

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA

February 10, 2026 @ 6pm

- I Call to Order / Pledge of Allegiance
- II Public Comment – Agenda Items Only
- III Minutes: Approve- Regular meeting of January 13th & Special Meeting of January 15th, 2026
- IV Approval of Statistics, Financial reports, and Bills
- V Director Report
- VI Action Items for Consideration:
 - Employee insurance buyout
- VII Old Business:
- VIII New Business: Employee insurance buyout
- IX Public Comment –
- X Adjournment: Next regular meeting Tuesday, March 10, 2026 @ 6pm

Minutes of the Port Jervis Free Library Board of Trustees

January 13, 2026

6:00 PM

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

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:00 PM.

II Public Comment – agenda – a patron stated that the description under Executive Session is too vague.

III Executive Session

- *Liz made a motion, seconded by Dick, to enter into Executive Session at 6:06 PM to consider a personnel matter regarding a patron complaint regarding a particular person. Passed 3-0; Carl abstained.*
- Carl was excused and exited the room with other attendees. Curran was invited to join trustees Valerie, Liz and Dick. The complaint with three items against a particular person was discussed.
- Upon completion all attendees were invited back into the room and Valerie requested a motion to return to open session.
- *Liz made a motion, seconded by Dick, to come out of Executive Session at 6:13 PM. Passed 3-0 (Valerie, Liz and Dick).*
- Valerie reported the executive session discussion regarding this complaint resulted in the decision that no further action was warranted.

IV Minutes

- *Liz made a motion, seconded by Dick, to approve the minutes from the December 9, 2025 meeting. Unanimously passed.*
- *Liz made a motion, seconded by Dick, to approve the minutes from the December 30, 2025 special meeting. Passed 3-0; Valerie abstained as she was not in attendance at the meeting.*

V Correspondence - None

VI Approval of Statistics and Financial Reports

Valerie made a motion, seconded by Liz, to approve the financial report as presented. Unanimously carried.

VII Director's Report

- Curran gave his report and added the following items that transpired after the written report was submitted:
 - Two part-time employees have submitted resignations, effective January 22 and 24, respectively.
 - Staff day will be rescheduled from February 13 to February 27.
 - The circulator needs to be replaced in the next few weeks. (An emergency session by the Board has been called for January 15, 2026 at 5:00 PM to address.)
 - The security camera installation is complete; training and software installation are still outstanding items.

- The DASNY grant will be addressed, as it has been delayed due to other more timely issues needing to be addressed.
- *Liz made a motion, seconded by Valerie, to approve the January 2026 Director's Report as submitted and presented. Unanimously passed.*

VIII Unfinished Business

- Carl reported that FLEA had detected a few errors/inconsistencies in the contract. This item will be added to the Special Meeting agenda on January 15.

IX New Business

- *Liz made a motion, seconded by Dick, to approve the Mohonk Preserve Library Membership program as presented. Unanimously passed.*
- *Valerie made a motion, seconded by Dick, to accept the resignation of Antonia Marion effective January 22, 2026. Unanimously passed.*
- *Valerie made a motion, seconded by Liz to accept the resignation of Austin Curreri effective January 24, 2026. Unanimously passed.*
- Carl stated that the Board acknowledges the receipt of a patron complaint regarding a particular person.

X Public Comment

- Five members of the public spoke in support of reestablishing a Friday Yoga class.
- One member of the public stated that the floor in the basement level is uneven.
- One member of the public stated that an American Indian Advancement Fund has been established to ensure a sufficient selection of related items will be provided through these funds. Carl asked that Curran follow up with a report.
- One member of the public stated that the description regarding Executive Session needs to be more specific, and asked about the status of a FOIL request.

XI Executive Session

- *Dick made a motion, seconded by Liz, to enter into Executive Session at 6:51 PM to consider a personnel matter regarding a patron complaint regarding a particular person(s). Passed 3-0; Valerie left the meeting due to another appointment.* The Director and another employee were interviewed separately in Executive Session.
- *Dick made a motion, seconded by Liz, to come out of Executive Session at 7:01 PM. Passed 3-0 (Carl, Liz and Dick).*
- Carl stated the Board interviewed individuals believed to have knowledge regarding the patron complaint raised against library personnel and that there was nothing to report at this time.

XII Next Meeting

- A special meeting is scheduled for January 15, 2026 at 5 PM.
- The next regular meeting is scheduled for February 10, 2026 at 6 PM.

XIII Adjournment

Dick made a motion, seconded by Liz, to adjourn the meeting at 7:01 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees
January 15, 2026 -- Special meeting
5:00 PM

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

I Call to Order/Pledge of Allegiance - The meeting was called to order at 5:00 PM.

II Public Comment – agenda – none

III Unfinished Business

- *Liz made a motion, seconded by Dick, to approve the Agreement By and Between the Port Jervis Free Library Board of Trustees and the Port Jervis Free Library Employee's Association, Term July 1, 2025 – June 30, 2028.* Carl stated that the Board had received an amended final draft of the contract as first described in the ratified and approved MOA. FLEA noted discrepancies with Article III, Section 2, page 4 (effective dates needed to be updated); and Appendix A, page 19 (regarding starting salaries and raises.) It should be noted employees still need to serve the whole probationary period set out by the City of Port Jervis Civil Service Rules. ***Unanimously passed.***

IV New Business

- *Valerie made a motion, seconded by Dick, to approve the emergency expenditure for Cheshire and Sons to replace the Bell and Gossett ¼ horsepower, 2-1/2 inch circulator pump in the amount of \$9,500.* Carl stated that this will include draining the system and refilling with new chemicals. ***Unanimously passed.***

V Public Comment -- none

VI Next Meeting

- The next regular meeting is scheduled for February 10, 2026 at 6 PM.

VII Adjournment

Dick made a motion, seconded by Valerie, to adjourn the meeting at 5:05 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Port Jervis Free Library
Balance Sheet
As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	2,294,838.82
1006 · CHASE CHECKING	53,225.91
1007 · Chase Savings	1,997.90
1008 · NYLAF - Harrison Thune	8,127.84
Total Checking/Savings	<u>2,358,490.47</u>
Total Current Assets	<u>2,358,490.47</u>
TOTAL ASSETS	<u>2,358,490.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,518.09
Total Accounts Payable	<u>13,518.09</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Pay...	-627.00
2210 · Social Security Tax Payable	-679.04
2212 · Medicare Withholding Tax P...	-158.80
2220 · NYS Withholding Tax	-906.65
2230 · NYS Retirement	13,043.61
Total Other Current Liabilities	<u>10,672.12</u>
Total Current Liabilities	<u>24,190.21</u>
Total Liabilities	<u>24,190.21</u>
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,195,148.34
Net Income	584,016.68
Total Equity	<u>2,334,300.26</u>
TOTAL LIABILITIES & EQUITY	<u>2,358,490.47</u>

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,225,470.52	1,232,269.00	-6,798.48	99.4%
Charges for Services				
4000 · Book Sales	2,163.11	3,000.00	-836.89	72.1%
4001 · Fines	448.52	750.00	-301.48	59.8%
4002 · NonResident Fees	675.00	1,000.00	-325.00	67.5%
4003 · Copier Fees	5,152.85	9,338.00	-4,185.15	55.2%
Total Charges for Services	8,439.48	14,088.00	-5,648.52	59.9%
Miscellaneous				
4004 · Gifts	10,434.75	300.00	10,134.75	3,478.3%
4008 · Library Merchandise	86.90	0.00	86.90	100.0%
Total Miscellaneous	10,521.65	300.00	10,221.65	3,507.2%
Operating Grants				
4023 · Local Public Funds OLA	2,869.56	3,000.00	-130.44	95.7%
4025 · State Aid LLSA	4,955.00	0.00	4,955.00	100.0%
4026 · RCLS Grnts & St. Aid thru R...	8,928.57	10,000.00	-1,071.43	89.3%
Total Operating Grants	16,753.13	13,000.00	3,753.13	128.9%
Interest Income				
4060 · Use of Fund Balance	35,442.76	53,500.00	-18,057.24	66.2%
	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,296,627.54	1,414,157.00	-117,529.46	91.7%
Gross Profit	1,296,627.54	1,414,157.00	-117,529.46	91.7%
Expense				
Personal Services				
6002 · Salaries Director	42,264.00	110,000.00	-67,736.00	38.4%
6000 · Salaries Clerical FT	104,923.45	180,000.00	-75,076.55	58.3%
6001 · Salaries Clerical PT	155,758.27	232,800.00	-77,041.73	66.9%
6003 · Salaries Maintenance	33,137.60	55,185.00	-22,047.40	60.0%
Total Personal Services	336,083.32	577,985.00	-241,901.68	58.1%
Contractual				
6005 · Board Reporting	720.00	1,827.00	-1,107.00	39.4%
6030 · Books	3,863.36	25,000.00	-21,136.64	15.5%
6031 · Books Children	3,041.57	7,000.00	-3,958.43	43.5%
6032 · Book Friends	437.85	1,300.00	-862.15	33.7%
6035 · Periodicals	11,503.74	13,000.00	-1,496.26	88.5%
6038 · Audio Adult	3,629.63	4,500.00	-870.37	80.7%
6039 · Video Adult	264.39	4,650.00	-4,385.61	5.7%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	17,307.00	44,000.00	-26,693.00	39.3%
6045 · Computer Eqpt/Software	5,100.85	20,000.00	-14,899.15	25.5%
6050 · Library Supplies	10,089.64	10,000.00	89.64	100.9%
6055 · Ins/Fire, Liab, Comp	28,560.04	30,000.00	-1,439.96	95.2%
6060 · Utilities Electricity	8,429.47	17,000.00	-8,570.53	49.6%
6061 · Utilities Gas	3,296.38	6,000.00	-2,703.62	54.9%
6062 · Utilities Water	573.22	2,000.00	-1,426.78	28.7%
6065 · Utilities Telephone/Internet	3,173.14	6,000.00	-2,826.86	52.9%
6070 · Building Janitorial Supp	1,954.72	6,000.00	-4,045.28	32.6%
6071 · Building Maintenance	6,664.55	39,977.00	-33,312.45	16.7%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	3,084.65	7,000.00	-3,915.35	44.1%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	120,648.49	131,000.00	-10,351.51	92.1%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	38,500.00	68,000.00	-29,500.00	56.6%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	636.00	700.00	-64.00	90.9%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	955.92	2,500.00	-1,544.08	38.2%

2:01 PM

02/03/26

Accrual Basis

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
6125 · Programs	1,488.92	6,000.00	-4,511.08	24.8%
6126 · Programs Children	2,405.37	5,000.00	-2,594.63	48.1%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	10,657.51	6,500.00	4,157.51	164.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	21,687.25	2,800.00	18,887.25	774.5%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	331,490.76	579,422.00	-247,931.24	57.2%
Employee Benefits				
6010 · Employer Social Security	20,898.34	45,000.00	-24,101.66	46.4%
6015 · Employer Medicare	4,887.50	9,250.00	-4,362.50	52.8%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	644.05	1,500.00	-855.95	42.9%
6085 · Civil Service	1,447.46	4,500.00	-3,052.54	32.2%
6131 · Benefits Health Ins	73,933.72	130,000.00	-56,066.28	56.9%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
Total Employee Benefits	163,319.07	256,750.00	-93,430.93	63.6%
Total Expense	830,893.15	1,414,157.00	-583,263.85	58.8%
Net Ordinary Income	465,734.39	0.00	465,734.39	100.0%
Net Income	465,734.39	0.00	465,734.39	100.0%

Employee Wages, Taxes and Adjustments											
Gross Pay			Gross Pay			Gross Pay			Gross Pay		
Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26
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											
40	34.96	1,398.40	140	19.25	2,695.00	10	18.00	180.00	49		
		0.00			743.23			0.00			
retroactive pay FT											
		538.37			0.00			150.73			
retroactive pay PT											
Total Gross Pay											
40		1,936.77	140		3,438.23	10		330.73	49		
Deductions from Gross Pay											
Health Insurance											
		0.00			0.00			0.00			
Retirement											
		0.00			-103.15			-14.88			
					-103.15						
Total Deductions from Gross Pay											
		0.00			-103.15			-14.88			
Adjusted Gross Pay											
40		1,936.77	140		3,335.08	10		315.85	49		
Taxes Withheld											
Federal Withholding											
		-507.00			-157.00			0.00			
Medicare Employee											
		-28.08			-48.85			-4.80			
Social Security Employee											
		-120.08			-213.17			-20.51			
NY - Withholding											
		-82.42			-115.35			0.00			
NY - Disability Employee											
		0.00			0.00			0.00			
Medicare Employee Adtl Tax											
		0.00			0.00			0.00			
Total Taxes Withheld											
		-737.58			-535.37			-25.31			
Net Pay											
40		1,199.19	140		2,799.71	10		290.54	49		
Employer Taxes and Contributions											
Medicare Company											
		28.08			49.85			4.80			
Social Security Company											
		120.08			213.17			20.51			
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											
		148.16			263.02			25.31			

Port Jarvis Free Library
Payroll Summary
January 2026

Employee Wages, Taxes and Adjustments									
Gross Pay									
Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
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	20.30	41	18.00	738.00	29	18.25	529.25		
retroactive pay FT	0.00		0.00			0.00			
retroactive pay PT	458.97		255.00			316.50			
Total Gross Pay	1,453.67	41	993.00		29	845.75			
Deductions from Gross Pay									
Health Insurance	0.00		0.00			0.00			
Retirement	-43.61		126.23			-25.38			
Total Deductions from Gross Pay	-43.61		126.23			-25.38			
Adjusted Gross Pay	1,410.06	41	1,119.23		29	820.37			
Taxes Withheld									
Federal Withholding	-54.00		-30.00			0.00			
Medicare Employee	-21.08		-14.40			-12.26			
Social Security Employee	-90.13		-61.57			-52.44			
NY - Withholding	-69.69		-11.80			0.00			
NY - Disability Employee	0.00		0.00			0.00			
Medicare Employee Addl Tax	0.00		0.00			0.00			
Total Taxes Withheld	-234.90		-117.77			-64.70			
Net Pay	1,175.16	41	1,001.46		29	755.67			
Employer Taxes and Contributions									
Medicare Company	21.08		14.40			12.26			
Social Security Company	90.13		61.57			52.44			
NY - Disability Company	0.00		0.00			0.00			
NY - Unemployment	0.00		0.00			0.00			
NY - MICTMT (Transit Tax)	0.00		0.00			0.00			
Total Employer Taxes and Contributions	111.21		75.97			64.70			

Port Jervis Free Library
Payroll Summary
January 2026

Employee Wages, Taxes and Adjustments									
	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
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 M/TNC	0.00			0.00			0.00		0.00
Salaries and Wages PT	0.00	12	18.00	216.00	71	20.59	1,461.89		0.00
retroactive pay FT	0.00			0.00			0.00		0.00
retroactive pay PT	85.00			104.50			471.57		124.00
Total Gross Pay	85.00	12		320.50	71		1,933.46		124.00
Deductions from Gross Pay									
Health Insurance	0.00			0.00			0.00		0.00
Retirement	-2.55			0.00			0.00		0.00
Total Deductions from Gross Pay	-2.55			0.00			0.00		0.00
Adjusted Gross Pay	82.45	12		320.50	71		1,933.46		124.00
Taxes Withheld									
Federal Withholding	-10.00			0.00			-106.00		0.00
Medicare Employee	-1.23			-4.65			-28.04		-1.80
Social Security Employee	-5.27			-19.87			-119.87		-7.69
NY - Withholding	-15.00			0.00			-43.35		0.00
NY - Disability Employee	0.00			0.00			0.00		0.00
Medicare Employee Addl Tax	0.00			0.00			0.00		0.00
Total Taxes Withheld	-31.50			-24.52			-297.26		-9.49
Net Pay	50.95	12		295.98	71		1,636.20		114.51
Employer Taxes and Contributions									
Medicare Company	1.23			4.65			28.04		1.80
Social Security Company	5.27			19.87			119.87		7.69
NY - Disability Company	0.00			0.00			0.00		0.00
NY - Unemployment	0.00			0.00			0.00		0.00
NY - MCTM/T (Transit Tax)	0.00			0.00			0.00		0.00
Total Employer Taxes and Contributions	6.50			24.52			147.91		9.49

Port Jervis Free Library
Payroll Summary
January 2026

Employee Wages, Taxes and Adjustments									
	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26
Gross Pay									
Salaries and Wages Director			0.00	20	264.15	5,283.00			0.00
Salaries and Wages FT			0.00			0.00			0.00
Salaries and Wages M/TNC			0.00			0.00			0.00
Salaries and Wages PT	76	30.75	2,337.00			0.00	60	33.37	2,002.20
retroactive pay FT			0.00			0.00			0.00
retroactive pay PT			845.93			0.00			746.57
Total Gross Pay	76		3,182.93	20		5,283.00	60		2,748.77
Deductions from Gross Pay									
Health Insurance			0.00			-322.30			0.00
Retirement			0.00			-237.74			-82.46
Total Deductions from Gross Pay			0.00			-560.04			-82.46
Adjusted Gross Pay	76		3,182.93	20		4,722.96	60		2,666.31
Taxes Withheld									
Federal Withholding			-249.00			-438.00			-233.00
Medicare Employee			-46.15			-76.60			-39.86
Social Security Employee			-197.34			-327.55			-170.42
NY - Withholding			-106.73			-229.02			-103.15
NY - Disability Employee			0.00			0.00			0.00
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-599.22			-1,071.17			-546.43
Net Pay	76		2,583.71	20		3,651.79	60		2,119.88
Employer Taxes and Contributions									
Medicare Company			46.15			76.60			39.86
Social Security Company			197.34			327.55			170.42
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			243.49			404.15			210.28

Port Jervis Free Library
Payroll Summary
January 2026

Employee Wages, Taxes and Adjustments									
	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours
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 M/TNC		0.00			0.00			0.00	
Salaries and Wages PT	18.00	954.00	53	22.52	1,193.56	55.5		0.00	
retroactive pay FT		0.00			0.00			274.32	
retroactive pay PT		133.50			438.04			0.00	
Total Gross Pay		1,087.50	53		1,631.60	55.5		274.32	55.5
Deductions from Gross Pay									
Health Insurance		0.00			0.00			-147.95	
Retirement		-32.63			0.00			-8.23	
Total Deductions from Gross Pay		-32.63			0.00			-156.18	
Adjusted Gross Pay		1,054.87	53		1,631.60	55.5		118.14	55.5
Taxes Withheld									
Federal Withholding		0.00			-9.00			0.00	
Medicare Employee		-15.77			-23.66			-3.98	
Social Security Employee		-67.43			-101.16			-17.01	
NY - Withholding		-13.89			-30.82			0.00	
NY - Disability Employee		0.00			0.00			0.00	
Medicare Employee Addl Tax		0.00			0.00			0.00	
Total Taxes Withheld		-97.09			-164.64			-20.99	
Net Pay		957.78	53		1,466.96	55.5		97.15	55.5
Employer Taxes and Contributions									
Medicare Company		15.77			23.66			3.98	
Social Security Company		67.43			101.16			17.01	
NY - Disability Company		0.00			0.00			0.00	
NY - Unemployment		0.00			0.00			0.00	
NY - IMCTMT (Transit Tax)		0.00			0.00			0.00	
Total Employer Taxes and Contributions		83.20			124.82			20.99	

Port Jarvis Free Library
Payroll Summary

January 2026

Employee Wages, Taxes and Adjustments									
	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
Gross Pay									
Salaries and Wages Director	0.00			0.00			0.00		0.00
Salaries and Wages FT	0.00			0.00			0.00	140	3,283.00
Salaries and Wages MTNC	0.00			0.00			0.00		0.00
Salaries and Wages PT	999.00	27.5	36.30	998.25	53.5	18.00	963.00		0.00
retroactive pay FT	0.00			0.00			0.00		1,243.32
retroactive pay PT	374.72			359.65			44.00		0.00
Total Gross Pay	1,373.72	27.5		1,357.90	53.5		1,007.00	140	4,526.32
Deductions from Gross Pay									
Health Insurance	0.00			0.00			0.00		-470.25
Retirement	0.00			0.00			0.00		-135.79
Total Deductions from Gross Pay	0.00			0.00			0.00		-606.04
Adjusted Gross Pay	1,373.72	27.5		1,357.90	53.5		1,007.00	140	3,920.28
Taxes Withheld									
Federal Withholding	0.00			-64.00			-39.00		-395.00
Medicare Employee	-19.92			-19.69			-14.60		-65.63
Social Security Employee	-85.17			-84.19			-62.43		-280.63
NY - Withholding	-11.28			-64.66			-15.36		-171.94
NY - Disability Employee	0.00			0.00			-2.62		0.00
Medicare Employee Addl Tax	0.00			0.00			0.00		0.00
Total Taxes Withheld	-116.37			-232.54			-134.01		-913.20
Net Pay	1,257.35	27.5		1,125.36	53.5		872.99	140	3,007.08
Employer Taxes and Contributions									
Medicare Company	19.92			19.69			14.60		65.63
Social Security Company	85.17			84.19			62.43		280.63
NY - Disability Company	0.00			0.00			0.00		0.00
NY - Unemployment	0.00			0.00			0.00		0.00
NY - MCT/MT (Transit Tax)	0.00			0.00			0.00		0.00
Total Employer Taxes and Contributions	105.09			103.88			77.03		346.26

Port Jervis Free Library
Payroll Summary
January 2026

Employee Wages, Taxes and Adjustments									
	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26
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 WFTNC			0.00			0.00			0.00
Salaries and Wages PT	39	18.00	702.00	66	18.25	1,204.50	72	21.40	1,540.80
retroactive pay FT			0.00			0.00			0.00
retroactive pay PT			261.75			748.00			550.84
Total Gross Pay	39		963.75	66		1,952.50	72		2,091.64
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	39		963.75	66		1,952.50	72		2,091.64
Taxes Withheld									
Federal Withholding			0.00			0.00			-123.00
Medicare Employee			-13.97			-28.31			-30.33
Social Security Employee			-59.75			-121.06			-129.68
NY - Withholding			-5.18			-111.80			-50.40
NY - Disability Employee			0.00			0.00			0.00
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-78.90			-261.17			-333.41
Net Pay	39		884.85	66		1,691.33	72		1,758.23
Employer Taxes and Contributions									
Medicare Company			13.97			28.31			30.33
Social Security Company			59.75			121.06			129.68
NY - Disability Company			0.00			0.00			0.00
NY - Unemployment			0.00			0.00			0.00
NY - IMCTMT (Transit Tax)			0.00			0.00			0.00
Total Employer Taxes and Contributions			73.72			149.37			160.01

Port Jervis Free Library
Payroll Summary
January 2026

TOTAL									
	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director		0.00			0.00			0.00	20.00
Salaries and Wages FT		0.00	140	5,513.20		140	2,846.20		420.00
Salaries and Wages MTNC	26.79	4,286.40		0.00			0.00		160.00
Salaries and Wages PT		0.00		0.00			0.00		947.50
retroactive pay FT		1,071.62		2,150.64			1,032.09		
retroactive pay PT		0.00		0.00			0.00		
Total Gross Pay		5,358.02	140	7,663.84		140	3,878.29		1,547.50
Deductions from Gross Pay									
Health Insurance		-235.11		-534.77			0.00		
Retirement		0.00		0.00			-116.35		
Total Deductions from Gross Pay		-235.11		-534.77			-116.35		
Adjusted Gross Pay		5,122.91	140	7,129.07		140	3,761.94		1,547.50
Taxes Withheld									
Federal Withholding		-451.00		-908.00			-320.00		
Medicare Employee		-77.69		-111.13			-56.24		
Social Security Employee		-332.20		-475.16			-240.45		
NY - Withholding		-217.96		-348.70			-138.00		
NY - Disability Employee		0.00		0.00			0.00		
Medicare Employee Addl Tax		0.00		0.00			0.00		
Total Taxes Withheld		-1,078.85		-1,842.99			-754.69		
Net Pay		4,044.06	140	5,286.08		140	3,007.25		1,547.50
Employer Taxes and Contributions									
Medicare Company		77.69		111.13			56.24		
Social Security Company		332.20		475.16			240.45		
NY - Disability Company		0.00		0.00			0.00		
NY - Unemployment		0.00		0.00			0.00		
NY - MICTMT (Transit Tax)		0.00		0.00			0.00		
Total Employer Taxes and Contributions		409.89		586.29			296.69		

Port Jervis Free Library
Payroll Summary
January 2026

	TOTAL
	Jan 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salaries and Wages Director	5,283.00
Salaries and Wages FT	11,642.40
Salaries and Wages M/TNC	4,286.40
Salaries and Wages PT	21,107.55
retroactive pay FT	6,515.22
retroactive pay PT	7,007.64
Total Gross Pay	55,842.21
Deductions from Gross Pay	
Health Insurance	-1,710.38
Retirement	-676.54
Total Deductions from Gross Pay	-2,386.92
Adjusted Gross Pay	53,455.29
Taxes Withheld	
Federal Withholding	-4,093.00
Medicare Employee	-809.72
Social Security Employee	-3,462.23
NY - Withholding	-1,956.50
NY - Disability Employee	-2.62
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-10,324.07
Net Pay	43,131.22
Employer Taxes and Contributions	
Medicare Company	809.72
Social Security Company	3,462.23
NY - Disability Company	0.00
NY - Unemployment	0.00
NY - MCTMT (Transit Tax)	0.00
Total Employer Taxes and Contributions	4,271.95

Port Jervis Free Library
Chase checking account activity
December 2025

Details	Posting Date	Description	Amount	Type
DEBIT	12/31/2025	ORIG CO NAME:IRS	(4,552.84)	ACH_DEBIT
DEBIT	12/30/2025	Online ACH Payment 11201612155 To Susan Wade (_####0178)	(323.14)	ACH_PAYMENT
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283043 to #####3288	(60.95)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283035 to #####5804	(151.55)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283055 to #####6097	(188.44)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287793 to #####7064	(193.75)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283051 to #####6231	(193.75)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283040 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283036 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283047 to #####0782	(254.42)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283045 to #####1948	(288.35)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283034 to #####4522	(346.23)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287791 to #####0649	(360.25)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283053 to #####0432	(392.15)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283052 to #####4789	(408.06)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283046 to #####1376	(451.79)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287790 to #####9748	(452.17)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283050 to #####1730	(494.53)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283042 to #####6640	(524.71)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287796 to #####5734	(546.14)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287795 to #####1601	(710.61)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283037 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283041 to #####0937	(958.04)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283054 to #####9139	(999.87)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283044 to #####4263	(1,008.35)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201287794 to #####7671	(1,624.92)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283048 to #####2173	(1,721.82)	BASIC_PAYROLL
DEBIT	12/30/2025	Basic Online Payroll Payment 11201283033 to #####2902	(1,936.96)	BASIC_PAYROLL
CREDIT	12/30/2025	ORIG CO NAME:NYCLASS	20,000.00	ACH_CREDIT
DSLIP	12/30/2025	DEPOSIT ID NUMBER 664055	12,339.89	DEPOSIT
DEBIT	12/29/2025	Online Payment 27486939751 To PITNEY BOWES GLOBAL FINANCIAL SV 12/29	(236.86)	BILLPAY

DEBIT	12/19/2025	Online Payment 27392661412 To AMAZON CAPITAL SERVICES 12/19	ORIG ID:S146013200	DESC DATE:	CO ENTRY DESCR:TAX PAYMNTSEC:CC	(215.94) BILLPAY
DEBIT	12/19/2025	Online Payment 27392637080 To AMAZON CAPITAL SERVICES 12/19	ORIG ID:3387702000	DESC DATE:121725	CO ENTRY DESCR:USATAXPYMTSEC:CC	(130.93) BILLPAY
DEBIT	12/19/2025	Online Payment 27392635274 To TIME WARNER CABLE 12/19				(135.96) BILLPAY
DEBIT	12/19/2025	Online Payment 27392563188 To AMAZON CAPITAL SERVICES 12/19				(75.57) BILLPAY
DEBIT	12/19/2025	Online Payment 27392476535 To AMAZON CAPITAL SERVICES 12/19				(108.18) BILLPAY
CHECK	12/18/2025	CHECK 1192				(262.49) CHECK_PAID
DEBIT	12/17/2025	ORIG CO NAME:INVS DTF WT	ORIG ID:S146013200	DESC DATE:	CO ENTRY DESCR:TAX PAYMNTSEC:CC	(728.31) ACH_DEBIT
DEBIT	12/17/2025	ORIG CO NAME:IRS	ORIG ID:3387702000	DESC DATE:121725	CO ENTRY DESCR:USATAXPYMTSEC:CC	(4,632.46) ACH_DEBIT
CHECK	12/16/2025	CHECK 1194				(648.70) CHECK_PAID
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623092 to #####3288				(76.20) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623103 to #####6231				(193.75) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623089 to #####7064				(193.75) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623095 to #####0782				(194.56) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623085 to #####5804				(247.22) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623087 to #####5536				(250.00) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623094 to #####5536				(250.00) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623101 to #####0432				(279.32) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623091 to #####1948				(292.02) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629059 to #####4522				(346.23) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623090 to #####0649				(386.08) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623100 to #####4789				(451.80) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623096 to #####6640				(477.34) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629061 to #####1376				(506.84) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629065 to #####1730				(508.33) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623086 to #####9748				(522.64) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623098 to #####5734				(635.82) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629057 to #####1601				(733.64) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629062 to #####0937				(834.67) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629056 to #####0031				(872.90) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623097 to #####4263				(1,028.93) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623102 to #####9139				(1,057.01) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199623088 to #####7671				(1,550.95) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629060 to #####2173				(1,573.86) BASIC_PAYROLL
DEBIT	12/16/2025	Basic Online Payroll Payment 11199629058 to #####2902				(1,768.57) BASIC_PAYROLL
CREDIT	12/16/2025	ORIG CO NAME:NYCLASS	ORIG ID:1133914966	DESC DATE:	CO ENTRY DESCR:NYCLASS SEC:CCD	40,000.00 ACH_CREDIT
DEBIT	12/12/2025	Online Payment 27300008346 To AMAZON CAPITAL SERVICES 12/12				(5.89) BILLPAY

DEBIT	12/12/2025	Online Payment 27300014677 To AMAZON CAPITAL SERVICES 12/12	(111.68) BILLPAY
DEBIT	12/12/2025	Online Payment 27299979882 To AMAZON CAPITAL SERVICES 12/12	(66.99) BILLPAY
DEBIT	12/12/2025	Online Payment 27299951485 To AMAZON CAPITAL SERVICES 12/12	(13.99) BILLPAY
DEBIT	12/12/2025	Online Payment 27299974491 To AMAZON CAPITAL SERVICES 12/12	(28.85) BILLPAY
DEBIT	12/12/2025	Online Payment 27299928574 To NECO FIRE & SAFETY 12/12	(210.00) BILLPAY
DEBIT	12/12/2025	Online Payment 27299918263 To Frontier 111182-4 12/12	(4.96) BILLPAY
DEBIT	12/12/2025	Online Payment 27299939744 To Bachman Law Firm PLLC 12/12	(1,242.50) BILLPAY
DEBIT	12/10/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:251210 CO ENTRY DESCR:CONS COLL SE	(575.42) ACH_DEBIT
DEBIT	12/8/2025	Online Payment 27256184378 To GREENWALD DOHERTY 12/08	(3,613.50) BILLPAY
DEBIT	12/8/2025	Online Payment 27256106297 To NY ST DEPT CIVIL SVC-AGENCY PMT 12/08	(12,935.72) BILLPAY
DEBIT	12/8/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CC	(694.42) ACH_DEBIT
DEBIT	12/5/2025	Online ACH Payment 11198260418 To NYSLRS (_####7702)	(61,508.00) ACH_PAYMENT
DSLIP	12/5/2025	DEPOSIT ID NUMBER 274031	913.95 DEPOSIT
DEBIT	12/4/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:120425 CO ENTRY DESCR:USATAXPYMTSEC:CC	(4,461.22) ACH_DEBIT
DEBIT	12/4/2025	Online Payment 27203706100 To HOME DEPOT CREDIT SERVICES 12/04	(222.66) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706098 To Frontier 12/04	(58.71) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706103 To Kanopy 12/04	(87.00) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706113 To ORANGE & ROCKLAND UTILITIES 12/04	(1,424.76) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706116 To TIME WARNER CABLE 12/04	(130.00) BILLPAY
DEBIT	12/4/2025	Online Payment 27203644267 To Brodart Co 12/04	(106.52) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706096 To DEMCO 12/04	(233.98) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706111 To Neversink Lumber Co. Inc 12/04	(38.33) BILLPAY
DEBIT	12/4/2025	Online Payment 27203644264 To BLACKSTONE PUBLISHING 12/04	(31.96) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706107 To Masters Termite & Pest Control 12/04	(270.31) BILLPAY
DEBIT	12/4/2025	Online Payment 27203706090 To CARDMEMBER SERVICE 12/04	(895.98) BILLPAY
DEBIT	12/4/2025	Online Payment 27203761214 To TOSHIBA FINANCIAL SERVICES 12/04	(431.56) BILLPAY
DEBIT	12/4/2025	Online Payment 27203647267 To BLACKSTONE PUBLISHING 12/04	(26.39) BILLPAY
DEBIT	12/4/2025	Online ACH Payment 11198251715 To Cheshire (_####5530)	(1,850.00) ACH_PAYMENT
DEBIT	12/3/2025	SERVICE CHARGES FOR THE MONTH OF NOVEMBER	(33.85) FEE_TRANSACTION
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795729 to #####3288	(106.66) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784902 to #####6097	(202.93) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784900 to #####1948	(228.56) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784904 to #####6231	(236.64) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795718 to #####7064	(236.64) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784896 to #####0782	(239.47) BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795727 to #####5536	(250.00) BASIC_PAYROLL

DEBIT	12/2/2025	Basic Online Payroll Payment 11197795719 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795720 to #####4522	(346.24)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795721 to #####0649	(346.33)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795733 to #####4789	(364.31)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795731 to #####1376	(387.57)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784903 to #####1730	(390.94)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795725 to #####9748	(392.19)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795732 to #####0432	(420.37)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795730 to #####5734	(546.14)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784898 to #####6640	(565.35)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795724 to #####1601	(575.92)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784899 to #####0937	(810.10)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795722 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784897 to #####9139	(999.87)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795726 to #####4263	(1,008.35)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197784895 to #####7671	(1,550.95)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795728 to #####2173	(1,573.86)	BASIC_PAYROLL
DEBIT	12/2/2025	Basic Online Payroll Payment 11197795723 to #####2902	(1,768.57)	BASIC_PAYROLL
DEBIT	12/1/2025	Basic Online Payroll Payment 11197576535 to #####0031	(80.00)	BASIC_PAYROLL



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

November 29, 2025 through December 31, 2025

Primary Account

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		\$133,427.95	\$57,691.24
Chase Business Premier Savings		1,997.86	1,997.90
Total		\$135,425.81	\$59,689.14

TOTAL ASSETS

\$135,425.81 \$59,689.14

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$133,427.95
Deposits and Additions	4	73,253.84
Checks Paid	2	-911.19
Electronic Withdrawals	115	-148,045.51
Fees	1	-33.85
Ending Balance	122	\$57,691.24

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.

Please Note:
THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF THE
MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary General Account

12/1/2025 - 12/31/2025

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$2,297,499.28
Dividends YTD		\$35,281.66
Dividends		\$7,339.54
Purchases		\$50,000.00
Redemptions		(\$60,000.00)
Ending Market Balance		\$2,294,838.82
Average Monthly Rate		3.710%
NAV / Share Price		1.00
Total		\$2,294,838.82
Total Fixed Income		\$0.00
Account Total		\$2,294,838.82

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

Please Note:
THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF THE
MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary Harrison-Thune

12/1/2025 - 12/31/2025

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$8,102.27
Dividends YTD		\$160.91
Dividends		\$25.57
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$8,127.84
Average Monthly Rate		3.710%
NAV / Share Price		1.00
Total		\$8,127.84
Total Fixed Income		\$0.00
Account Total		\$8,127.84

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

Port Jervis Free Library Director's Report
February 10, 2026

Staffing Issues

1. Library Staffing
 - a. February – We are currently looking to fill two part-time and one full-time position.
2. Staff Day
 - a. February – The next staff day will be held on February 27th. I shall bring in RCLS for a Customer Service Training seminar.
3. Staff Evaluations – The next staff evaluations will take place in the fall of 2026.

Building Issues

1. Facilities Updates
 - a. February – No updates at this time.
2. Carpet
 - a. February – The carpet project has been put on hold. Ralph will steam clean the second floor carpets sometime before the end of the month.
3. Property
 - a. February – I will be looking for a company to top the cherry tree in the front of the building sometime during the spring.
4. Security
 - a. February – The security camera project and training is complete. I will be updating RCLS and the state as soon as I get the expense report together.

Policies, Procedures, and Insurance

1. Employee Policy Manual Update
 - a. October – We received a grace period to make the necessary changes to our internal policies.
 - b. December – I have attached additional edits that I would like to see in the manual with my report.
 - c. January – The policy manual is with FLEA.
 - d. February – Flea should have the policy manual done by the end of the month.
 - e. March/April/May/June – The policy manual is with the Greenwald Doherty law firm for final review.
 - f. July – I spoke with Greenwald Doherty law firm and they hope to have it completed soon.
 - g. February – They hope to have the policy manual completed soon. I shall be working on completing it as well.

Tech Issues – February 2026

1. No known issues at this time.

Friends of the Library and Community Organizations – February 2026

1. I have finished the Memorandum of Understanding and submitted it to the Friends for review. No updates at this time.
2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.

3. The Artful Gardeners have put the native wildflower and grasses project on hold. I will keep the board updated with the timeline as it becomes available.

Programs and Patron Report – February 2026

1. Connie will give the program report.

Grants and Funding – February 2026

1. We have received the Carnegie Grant Funds totaling \$10,000.00.
2. DASNY Grants – I have met with members of Skoufis's office and we will be in communication to get started on using the grant. I will report my progress.