24.46			104.60			50.73
Social Security Company	358.46			104.61			447.24			216.91
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	442.29			129.07			551.84			267.64

Port Jervis Free Library
Payroll Summary
June 2023

	Hours	Rate	Jun 23
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salaries and Wages Director	210.00		7,499.10
Salaries and Wages FT	1,803.50		30,859.70
Salaries and Wages MTNC	240.00		5,781.60
Salaries and Wages PT	1,130.25		22,594.06
Total Gross Pay	3,383.75		66,734.46
Deductions from Gross Pay			
Health Insurance			-984.66
Retirement			-737.93
Retirement Loan			0.00
Total Deductions from Gross Pay			-1,722.59
Adjusted Gross Pay	3,383.75		65,011.87
Taxes Withheld			
Federal Withholding			-6,188.00
Medicare Employee			-967.67
Social Security Employee			-4,137.55
NY - Withholding			-2,731.23
NY - Disability Employee			-68.48
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-14,092.93
Net Pay	3,383.75		50,918.94
Employer Taxes and Contributions			
Medicare Company			967.67
Social Security Company			4,137.55
NY - Disability Company			0.00
NY - Unemployment			0.00
NY - MICTMT (Transit Tax)			0.00
Total Employer Taxes and Contributions			5,105.22

CHASE CHECKING ACCOUNT ACTIVITY

June 12 to July 12, 2023

Details	Posting Date	Description	Amount	Type
CREDIT	7/12/2023	DEPOSIT	1,599.42	MISC_CREDIT
CREDIT	7/12/2023	DEPOSIT	549.16	MISC_CREDIT
DEBIT	7/11/2023	Online Payment 17862914457 To PITNEY BOWES GLOBAL FINANCIAL 07/11	(219.06)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862878955 To CARDMEMBER SERVICE 07/11	(2,165.79)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862884312 To PORT JERVIS WATER DEPT 07/11	(286.61)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862865544 To ORANGE & ROCKLAND UTILITIES 07/11	(1,096.52)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862874843 To Neversink Lumber Co. Inc 07/11	(30.68)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862881304 To Brodart Co 07/11	(196.94)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862880138 To Brodart Co 07/11	(72.00)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862852339 To Brodart Co 07/11	(71.27)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862848274 To Baker and Taylor 07/11	(17.63)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862838994 To Baker and Taylor 07/11	(81.91)	BILLPAY
DEBIT	7/11/2023	Online Payment 17862819233 To Baker and Taylor 07/11	(170.11)	BILLPAY
CHECK	7/11/2023	CHECK 1095	(400.00)	CHECK_PAID
DEBIT	7/11/2023	Online Payment 17857291615 To NY ST DEPT CIVIL SVC-AGENCY PMT 07/11	(8,341.57)	BILLPAY
DEBIT	7/11/2023	Basic Online Payroll Payment 11024128497 to #####4726	(164.90)	BASIC_PAYROLL
DEBIT	7/11/2023	Basic Online Payroll Payment 11024128498 to #####2214	(164.90)	BASIC_PAYROLL
DEBIT	7/11/2023	Basic Online Payroll Payment 11024128501 to #####9692	(164.90)	BASIC_PAYROLL
DEBIT	7/11/2023	Basic Online Payroll Payment 11024128500 to #####3325	(164.90)	BASIC_PAYROLL
DEBIT	7/11/2023	Basic Online Payroll Payment 11024128499 to #####7906	(164.90)	BASIC_PAYROLL
DEBIT	7/10/2023	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:230710 CO ENT	(725.80)	ACH_DEBIT
DEBIT	7/6/2023	SERVICE CHARGES FOR THE MONTH OF JUNE	(30.85)	FEE_TRANSACTION
CHECK	7/6/2023	CHECK 1093	(534.00)	CHECK_PAID
DEBIT	7/5/2023	ORIG CO NAME:NYS DTF WT ORIG ID:\$146013200 DESC DATE: CO ENTRY D	(695.29)	ACH_DEBIT
DEBIT	7/5/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:070523 CO ENTRY DF	(4,376.68)	ACH_DEBIT
DEBIT	7/3/2023	Online ACH Payment 11023424518 To Katelyn (_#####7795)	(503.59)	ACH_PAYMENT
DEBIT	7/3/2023	Online ACH Payment 11023424512 To Evelyn (_#####9708)	(1,944.65)	ACH_PAYMENT
DEBIT	7/3/2023	Online Payment 17772446201 To Kanopy 07/03	(57.00)	BILLPAY
DEBIT	7/3/2023	Basic Online Payroll Payment 11023467450 to #####0031	(72.00)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023428247 to #####4522	(6,597.82)	BASIC_PAYROLL

DEBIT	7/3/2023	Basic Online Payroll Payment 11023424490 to #####8241	(315.74)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424517 to #####2761	(323.07)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424497 to #####0649	(356.06)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424509 to #####0031	(805.72)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424513 to #####7671	(1,457.88)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424516 to #####4263	(897.58)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424493 to #####2902	(1,646.31)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424495 to #####4522	(1,657.05)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424496 to #####7258	(261.52)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424492 to #####3260	(365.63)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424494 to #####5804	(495.93)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424491 to #####7064	(359.38)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424510 to #####9748	(473.91)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424514 to #####5734	(561.13)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424499 to #####1601	(740.61)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424511 to #####0937	(945.28)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424498 to #####7419	(87.00)	BASIC_PAYROLL
DEBIT	7/3/2023	Basic Online Payroll Payment 11023424515 to #####1376	(402.60)	BASIC_PAYROLL
DEBIT	6/29/2023	Online ACH Payment 11023258194 To SusanWade (_#####0178)	(4,812.50)	ACH_PAYMENT
DEBIT	6/28/2023	Online ACH Payment 11023160887 To SusanWade (_#####0178)	(238.00)	ACH_PAYMENT
DEBIT	6/28/2023	Online ACH Payment 11023160717 To SusanWade (_#####0178)	(103.00)	ACH_PAYMENT
CHECK	6/27/2023	CHECK 1092	(525.00)	CHECK_PAID
CHECK	6/26/2023	CHECK 1091	(2,965.27)	CHECK_PAID
CHECK	6/23/2023	CHECK 1090	(358.60)	CHECK_PAID
CHECK	6/23/2023	CHECK 1084	(20.00)	CHECK_PAID
DEBIT	6/22/2023	Basic Online Payroll Payment 11022340452 to #####2902	(413.50)	BASIC_PAYROLL
DEBIT	6/22/2023	Basic Online Payroll Payment 11022340451 to #####7671	(130.03)	BASIC_PAYROLL
DEBIT	6/21/2023	Online Payment 17678723150 To BLACKSTONE PUBLISHING 06/21	(39.99)	BILLPAY
DEBIT	6/21/2023	Online Payment 17678705771 To Baker and Taylor 06/21	(337.60)	BILLPAY
DEBIT	6/21/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY D	(706.27)	ACH_DEBIT
DEBIT	6/21/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:062123 CO ENTRY DE	(4,431.82)	ACH_DEBIT
CHECK	6/20/2023	CHECK 1087	(16.17)	CHECK_PAID
DEBIT	6/20/2023	Online ACH Payment 11022037821 To Katelyn (_#####7795)	(506.81)	ACH_PAYMENT
DEBIT	6/20/2023	Online ACH Payment 11022037822 To Evelyn (_#####9708)	(1,944.66)	ACH_PAYMENT

DEBIT	6/20/2023	Online ACH Payment 11022157823 To GreenwaldDohertyLLP (_#####5637)	(3,135.00)	ACH_PAVNMENT
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037819 to #####9748	(399.62)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037815 to #####0937	(945.27)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037811 to #####7258	(143.90)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037810 to #####7064	(418.93)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037820 to #####4263	(897.57)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037816 to #####7671	(1,457.88)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037817 to #####2761	(204.00)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037808 to #####7419	(336.39)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037803 to #####3260	(420.80)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037813 to #####5804	(495.94)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037818 to #####1376	(559.46)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037806 to #####4522	(1,657.05)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037804 to #####8241	(315.75)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037805 to #####0649	(356.06)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037823 to #####5734	(548.20)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037809 to #####1601	(782.08)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037812 to #####2902	(1,646.32)	BASIC_PAYROLL
DEBIT	6/20/2023	Basic Online Payroll Payment 11022037814 to #####0031	(805.73)	BASIC_PAYROLL
DEBIT	6/15/2023	Online Payment 17631858400 To REGIONAL FOOD BANK OF NENY 06/15	(29.44)	BILLPAY
DEBIT	6/15/2023	Online Payment 17631860838 To Baker and Taylor 06/15	(545.42)	BILLPAY
DEBIT	6/15/2023	Online Payment 17631848026 To Baker and Taylor 06/15	(80.05)	BILLPAY
DEBIT	6/15/2023	Online Payment 17631828951 To Time Warner Cable 06/15	(202.74)	BILLPAY
DEBIT	6/15/2023	Online Payment 17631845539 To ORANGE & ROCKLAND UTILITIES 06/15	(952.88)	BILLPAY
DEBIT	6/15/2023	Online Payment 17631833797 To Frontier 06/15	(55.29)	BILLPAY
CHECK	6/14/2023	CHECK 1088	(160.00)	CHECK_PAID
CHECK	6/13/2023	CHECK 1086	(125.00)	CHECK_PAID
DSLIP	6/13/2023	DEPOSIT ID NUMBER 797829	1,467.95	DEPOSIT
DSLIP	6/13/2023	DEPOSIT ID NUMBER 797833	3,492.32	DEPOSIT
CHECK	6/12/2023	CHECK 1089	(160.00)	CHECK_PAID



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE
INDEPENDENCE DAY HOLIDAY

Activity Summary General Account

6/1/2023 - 6/30/2023

Investment Pool Summary	MAX
Beginning Balance	\$1,238,494.52
Dividends	\$5,038.18
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$1,238,532.70
Average Monthly Rate	4.969%
Share Price	\$1.000
Total	\$1,238,532.70
Total Fixed Income	\$0.00

Account Total **\$1,238,532.70**

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
Mike Marino
(845) 305-4044
mmarino@pmanetwork.com



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

June 01, 2023 through June 30, 2023

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

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

00005317 DRI 802 141 18723 NNNNNNNNNN P 1 000000000 D2 0000

PORT JERVIS FREE LIBRARY
 138 PIKE STREET
 PORT JERVIS NY 12771



You now have more time to let us know about certain check errors on your account

In June we increased the timeframe for when you can make a claim for checks drawn on your account that have either been altered or that you did not authorize. You now have up to 60 days from when we make a statement available to make a claim on these items in order to be considered for reimbursement.

We've updated the **Safeguarding Your Information** section in our Deposit Account Agreement to reflect this change as well as provide additional information about our check claims process.

If you'd like a copy of the Deposit Account Agreement, please visit chase.com/business/disclosures, visit a branch or call us at the number on this statement. We also accept operator relay calls.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$186,809.52	\$118,441.58
Chase Business Premier Savings	[REDACTED]	1,996.27	1,996.35
Total		\$188,805.79	\$120,437.93
TOTAL ASSETS		\$188,805.79	\$120,437.93



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T STATEMENT OF ACCOUNT

MB 01 040941 29287 H 97 B
PORT JERVIS FREE LIBRARY
HARRISON-THORNE ACCT
138 PIKE ST
PORT JERVIS NY 12771-1879

Page: 1 of 2
Statement Period: Jun 01 2023-Jun 30 2023
Cust Ref #: 6755345519-502-T-0
Primary Account #: [REDACTED]



Public Funds Savings

PORT JERVIS FREE LIBRARY
HARRISON-THORNE ACCT

Account: [REDACTED]

002399 1/1

ACCOUNT SUMMARY

Beginning Balance	7,337.71	Interest Earned This Period	3.02
Other Credits	3.02	Interest Paid Year-to-Date	14.75
Ending Balance	7,340.73	Annual Percentage Yield Earned	0.50%
		Days in Period	30

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
06/30	INTEREST PAID	3.02
	Subtotal:	3.02



PORT JERVIS FREE LIBRARY
 PROPOSED BUDGET ADJUSTMENTS
 FISCAL YEAR ENDED JUNE 30, 2023

FROM:

6131 Benefits Health Insurance \$ 55,900

estimate significantly over actual experience

TO:

6002 Salaries-Director	\$ 3,925
6000 Salaries Clerical FT	27,950
6035 Periodicals	6,550
6045 Computer Eqpt/Software	400
6075 Copier Maintenance	75
6086 Professional Services	14,250
6133 Library Election	100
6137 Security System	225
6010 Employer Social Security	350
6057 Insurance Disability	2075

included last pay period for Beverly
 two P/T employees reclassified as F/T during year
 e-content billing included in this account; significant purchases
 for magazines, cost of which is mostly 2023-24
 increased costs of software
 additional toner needed to keep up with increased usage
 increased support from RCLS; legal counsel
 increased pay to tellers
 higher fees charged by PN Alarm
 estimate of cost was off
 cost of coverage underestimated

Director's Report

Prepared by Evelyn Rogers for Port Jervis Free Library, July 10, 2023

The Hub

The seven new computers have been installed. Katelyn has been working in the space getting it organized for her to work in the area. Ralph is going to replace the floor because some of the tiles have buckled, he says once the tiles are in, he can replace the floor in a day. There are several laptops, about fourteen, leftover that are still usable, but are not supported by RCLS, I will be asking the staff for some ideas on how we can use them, I thought possibly having a Girls Who Code program, if there is an interest in this area for that. I am anticipating the Hub opening the last week in July and possibly having a grand re-opening in August, if that is necessary.

The Summer Reading Program

The program begins tomorrow with weekly activities and crafts. Staff will discuss more during the meeting with details. RCLS is hosting a Road Trip program where patrons will travel to different libraries and see what activities and events are happening, our library has signed up to be one of the participants, staff can also discuss that during the meeting.

Summer Youth Employment Program

This began on July 5, 2023. We have three students that have been working in the library, I gave them an orientation on Wednesday and had them read several of our policies. They've been working on tasks such as putting books away and shelf reading.

RCLS ILS Migration

The network system that the RCLS libraries use will be migrating to a newer updated system, demonstrations have been provided these past few weeks and are being forwarded to the employees to watch. This is an immense project that all the libraries and the system have been working on and either in September or October a decision will be made and is expected to go live in January 2024. Grace wants to make sure the library trustees are aware because of the cost to each of the libraries. As more details are available, I can provide more information, as of now there is still one more demonstration from an ILS vendor that we are all waiting for. The August or September library board meeting, I should have feedback from staff and all the information needed from all the vendors.

Toshiba and Frontier

Small problems arose earlier this month with both the copier on the first floor and the phone system, workmen from both were on the property and both problems are now repaired.

DASNY Grant

I am still waiting for estimates for the renovation for the reference room from Port Jervis Electric.

Future Programs

Mike Warden has offered to do a Cemetery Walk in Laurel Grove for the library with some local history and folklore in September. He is also available to do a book talk for his book.

The Orange County Audubon Society will be offering a Birding for Kids this summer.