

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
May 22, 2024, @ 10am

I Call to Order / Pledge of Allegiance

II Public Comment-

III Minutes: Approve- April 16, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- motion, to approve the 2024-2025 budget as discussed at the May 1, 2024, budget workshop meeting, with overall income/expenses of \$1,250,444, including \$1,184,556 to be raised through taxes.

Motion to approve LETTER OF AGREEMENT BETWEEN THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF ORANGE AND ULSTER COUNTIES AND THE PORT JERVIS FREE LIBRARY

VII. Old Business:

- Service Plan Zoom: 4/25; next session: 5/23
- Management meeting: 3/19; next meeting: pending
- '24/'25 preliminary budget workshop held: 5/1@ 5 pm
- Public Hearing: scheduled: 5/23@ 6 pm
- New hire & continued search

VIII New Business:

- Approve the 2024-2025 budget
- Approve Agreements with OUBOCES

IX Executive Session- Personnel

X Adjournment: Next meeting-Tuesday June 18, 2024 @ 10 am
Budget Vote and Trustee election Thursday June 6, Noon-8 pm

Minutes of the Port Jervis Free Library Board of Trustees

April 16, 2024

10:00 a.m.

Attachment 1
5/22/24

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

Public: Connie Treuting

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

III Public Comment – none

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the March 19, 2024 meeting.

Unanimously passed.

V Correspondence – none

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

Liz 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)

- Ulster-Orange wants to restart the GED program and inquired about leasing space. Evelyn informed the contact that the space would be provided free of charge. The sessions could be held Monday through Thursday, which might necessitate some logistical changes to be made. These will be addressed as they arrive.
- Ralph has suggested removing the picnic table behind the Library, as it has become a gathering place with trash being left. It was generally agreed that it would be better to leave the table in place and engage the users to encourage clean-up after themselves and cessation of smoking, in accordance with the prohibition of smoking near the building. A sign will be laminated and attached to the table asking for cooperation in cleaning up, and not smoking or drinking at the table. A trash can will also be made available.
- In instances of smoking marijuana in the restrooms, the police should be called, as this is a violation of the no-smoking within the building rule.
- Valerie stated that she appreciated receiving the program statistics report as a part of the Board packet.
- *Liz made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business

- An update on the painting restoration is expected end of May/beginning of June with completion expected by end of year.
- Evelyn will contact Judith Bachman, the RCLS attorney, to see if she has policy language addressing Trustee training. Evelyn is also searching for language under the ALA.
- There was a March 28 meeting on the Service Plan, and another Zoom meeting is scheduled for April 25.
- A follow-up FLEA management meeting was held on March 19. A follow-up meeting is pending.

IX New Business (Attachment 4A-E)

- The preliminary draft budget for FY 2024-25 was included in the Board packet. A budget workshop meeting will be held on May 1 at 5:00 PM.

X Next Meeting – The next regularly scheduled meeting will take place Wednesday, May 22, 2024 at 10:00 a.m. (note change of date).

XI Executive Session

Dick made a motion, seconded by Liz, to go into Executive Session at 10:17 a.m. to discuss personnel matters. Unanimously passed. Dick made a motion, seconded by Liz, to come out of Executive Session at 10:48 a.m. Unanimously passed. Evelyn was invited to participate in the Executive Session.

XII Adjournment – *Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:49 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,723,130.52
1006 · CHASE CHECKING	45,782.84
1007 · Chase Savings	1,197.35
1008 · NYLAF - Harrison Thune	7,546.29
Total Checking/Savings	1,777,957.00
Other Current Assets	
Payroll Asset	-799.42
Total Other Current Assets	-799.42
Total Current Assets	1,777,157.58
TOTAL ASSETS	1,777,157.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,798.39
Total Accounts Payable	9,798.39
Other Current Liabilities	
Payroll Liabilities	
2232 · NYS Retirement Arrears	67.43
Total Payroll Liabilities	67.43
2200 · Federal Withholding Tax Paya...	142.43
2210 · Social Security Tax Payable	40.39
2212 · Medicare Withholding Tax Pa...	250.28
2220 · NYS Withholding Tax	-715.33
2230 · NYS Retirement	11,103.39
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	10,884.23
Total Current Liabilities	20,682.62
Total Liabilities	20,682.62
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	435,397.64
Total Equity	1,756,474.96
TOTAL LIABILITIES & EQUITY	1,777,157.58

11:31 AM
05/10/24
Accrual Basis

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2023 through June 2024

Attachment 285
5/22/24

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Charges for Services				
4000 · Book Sales	2,560.87	3,000.00	-439.13	85.4%
4001 · Fines	802.47	750.00	52.47	107.0%
4002 · NonResident Fees	1,050.00	600.00	450.00	175.0%
4003 · Copier Fees	9,759.99	9,338.00	421.99	104.5%
Total Charges for Services	14,173.33	13,688.00	485.33	103.5%
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
Miscellaneous				
4004 · Gifts	1,352.64	300.00	1,052.64	450.9%
4008 · Library Merchandise	50.00	0.00	50.00	100.0%
Total Miscellaneous	1,402.64	300.00	1,102.64	467.5%
Operating Grants				
4023 · Local Public Funds OLA	3,062.90	3,000.00	62.90	102.1%
4025 · State Aid LLSA	5,174.00	5,000.00	174.00	103.5%
4026 · RCLS Grnts & St. Aid thru R...	7,500.00	10,000.00	-2,500.00	75.0%
Total Operating Grants	15,736.90	18,000.00	-2,263.10	87.4%
Interest Income	67,153.52	16,000.00	51,153.52	419.7%
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
Total Income	1,245,624.95	1,310,579.00	-64,954.05	95.0%
Gross Profit	1,245,624.95	1,310,579.00	-64,954.05	95.0%
Expense				
Personal Services				
6002 · Salaries Director	56,746.06	67,000.00	-10,253.94	84.7%
6000 · Salaries Clerical FT	138,707.39	189,000.00	-50,292.61	73.4%
6001 · Salaries Clerical PT	175,389.82	263,800.00	-88,410.18	66.5%
6003 · Salaries Maintenance	44,718.40	52,525.00	-7,806.60	85.1%
Total Personal Services	415,561.67	572,325.00	-156,763.33	72.6%
Contractual				
6005 · Board Reporting	863.00	1,827.00	-964.00	47.2%
6030 · Books	19,448.30	25,000.00	-5,551.70	77.8%
6031 · Books Children	4,302.27	7,000.00	-2,697.73	61.5%
6032 · Book Friends	876.51	1,000.00	-123.49	87.7%
6035 · Periodicals	9,906.92	8,000.00	1,906.92	123.8%
6038 · Audio Adult	2,996.04	4,500.00	-1,503.96	66.6%
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	11,593.10	15,000.00	-3,406.90	77.3%
6050 · Library Supplies	3,686.37	8,500.00	-4,813.63	43.4%
6055 · Ins/Fire, Liab, Comp	22,407.39	26,500.00	-4,092.61	84.6%
6060 · Utilities Electricity	10,368.44	17,000.00	-6,631.56	61.0%
6061 · Utilities Gas	3,472.04	11,000.00	-7,527.96	31.6%
6062 · Utilities Water	1,174.26	2,200.00	-1,025.74	53.4%
6065 · Utilities Telephone/Internet	4,092.65	6,000.00	-1,907.35	68.2%
6070 · Building Janitorial Supp	6,185.30	6,000.00	185.30	103.1%
6071 · Building Maintenance	16,530.00	24,977.00	-8,447.00	66.2%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	4,920.06	6,000.00	-1,079.94	82.0%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	68,862.00	65,000.00	3,862.00	105.9%
6087 · HUB	11.94	45,000.00	-44,988.06	0.0%
6088 · Bookkeeping	50,625.00	60,750.00	-10,125.00	83.3%
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	735.16	2,000.00	-1,264.84	36.8%
6125 · Programs	2,484.36	5,000.00	-2,515.64	49.7%
6126 · Programs Children	2,058.65	5,000.00	-2,941.35	41.2%
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	2,725.00	2,000.00	725.00	136.3%
Total Contractual	253,724.57	451,304.00	-197,579.43	56.2%
Employee Benefits				
6010 · Employer Social Security	14,631.05	45,000.00	-30,368.95	32.5%
6015 · Employer Medicare	6,026.02	9,250.00	-3,223.98	65.1%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-356.93	4,500.00	-4,856.93	-7.9%
6085 · Civil Service	1,693.27	5,200.00	-3,506.73	32.6%
6131 · Benefits Health Ins	94,665.01	160,000.00	-65,334.99	59.2%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
Total Employee Benefits	162,073.10	286,950.00	-124,876.90	56.5%
6560 · Payroll Expenses	0.46			
Total Expense	831,359.80	1,310,579.00	-479,219.20	63.4%
Net Ordinary Income	414,265.15	0.00	414,265.15	100.0%
Net Income	414,265.15	0.00	414,265.15	100.0%

Port Jervis Free Library
Payroll Summary
April 2024

Attachment 2
5/22/24

	Cassidy, Barbara M.		Cherry, Kalista M		Conklin, Mallory E		Conklin,...
	Hours	Rate	Apr 24	Hours	Rate	Apr 24	Hours
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director			0.00			0.00	
Salaries and Wages FT			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00	
Salaries and Wages PT	35.5	32.01	1,136.36	37	16.00	592.00	10.25
						16.46	168.72
Total Gross Pay	35.5		1,136.36	37		592.00	10.25
						168.72	40
Deductions from Gross Pay							
Health Insurance			0.00			0.00	
Retirement			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00	
Adjusted Gross Pay	35.5		1,136.36	37		592.00	10.25
						168.72	40
Taxes Withheld							
Federal Withholding			-88.00			-3.00	0.00
Medicare Employee			-16.48			-8.59	-2.45
Social Security Employee			-70.45			-36.71	-10.46
NY - Withholding			-49.00			-10.76	0.00
NY - Disability Employee			0.00			0.00	-0.84
Medicare Employee Addl Tax			0.00			0.00	0.00
Total Taxes Withheld			-223.93			-59.06	-13.75
Net Pay	35.5		912.43	37		532.94	10.25
						154.97	40
Employer Taxes and Contributions							
Medicare Company			16.48			8.59	2.45
Social Security Company			70.45			36.71	10.46
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			86.93			45.30	12.91

Port Jervis Free Library
Payroll Summary
April 2024

	Conklin, Matthew J.		Fedoruk, Olga		Feeney, Kylie		Joergle-Gildea, Stacy	
	Rate	Apr 24	Hours	Rate	Apr 24	Hours	Rate	Apr 24
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	17.93	717.20	64	18.45	1,180.80	67.25	16.00	1,076.00
Total Gross Pay		717.20	64		1,180.80	67.25		1,076.00
Deductions from Gross Pay								
Health Insurance	0.00			0.00			0.00	
Retirement	-21.52			0.00			0.00	
Total Deductions from Gross Pay		-21.52			0.00			0.00
Adjusted Gross Pay		695.68	64		1,180.80	67.25		1,076.00
Taxes Withheld								
Federal Withholding	-24.00			-72.00			-2.00	
Medicare Employee	-10.40			-17.12			-15.60	
Social Security Employee	-44.47			-73.21			-66.71	
NY - Withholding	-37.06			-24.46			-20.28	
NY - Disability Employee	0.00			-2.40			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld		-115.93			-189.19		-104.59	
Net Pay		579.75	64		991.61	67.25		971.41
Employer Taxes and Contributions								
Medicare Company	10.40			17.12			15.60	
Social Security Company	44.47			73.21			66.71	
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		54.87			90.33			82.31

Port Jervis Free Library Payroll Summary April 2024

	Joergle...		Kallahan, Tammi		Kroger, Alberta J.		Marion, Antonia	
	Apr 24	Hours	Rate	Apr 24	Hours	Rate	Apr 24	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	0.00			0.00			0.00	
Salaries and Wages PT	2,138.05	49	16.00	784.00	63	30.51	1,922.13	56
							20.27	1,135.12
Total Gross Pay	2,138.05	49		784.00	63		1,922.13	56
								1,135.12
Deductions from Gross Pay								
Health Insurance	0.00			0.00			0.00	
Retirement	0.00			0.00			0.00	
Total Deductions from Gross Pay	0.00			0.00			0.00	
Adjusted Gross Pay	2,138.05	49		784.00	63		1,864.47	56
								1,135.12
Taxes Withheld								
Federal Withholding	-183.00			0.00			-180.00	
Medicare Employee	-31.00			-11.37			-27.87	
Social Security Employee	-132.56			-48.60			-119.17	
NY - Withholding	-73.59			-8.60			-74.55	
NY - Disability Employee	0.00			0.00			-2.40	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-420.15			-68.57			-403.99	
Net Pay	1,717.90	49		715.43	63		1,460.48	56
Employer Taxes and Contributions								
Medicare Company	31.00			11.37			27.87	
Social Security Company	132.56			48.60			119.17	
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	163.56			59.97			147.04	
								86.84

Port Jervis Free Library Payroll Summary April 2024

	Penner, Darren		Penner, Sharon M.		Rogers, Evelyn		Sausch...
	Hours	Rate	Apr 24	Hours	Rate	Apr 24	Hours
Employee Wages, Taxes and Adjustments							
Gross Pay							
Salaries and Wages Director			0.00			0.00	
Salaries and Wages FT			0.00			0.00	140
Salaries and Wages MTNC			0.00			0.00	
Salaries and Wages PT	28	33.27	931.56	17	31.64	537.88	
Total Gross Pay	28		931.56	17		537.88	140
Deductions from Gross Pay							
Health Insurance			0.00			0.00	
Retirement			0.00			-231.72	
Total Deductions from Gross Pay			0.00			-231.72	
Adjusted Gross Pay	28		931.56	17		537.88	140
Taxes Withheld							
Federal Withholding			-58.00			-31.00	-284.00
Medicare Employee			-13.51			-7.80	-74.66
Social Security Employee			-57.76			-33.35	-319.25
NY - Withholding			-44.50			-0.01	-224.14
NY - Disability Employee			-2.40			0.00	-2.40
Medicare Employee Addl Tax			0.00			0.00	0.00
Total Taxes Withheld			-176.17			-72.16	-904.45
Net Pay	28		755.39	17		465.72	140
Employer Taxes and Contributions							
Medicare Company			13.51			7.80	74.66
Social Security Company			57.76			33.35	319.25
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			71.27			41.15	393.91

Port Jervis Free Library
Payroll Summary
April 2024

	Sauschuck, Taylor		Soberg, Julie		Sommers, Diane M.		Thiele, Diane M	
	Rate	Apr 24	Hours	Rate	Apr 24	Hours	Rate	Hours
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director		0.00		0.00	0.00		0.00	
Salaries and Wages FT	21.15	2,961.00		0.00	0.00		0.00	
Salaries and Wages MTNC		0.00	59	0.00	0.00	44	0.00	
Salaries and Wages PT		0.00		944.00	743.60		73.25	19.22
Total Gross Pay		2,961.00	59	944.00	743.60	44	73.25	
Deductions from Gross Pay								
Health Insurance		-289.14		0.00	0.00		0.00	
Retirement		-88.84		0.00	0.00		0.00	
Total Deductions from Gross Pay		-377.98		0.00	0.00		0.00	
Adjusted Gross Pay		2,583.02	59	944.00	743.60	44	73.25	
Taxes Withheld								
Federal Withholding		-272.00		0.00	-58.00		-10.78	
Medicare Employee		-42.94		-13.69	-10.78		-46.11	
Social Security Employee		-183.58		-58.53	-46.11		-16.98	
NY - Withholding		-113.96		-55.00	0.00		0.00	
NY - Disability Employee		-2.40		0.00	0.00		0.00	
Medicare Employee Addl Tax		0.00		0.00	0.00		0.00	
Total Taxes Withheld		-614.88		-127.22	-131.87		-73.25	
Net Pay		1,968.14	59	816.78	611.73	44	73.25	
Employer Taxes and Contributions								
Medicare Company		42.94		13.69	10.78		46.11	
Social Security Company		183.58		0.00	0.00		0.00	
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		226.52		72.22	56.89			

Port Jervis Free Library Payroll Summary April 2024

	Thiele, ...		Tidd, Ralph		Tobey, Katelyn A		Treuting, Connie	
	Apr 24	Hours	Rate	Apr 24	Hours	Rate	Apr 24	
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	140	17.74	2,483.60	
Salaries and Wages MTNC	0.00	160	25.25	4,040.00			0.00	
Salaries and Wages PT	1,407.87			0.00			0.00	
Total Gross Pay	1,407.87	160		4,040.00	140		2,483.60	
Deductions from Gross Pay								
Health Insurance	0.00			-144.56			0.00	
Retirement	0.00			0.00			-74.50	
Total Deductions from Gross Pay	0.00			-144.56			-74.50	
Adjusted Gross Pay	1,407.87	160		3,895.44	140		2,409.10	
Taxes Withheld								
Federal Withholding	-96.00			-372.00			-136.00	
Medicare Employee	-20.41			-58.58			-36.01	
Social Security Employee	-87.29			-250.48			-153.98	
NY - Withholding	-34.51			-173.96			-84.28	
NY - Disability Employee	-2.40			-2.40			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-240.61			-857.42			-410.27	
Net Pay	1,167.26	160		3,038.02	140		1,998.83	
Employer Taxes and Contributions								
Medicare Company	20.41			58.58			36.01	
Social Security Company	87.29			250.48			153.98	
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	107.70			309.06			189.99	
Total Employer Taxes and Contributions								

Port Jervis Free Library
Payroll Summary
April 2024

	Williams, Starr R.				TOTAL			
	Hours	Rate	Apr 24		Hours	Rate	Apr 24	
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director			0.00		140.00		5,149.20	
Salaries and Wages FT	140	17.96	2,514.40		560.00		13,024.20	
Salaries and Wages MTNC			0.00		160.00		4,040.00	
Salaries and Wages PT			0.00		719.50		15,415.29	
Total Gross Pay	140		2,514.40		1,579.50		37,628.69	
Deductions from Gross Pay								
Health Insurance			0.00				-770.40	
Retirement			-75.44				-549.68	
Total Deductions from Gross Pay			-75.44				-1,320.08	
Adjusted Gross Pay	140		2,438.96		1,579.50		36,308.61	
Taxes Withheld								
Federal Withholding			-220.00				-2,716.00	
Medicare Employee			-36.46				-545.62	
Social Security Employee			-155.89				-2,332.98	
NY - Withholding			-90.14				-1,393.00	
NY - Disability Employee			-2.40				-24.84	
Medicare Employee Addl Tax			0.00				0.00	
Total Taxes Withheld			-504.89				-7,012.44	
Net Pay	140		1,934.07		1,579.50		29,296.17	
Employer Taxes and Contributions								
Medicare Company			36.46				545.62	
Social Security Company			155.89				2,332.98	
NY - Disability Company			0.00				0.00	
NY - Unemployment			0.00				0.00	
NY - MCTMT (Transit Tax)			0.00				0.00	
Total Employer Taxes and Contributions			192.35				2,878.60	

PORT JERVIS FREE LIBRARY
CHASE CHECKING ACCOUNT ACTIVITY
April 9, 2024 to May 10, 2024

Attachment 210
5/22/24

Details	Posting Date	Description	Amount	Type
DEBIT	5/7/2024	Online Payment 20704296051 To ORANGE & ROCKLAND UTILITIES 05/07	(1,158.45)	BILLPAY
DEBIT	5/7/2024	Online Payment 20704296048 To Brodard Co 05/07	(135.45)	BILLPAY
DEBIT	5/7/2024	Online ACH Payment 11130869318 To Kalista (_#####6097)	(44.34)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873552 to #####7051	(45.35)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869309 to #####2761	(104.89)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130869323 To MatthewConnelly (_#####6231)	(138.28)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869310 to #####7064	(138.28)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130869320 To BrighidSeeger (_#####1948)	(177.32)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869312 to #####3260	(253.15)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873551 to #####0649	(377.70)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869316 to #####1376	(422.09)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130869322 To TAMMI (_#####0438)	(435.46)	ACH_PAYMENT
DEBIT	5/7/2024	Online ACH Payment 11130873556 To JulieSoberg (_#####1730)	(489.69)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873553 to #####9748	(538.53)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130873559 To Kylie (_#####2433)	(543.54)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869313 to #####4522	(565.11)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869314 to #####5734	(626.00)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873554 to #####1601	(719.43)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869317 to #####0031	(856.41)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869319 to #####4263	(967.04)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873555 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130869321 To Katelyn (_#####7795)	(999.42)	ACH_PAYMENT
DEBIT	5/7/2024	Basic Online Payroll Payment 11130869311 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	5/7/2024	Basic Online Payroll Payment 11130873550 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	5/7/2024	Online ACH Payment 11130869315 To Evelyn (_#####9708)	(2,006.50)	ACH_PAYMENT
DEBIT	5/6/2024	Online Payment 20695661851 To NY ST DEPT CIVIL SVC-AGENCY PMT 05/06	(8,305.37)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695549638 To Baker and Taylor 05/06	(183.95)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695576824 To Brodard Co 05/06	(49.86)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695549643 To CARDMEMBER SERVICE 05/06	(203.55)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695549642 To Brodard Co 05/06	(614.83)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695567397 To RCLS 05/06	(6,741.50)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695549647 To HOME DEPOT CREDIT SERVICES 05/06	(29.03)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695567388 To Baker and Taylor 05/06	(232.06)	BILLPAY

DEBIT	5/6/2024	Online Payment 20695576827 To Kanopy 05/06	(40.00)	BILLPAY
DEBIT	5/6/2024	Online Payment 20695549651 To Time Warner Cable 05/06	(129.99)	BILLPAY
DEBIT	5/3/2024	SERVICE CHARGES FOR THE MONTH OF APRIL	(127.05)	FEE_TRANSACTION
DEBIT	5/3/2024	Online ACH Payment 11130714655 To Cheshire (_#####5530)	(1,100.00)	ACH_PAYMENT
CREDIT	5/3/2024	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:CCT 100,000.00 ACH_CREDIT	(549.68)	ACH_DEBIT
DEBIT	5/2/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240502 CO ENTRY DESCR:CONS COI	(174.70)	BASIC_PAYROLL
DEBIT	5/1/2024	Basic Online Payroll Payment 11130307002 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	5/1/2024	Basic Online Payroll Payment 11130307001 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	5/1/2024	Basic Online Payroll Payment 11130307000 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	5/1/2024	Basic Online Payroll Payment 11130300762 to #####3325	(174.70)	BASIC_PAYROLL
DEBIT	5/1/2024	Basic Online Payroll Payment 11130307003 to #####4726	(5,062.50)	ACH_PAYMENT
DEBIT	5/1/2024	Online ACH Payment 11130307004 To SusanWade (_#####0178)	1,664.70	DEPOSIT
DSLIP	5/1/2024	DEPOSIT ID NUMBER 672742	11,379.78	DEPOSIT
DSLIP	5/1/2024	DEPOSIT ID NUMBER 672739	(100.00)	BASIC_PAYROLL
DEBIT	4/30/2024	Basic Online Payroll Payment 11130306123 to ###0031	(3,500.00)	CHECK_PAID
CHECK	4/29/2024	CHECK 1114	(189.31)	CHECK_PAID
CHECK	4/26/2024	CHECK 1113	(694.72)	ACH_DEBIT
DEBIT	4/24/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax PaymentSE	(4,204.06)	ACH_DEBIT
DEBIT	4/24/2024	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:042424 CO ENTRY DESCR:USATAXPYMTS	(185.16)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552888038 To Baker and Taylor 04/23	(1,475.00)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552888040 To Greenwald Doherty LLP 04/23	(904.00)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552888041 To NY ST DEPT CIVIL SVC-AGENCY PMT 04/23	(9,403.27)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552880995 To Brodard Co 04/23	(59.22)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552880992 To BLACKSTONE PUBLISHING 04/23	(99.98)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552880999 To PITNEY BOWES GLOBAL FINANCIAL SV 04/23	(219.06)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552881003 To PORT JERVIS WATER DEPT 04/23	(348.35)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552927581 To RCLS 04/23	(781.00)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552912687 To PROQUEST LLC 04/23	(2,744.81)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552919179 To Brodard Co 04/23	(119.78)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552933727 To BLACKSTONE PUBLISHING 04/23	(35.99)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552924013 To BLACKSTONE PUBLISHING 04/23	(205.47)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552893112 To BLACKSTONE PUBLISHING 04/23	(25.56)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552915654 To Baker and Taylor 04/23	(109.43)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552891705 To Baker and Taylor 04/23	(532.29)	BILLPAY
DEBIT	4/23/2024	Online Payment 20552890794 To Baker and Taylor 04/23	(108.88)	BILLPAY
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393632 to #####7051	(60.47)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129384998 To MatthewConnelly (_#####6231)	(144.93)	ACH_PAYMENT

DEBIT	4/23/2024	Basic Online Payroll Payment 11129393630 to #####7064	(144.94)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129384995 to #####2761	(245.96)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393633 to #####3260	(305.87)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393631 to #####0649	(377.69)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129393642 To TAMMI (#####0438)	(378.92)	ACH_PAYMENT
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393629 to #####4522	(435.00)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129385000 To Julesoberg (#####1730)	(464.92)	ACH_PAYMENT
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393634 to #####9748	(495.81)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129384999 To Kylie (#####2433)	(521.81)	ACH_PAYMENT
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393636 to #####1376	(542.43)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393639 to #####5734	(556.00)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129384996 to #####1601	(719.42)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393640 to #####0031	(861.50)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393635 to #####4263	(967.03)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393638 to #####0937	(984.07)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129393637 To Katelyn (#####7795)	(999.41)	ACH_PAYMENT
DEBIT	4/23/2024	Basic Online Payroll Payment 11129384997 to #####7671	(1,519.01)	BASIC_PAYROLL
DEBIT	4/23/2024	Basic Online Payroll Payment 11129393628 to #####2902	(1,736.02)	BASIC_PAYROLL
DEBIT	4/23/2024	Online ACH Payment 11129393641 To Evelyn (#####9708)	(2,006.52)	ACH_PAYMENT
DEBIT	4/10/2024	ORIG CO NAME: NYS DTF WT ORIG ID: S146013200 DESC DATE: CO ENTRY DESCR: USATAXPYMTS	(698.28)	ACH_DEBIT
DEBIT	4/10/2024	ORIG CO NAME: IRS ORIG ID: 3387702000 DESC DATE: 041024 CO ENTRY DESCR: USATAXPYMTS	(4,269.14)	ACH_DEBIT
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042985 to #####7051	(94.50)	BASIC_PAYROLL
DEBIT	4/9/2024	Online ACH Payment 11128052720 To MatthewConnelly (#####6231)	(144.94)	ACH_PAYMENT
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042982 to #####7064	(144.94)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042986 to #####2761	(219.76)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128052718 to #####3260	(305.86)	BASIC_PAYROLL
DEBIT	4/9/2024	Online ACH Payment 11128052721 To TAMMI (#####0438)	(336.51)	ACH_PAYMENT
DEBIT	4/9/2024	Online ACH Payment 11128042994 To Julesoberg (#####1730)	(351.86)	ACH_PAYMENT
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042979 to #####0649	(377.70)	BASIC_PAYROLL
DEBIT	4/9/2024	Online ACH Payment 11128042992 To Kylie (#####2433)	(449.60)	ACH_PAYMENT
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042988 to #####1376	(475.81)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042983 to #####4522	(477.43)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042980 to #####9748	(495.80)	BASIC_PAYROLL
DEBIT	4/9/2024	Online ACH Payment 11128042995 To Kalista (#####6097)	(532.94)	ACH_PAYMENT
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042993 to #####5734	(611.26)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042981 to #####1601	(741.06)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042990 to #####0031	(856.40)	BASIC_PAYROLL
DEBIT	4/9/2024	Basic Online Payroll Payment 11128042991 to #####4263	(967.04)	BASIC_PAYROLL

DEBIT	4/9/2024 Basic Online Payroll Payment 11128052719 to #####0937	(984.07) BASIC_PAYROLL
DEBIT	4/9/2024 Online ACH Payment 11128042987 To Katelyn (_#####7795)	(999.42) ACH_PAYMENT
DEBIT	4/9/2024 Basic Online Payroll Payment 11128052717 to #####7671	(1,519.01) BASIC_PAYROLL
DEBIT	4/9/2024 Basic Online Payroll Payment 11128042984 to #####2902	(1,736.02) BASIC_PAYROLL
DEBIT	4/9/2024 Online ACH Payment 11128042989 To Evelyn (_#####9708)	(2,006.51) ACH_PAYMENT
DEBIT	4/9/2024 Online Payment 20409772568 To Time Warner Cable 04/09	(129.99) BILLPAY
DEBIT	4/9/2024 Online Payment 20409772566 To Time Warner Cable 04/09	(205.81) BILLPAY
DEBIT	4/9/2024 Online Payment 20409769242 To TOSHIBA FINANCIAL SERVICES (ELEC 04/09	(471.69) BILLPAY
DEBIT	4/9/2024 Online Payment 20409752026 To Frontier 04/09	(56.09) BILLPAY
DEBIT	4/9/2024 Online Payment 20409765534 To CARDMEMBER SERVICE 04/09	(2,853.17) BILLPAY
DEBIT	4/9/2024 Online Payment 20409733069 To ORANGE & ROCKLAND UTILITIES 04/09	(1,258.12) BILLPAY
DEBIT	4/9/2024 Online Payment 20409754163 To Time Warner Cable 04/09	(205.81) BILLPAY



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

March 30, 2024 through April 30, 2024

Primary Account

Attachment 2c
5/22/24

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

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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		\$113,863.95	\$40,271.65
Chase Business Premier Savings		1,997.09	1,997.18
Total		\$115,861.04	\$42,268.83

TOTAL ASSETS

\$115,861.04 **\$42,268.83**

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$113,863.95
Deposits and Additions	2	4,970.31
Checks Paid	2	-3,689.31
Electronic Withdrawals	84	-74,841.85
Fees	1	-31.45
Ending Balance	89	\$40,271.65

Your Chase Platinum Business Checking account provides:

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

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

NYLAF Monthly Statement
 Port Jervis Free Library

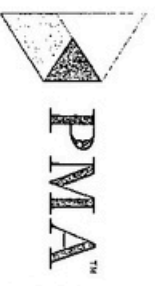
Activity Summary (General Account)

Investment Pool Summary	MAX
Beginning Balance	\$1,715,757.27
Dividends	\$7,373.25
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$1,723,130.52
Average Monthly Rate	5.229%
Share Price	\$1.000
Total	\$1,723,130.52
Total Fixed Income	\$0.00
Account Total	\$1,723,130.52

Please Note:
 THE FUND WILL BE CLOSED MAY 27TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

4/1/2024 - 4/30/2024

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



Your PMA Representative
 Jarett Felty
 (717) 519-6006
 jfelty@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 MAY 27TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

Activity Summary (Harrison-Thune)

4/1/2024 - 4/30/2024

Investment Pool Summary

MAX

Beginning Balance

\$7,513.96

Dividends

\$32.33

Purchases

\$0.00

Redemptions

\$0.00

Ending Balance

\$7,546.29

Average Monthly Rate

5.229%

Share Price

\$1.000

Total

\$7,546.29

Total Fixed Income

\$0.00

Account Total

\$7,546.29

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



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

Your PMA Representative
Jarett Felty
(717) 519-6006
jfelty@pmanetwork.com

Port Jervis Free Library

Director's Report

May 10, 2024

Submitted by Evelyn Rogers

GED- Attached is the MOU from Orange-Ulster BOCES, please review and I will return to them after the board meeting.

DASNY Grant- The Senator's office and DASNY are both encouraging the library to not return the funds, RCLS is also recommending that the funds are not turned away, RCLS gave me some ideas of how to use the money, EV Charging stations and Self Check Out machines for libraries are both in the price range of the grant. I will discuss more at the Board Meeting.

New Hires – Two new hires began in the past two weeks, the other applicants that applied, I will be setting up interviews next week for help with summer reading.

Strategic Planning outreach- I've heard back from about half the people on the list I have so far, everyone has been very positive and interested in supporting the library.

Elections- Petitions were dropped off at the school admin building for signature verification. No petitions were submitted by another candidate. Board of Elections emailed voter lists to library.

Patron- The patron that was asked to leave on May 4th, he's been in the library a few times since. He may be a patron that we need to ban from the library for a period such as three months or six months. Yesterday, 5/09/24, a patron complained that he was vaping in the building, Toni came and asked me to talk with him. When I approached him he didn't have a vape in view, I said to him that there has been a complaint about him vaping and he is not allowed to do that in building and to go outside to vape and come back afterwards. He was pleasant with me and left for the day, but staff have told me he's been argumentative with them. I'd like to discuss this with all of you and get your feedback.

Statistics from Children's are also attached.

Program Statistics for April 2024

Attachment 2B
1722/24

Date	Topic	Attendance/ Participation	Notes
all month	JJ Lit Kits	On Pause	For Preschoolers
all month	J Lit Kits	On Pause	For grades K-6
Mondays	Maker Mondays	71	5 Sessions; all ages
Wednesdays	Mixed Story Time	16 kids + 11 adults	2 Session; Ages 0-5 Stories, songs, interactive activities
April 18	Tween Shoe Chains	1	Craft program for grades 5-8
April 19	Full STEAM Ahead: Earth Day	7	Grades K-4. STEM program focused on Earth Day. Made paper.
April 26	Making Sense of Cents	4 kids	Hands on math/money program. Grades K & up
April 29	Music & Movement	1 kid + 1 adult	Preschool music program
all month	YA Lit Kits	0	For grades 7 & up
April 9	TAG	0	Teen program
April 16	YA Book Discussion	Cancelled	Teen program
April 15	YA Jelly Bean Tasting	0	Teen program.
Thursdays	Fiber Crafts (adult program)	46	Adult program. 4 Sessions
April 18	Adult Book Discussion	6	1 session; evening session cancelled.
All month	Adult Lit Kits	On Pause	For adults
April 17	Genealogy Workshop	7	Adult program
April 25	Bullet Journal Workshop	4	Adult program
April 24	Tea Tasting	7	Adult program
April 16	True Crimes Talk Tuesday	5	Adult program
April 16	Write Now	Cancelled	Adult creative writing program.
April 11	Adult Coloring	0	Adults
April 11	Pop Art Pet Portraits	10	Adult art program
April 13	First Time Home Buyers Seminar	0	Presented by outside group
April 15	Letter Writing Social	0	Adult program for Letter Writing Month
April 23	DIY Herb Drying Racks	5	Adult craft program
April 24	NAACP Voter Registration Table	0	Outside group didn't show up.
April 20	Saturday Movie	cancelled	All ages
April 22	Bee Cups	4 kids + 4 adults	Grades 2 - adult; craft activity
April 19	HUB Resume Writing	0	Adult program.
Tuesday nights	AlAnon	No stats	Outside Group
Thursdays	Mahjong	No stats	Outside Group
April 6	Defensive Driving	No stats	Outside Group

Program Statistics for April 2024

April 20	WOW Meeting	Didn't show up	Outside Group
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Attachment 4A
5/22/24

PJFL Budget		FOR DISCUSSION PURPOSES			
Fiscal Year 2024/25 preliminary					
		2023/24 budget	change	2024/25 budget	current ytd
INCOME					
	BOOK SALES	\$ 3,000		\$ 3,000	1,971.52
	FINES	750		750	680.60
	NON-RES FEES	600	400	1,000	975.00
	COPIER FEES	9,338		9,338	7,351.04
	GIFTS	300		300	746.43
	LIBRARY MERCHANDISE	-		-	35.00
	LOCAL PUBLIC FUNDS OLA	3,000		3,000	-
	STATE AID LLSA	5,000		5,000	5,174.00
	RCLS GRANTS and State Aid through RCLS/Bullet Aid	10,000		10,000	7,500.00
	State Aid Construction	-		-	
	INTEREST	16,000	3,000	19,000	52,049.44
	REAL PROP. TAX	1,143,257	41,299	1,184,556	3.61% tax cap 1,142,839.88
	Services to Other Governments	13,000		13,000	2,850.00
	PILOT & OTHER MISCELLANEOUS	1,500	-	1,500	1,468.68
	USE OF FUND BALANCE	104,834	(104,834)	-	
TOTAL INCOME		\$ 1,310,579	(60,135)	\$ 1,250,444	\$ 1,223,642

PJFL Budget						
Fiscal Year 2024/25 preliminary		FOR DISCUSSION PURPOSES				
EXPENSES		2023/24 budget	changes	2024/25 budget		current ytd
	SALARIES FT	\$ 189,000	11,000.00	\$ 200,000		119,171.09
	SALARIES PT	263,800	(11,000)	252,800		152,193.23
	SALARIES DIRECTOR	67,000	1,340	68,340	2% increase	49,022.26
	SALARIES MAINTENANCE	52,525	1,050	53,575	2% increase	38,658.40
	BOARD REPORTING	1,827		1,827	\$17.50/hr - \$0.50/hr increase	863.00
	EMPLOYER SS	45,000		45,000		22,262.54
	EMPLOYER MED	9,250		9,250		5,206.56
	BOOKS - ADULT	25,000		25,000		17,892.98
	BOOKS - CHILD	7,000		7,000		3,323.13
	Books Friends	1,000		1,000		687.20
	PERIODICALS/SUBSCRIPTIONS	8,000	2,000	10,000		7,354.92
	AUDIO - ADULT	4,500		4,500		2,565.06
	VIDEO - ADULT	4,650		4,650		-
	VIDEO - CHILD	1,500		1,500		-
	ANSER	50,000	(20,540)	29,460		-
	COMPUTER EQPT	15,000	5,000	20,000		8,848.29
	LIBRARY SUPPLIES	8,500		8,500		3,336.83
	INS.-FIRE & LIAB.	26,500	3,500	30,000		22,407.39
	INS.-WRKMS COMP	8,000		8,000		542.68
	INS.-DISABILITY	4,500		4,500		(319.84)
	ELECTRICITY	17,000		17,000		8,711.47
	GAS	11,000		11,000		2,712.44
	WATER	2,200		2,200		825.91
	TELEPHONE	6,000		6,000		3,570.77
	JANITOR SUPPLIES	6,000		6,000		6,117.89
	BUILDING MTNC	24,977		24,977		7,630.00
	BUILDING IMPROVEMENTS	29,650		29,650		-
	COPIER MTNC	6,000	1,000	7,000	increased usage	4,448.37
	MICROFILM MTNC	750		750		630.00
	CIVIL SERVICE	5,200		5,200		1,693.27
	PROF. SVCS	65,000	15,000	80,000		57,716.50
	HUB	45,000	(40,000)	5,000		11.94
	BOOKKEEPING	60,750	1,215	61,965	2% increase	40,500.00
	ADVERTISING	500		500		-
	CONFERENCES	700		700		637.00
	DUES	600		600		-
	POSTAGE	2,000		2,000		438.12
	PROGRAMS	5,000		5,000		2,484.36
	PROGRAMS - CHILDREN	5,000		5,000		1,558.00
	HEALTH INS.	160,000	(30,000)	130,000		76,364.97
	RETIREMENT	55,000		55,000		44,872.00
	LIBRARY ELECTION	1,200	300	1,500		-
	ELEVATOR MTNC.	6,000		6,000		2,131.81
	HIST. PRESVTN.	500		500		-
	SECURITY SYSTEM	2,000		2,000		800.00
TOTAL EXPENSES		1,310,579	(60,135)	1,250,444		717,870.54

Request for Proposal (RFP): Bookkeeper/treasurer services

The Port Jervis Free Library invites you to submit a proposal for bookkeeping/treasurer services.

The successful candidate will be responsible for all phases of bookkeeping and cash management, including but not limited to all phases of payroll processing, vendor payments, banking, financial reporting, budget preparation and monitoring, governmental reporting, reporting to the Board of Trustees, interface with NYS civil service organizations, liaison with external accountants.

The position reports to the Board of Trustees of the Library.

Must have working knowledge of QuickBooks and Excel.

Compensation is commensurate with experience. The contract is reviewed on an annual basis.

Questions concerning this RFP should be directed to trustee@pjfl.org using the subject line:

RFP-bookkeeper/treasurer services by 5:00 PM on **July 12, 2024**.

Answers will be posted to the Library's website at PortJervisLibrary.org by ?

Documents must be posted in PDF format via email to trustee@pjfl.org by 5:00 PM on ?_____.

The Board of Trustees intends to award the contract by **July 16, 2024**, with the goal of full functionality by August 20, 2024.

All candidates will be informed of the decision by **July 19, 2024**.



Form Status: Unsubmitted

Step 11 of 15 - Tax Levy Limit Calculation

This is the maximum that a local government may raise in taxes without passing an override.

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2024	\$1,143,257
✓	Tax Cap Reserve Offset from FYE 2023 Used to Reduce FYE 2024 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2024	---
✓	Tax Base Growth Factor	1.0000
✓	PILOTs Receivable FYE 2024	\$1,469
✓	Tort Exclusion Amount Claimed in FYE 2024	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2025	\$1,400
✓	Available Carryover from FYE 2024	\$17,973
	Tax Levy Limit Before Adjustments/Exclusions	\$1,184,194

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$1,184,194

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$362
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$362
	Your FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$1,184,556

Cancel

Previous

Next

ADMINISTRATION

William J. Hecht
Chief Operating Officer

Deborah McBride Heppes
Deputy Superintendent

Kerri B. Stroka
Assistant Superintendent

Sharleen Depew
Clerk of the Board



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William M. Boss, Vice-President

Michael Bello
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David Eaton

Edwin A. Estrada

**Career and
Technical
Education**

**Director Kathleen
Smith**
845-291-0300 x10310

**Assistant Director
Sara Puccio**
845-291-0300 x10320

**Coordinator of Adult
and Continuing
Education**
Lori Yakawiak, Ph. D.
845-781-6715 x10823

**Vocational
Coordinator**
Renee Mulligan
845-781-6715 x39107

**Newburgh Adult
Learning Center**
3 Washington Center,
First Floor
Newburgh, NY 12550

**Adult Education at
Amy Bull Crist Area
Education Center on
Gibson Road**
53 Gibson Road
Goshen, NY 10924

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
ORANGE AND ULSTER COUNTIES
AND
THE PORT JERVIS FREE LIBRARY**

The Orange-Ulster Board of Cooperative Educational Services (herein called OUBOCES), 53 Gibson Road, Goshen, New York and the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York will combine their resources to provide Literacy classes for the citizens of Port Jervis and surrounding community. The program will begin on or about July 1, 2024 and will end on or before June 30, 2025.

Obligations assumed by OUBOCES:

1. To aid in the establishment of a literacy classes for youth ages 16-24 to include General Equivalency Diploma (GED).
2. To perform student intake, instruction, and assessment.
3. The classes will meet as mutually agreed upon, Monday through Thursday 9am-12pm.
4. The instructors and facilitators for the program will be selected, supervised and paid by OUBOCES.
5. No tuition charges for this program will be made by OUBOCES to the Port Jervis Free Library.
6. OUBOCES will be the sole agent responsible for accepting requests for registrations, contacting new students and arranging for their admission to class.
 - a. OUBOCES staff will assist students with registering for the GED examination.

Obligations assumed by the Port Jervis Free Library:

1. The Port Jervis Free Library will provide suitable classroom space.
2. Individuals seeking literacy services will be advised of pertinent information relative to the nature of the program, its duration, and the time and days that the class meets.
3. The Port Jervis Free Library will make no monetary charge for the use of the facilities to either OUBOCES or the students in the program.

Additional obligations of OUBOCES and the Port Jervis Free Library:

- a. The OUBOCES shall provide during the life of this agreement general liability and property damage liability covering its operations and use of the premise under this agreement, the limits of coverage to be \$1,000,000 for any one accident, subject to a limit of \$1,000,000 for bodily injury, including wrongful death, for any one person. Property damage liability coverage shall be \$500,000 for each occurrence. All such insurance policies shall be written in the name of OUBOCES, and shall name the Externship Facility as an additional insured, the originals of said policies shall at all times on file with OUBOCES with a certificate of insurance to be issued the Externship Facility. OUBOCES has a \$10,000,000 umbrella policy.
- b. Each party shall indemnify, defend and hold the other harmless from and against any and all claims, suits, actions, causes of action, damages, judgments, liabilities, fines, penalties and expenses, including reasonable attorney fees and litigation costs, arising out of the indemnifying party's intentional or negligent acts or omissions. This provision shall survive any expiration, termination or non-renewal of this Agreement.
- c. This Agreement shall be governed by the laws of the State of New York. Any lawsuit arising under the terms and conditions of this Agreement shall be brought in the Supreme Court of the State of New York for the County of Orange.
- d. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations or agreements either oral or written. It may not be modified except by a writing signed by parties.

This agreement shall commence on July 1, 2024 and end on June 30, 2025. OUBOCES shall have the option to renew this agreement for an additional like period upon written notice to the Facility no less than thirty (30) days of the termination of this agreement, or as otherwise agreed to by both parties in writing.

KERRI STROKA
Deputy Superintendent
Orange-Ulster BOCES

DATE

EVELYN ROGERS
Director, Port Jervis Free Library

DATE

President of Port Jervis Library Board of Directors

DATE