

**PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
November 12, 2025 @ 6pm**

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- Regular meeting of October 14, 2025.

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items for Consideration:

VII Old Business:

- Staffing
- Strategic Plan
- Security assessment(s)/ security camera
- Patron policy violation

VIII New Business:

IX. Public Comment – This will exclude any comment on any issue involving a specific employee as this must be done in executive session.
(As stated in the Patron Complaint Policy)

X Adjournment: Next regular meeting Tuesday, December 9, 2025 @ 6pm

Minutes of the Port Jervis Free Library Board of Trustees
October 14, 2025
6:00 PM

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, Dick Roberts

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:02 PM.

II Public Comment – agenda – A member of the public stated that the agenda could not be found on the Library website and that as a result, the meeting should be adjourned. It was determined that the agenda was in fact posted.

III Minutes

- *Dick made a motion, seconded by Dolores, to approve the minutes from the September 9, 2025 meeting. The vote was 4-0; Liz abstained from the vote.*
- *Dick made a motion, seconded by Valerie, to approve the minutes from the September 12, 2025 special meeting. The vote was 3-0; Dolores and Liz abstained from the vote.*

IV Correspondence - none

V Approval of Statistics and Financial Reports

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

VI Director's Report

Liz made a motion, seconded by Dick, to approve the October 2025 Director's Report as submitted. Unanimously passed.

VII Unfinished Business

- *Dick made a motion, seconded by Liz, to award the bid and install a new high-definition security camera system to monitor Library grounds per the RFP dated June 2, 2025, to Bedik Communications, Inc. in the amount of \$18,860. Unanimously carried.* It was noted that the cost will be partially reimbursed through a construction grant. The project will need to be initiated prior to year-end.
- Zoom meeting for the Strategic Plan was conducted on October 6. The next meeting is scheduled for October 20.
- FLEA and Board representatives met on August 6 and August 20 regarding contract negotiations and will meet again at a time and date to be determined.

VIII New Business

- *Dick made a motion, seconded by Dolores, to accept the resignation of Eve Dmowski, part-time library clerk, effective October 14, 2025. Unanimously passed.*

- *Liz made a motion, seconded by Valerie, to appoint Rachel Leeds to the position of part-time Library Clerk at an hourly rate of \$16.50 per hour, effective October 16, 2025, with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire. Unanimously carried.*
- *Valerie made a motion, seconded by Dick, to approve and accept the RCLS 2026 budget as presented. Unanimously carried.* Carl signed the budget ballot and returned to Curran for forwarding to RCLS.
- The Board is in receipt of an email dated August 29, wherein the Director stated: “I recommend we look at retaining the services of a security consultant...” to conduct an assessment of the library environment. To this end Curran reached out to Chief Worden to see if this is something he’d undertake as the Department has previously done at the Library and is doing for other entities in the City. The Department concluded their assessment but the report has not yet been received. Atlas Security had also said they would do a walk-through but there has been no further action on their part. An assessment from Utica Insurance is also pending.
- There was an incident that may have violated the patron conduct policy, pursuant to the policy. The Board has a role in reviewing such incident and determining an appeal from any suspension issued as a result of an alleged violation. To assist the Board in determining that appeal, it may be most efficient to designate the investigator from Strategy, People, Culture LLC, who was approved at the September 12 Special Meeting, to also investigate this matter and report to the Board for its consideration. *Valerie made a motion, seconded by Liz, to approve enlarging the scope of the work being performed by Strategy, People, Culture LLC, to include investigating the alleged patron policy violation. Unanimously carried.*
- National Friends of Libraries week is October 19-25, celebrating their 20th anniversary. The Board thanks the local Friends group for the invaluable assistance and support it provides to completing the mission of the Library.

IX Public Comment

A member of the public stated that the agenda on the Library website was moved from its normal site on the website.

X Next Meeting

The next regularly scheduled meeting will be held on Wednesday, November 12, 2025 at 6:00 PM. The Library will be closed on the regularly scheduled meeting date of November 11 in commemoration of Veterans Day.

XI Adjournment

Valerie made a motion, seconded by Liz, to adjourn the meeting at 6:32 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,385,729.09
1006 · CHASE CHECKING	43,392.05
1007 · Chase Savings	1,997.77
1008 · NYLAF - Harrison Thune	8,049.87
Total Checking/Savings	1,439,468.78
Total Current Assets	1,439,468.78
TOTAL ASSETS	1,439,468.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	15,289.62
Total Accounts Payable	15,289.62
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	-1,976.00
2210 · Social Security Tax Payable	-3,002.20
2212 · Medicare Withholding Tax Pay...	-702.14
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	12,899.79
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	6,275.93
Total Current Liabilities	21,565.55
Total Liabilities	21,565.55
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	-332,380.35
Total Equity	1,417,903.23
TOTAL LIABILITIES & EQUITY	1,439,468.78

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	763,437.12	1,232,269.00	-468,831.88	62.0%
Charges for Services				
4000 · Book Sales	1,049.96	3,000.00	-1,950.04	35.0%
4001 · Fines	193.43	750.00	-556.57	25.8%
4002 · NonResident Fees	600.00	1,000.00	-400.00	60.0%
4003 · Copier Fees	2,803.10	9,338.00	-6,534.90	30.0%
Total Charges for Services	4,646.49	14,088.00	-9,441.51	33.0%
Miscellaneous				
4004 · Gifts	211.50	300.00	-88.50	70.5%
4008 · Library Merchandise	76.90	0.00	76.90	100.0%
Total Miscellaneous	288.40	300.00	-11.60	96.1%
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,955.00	0.00	4,955.00	100.0%
4026 · RCLS Grnts & St. Aid thru R...	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	4,955.00	13,000.00	-8,045.00	38.1%
Interest Income	16,254.93	53,500.00	-37,245.07	30.4%
4060 · Use of Fund Balance	0.00	101,000.00	-101,000.00	0.0%
Total Income	789,581.94	1,414,157.00	-624,575.06	55.8%
Gross Profit	789,581.94	1,414,157.00	-624,575.06	55.8%
Expense				
Personal Services				
6000 · Salaries Clerical FT	64,672.57	180,000.00	-115,327.43	35.9%
6001 · Salaries Clerical PT	90,036.00	232,800.00	-142,764.00	38.7%
6003 · Salaries Maintenance	20,608.00	55,185.00	-34,577.00	37.3%
Total Personal Services	175,316.57	467,985.00	-292,668.43	37.5%
Contractual				
6005 · Board Reporting	480.00	1,827.00	-1,347.00	26.3%
6030 · Books	3,181.53	25,000.00	-21,818.47	12.7%
6031 · Books Children	1,781.11	7,000.00	-5,218.89	25.4%
6032 · Book Friends	0.00	1,300.00	-1,300.00	0.0%
6035 · Periodicals	4,798.04	13,000.00	-8,201.96	36.9%
6038 · Audio Adult	2,215.32	4,500.00	-2,284.68	49.2%
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	287.49	20,000.00	-19,712.51	1.4%
6002 · Salaries Director	26,415.00	110,000.00	-83,585.00	24.0%
6050 · Library Supplies	8,775.40	10,000.00	-1,224.60	87.8%
6055 · Ins/Fire, Liab, Comp	28,560.04	30,000.00	-1,439.96	95.2%
6060 · Utilities Electricity	4,201.46	17,000.00	-12,798.54	24.7%
6061 · Utilities Gas	127.29	6,000.00	-5,872.71	2.1%
6062 · Utilities Water	286.61	2,000.00	-1,713.39	14.3%
6065 · Utilities Telephone/Internet	1,695.61	6,000.00	-4,304.39	28.3%
6070 · Building Janitorial Supp	1,211.30	6,000.00	-4,788.70	20.2%
6071 · Building Maintenance	3,593.27	39,977.00	-36,383.73	9.0%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	1,253.82	7,000.00	-5,746.18	17.9%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	63,071.38	131,000.00	-67,928.62	48.1%
6087 · HUB	973.00	1,000.00	-26.92	97.3%
6088 · Bookkeeping	16,500.00	68,000.00	-51,500.00	24.3%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	206.00	700.00	-494.00	29.4%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	219.06	2,500.00	-2,280.94	8.8%

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	857.03	6,000.00	-5,142.97	14.3%
6126 · Programs Children	1,267.68	5,000.00	-3,732.32	25.4%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	4,600.35	6,500.00	-1,899.65	70.8%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	9,805.00	2,800.00	7,005.00	350.2%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	225,778.28	689,422.00	-463,643.72	32.7%
Employee Benefits				
6010 · Employer Social Security	12,568.50	45,000.00	-32,431.50	27.9%
6015 · Employer Medicare	2,939.41	9,250.00	-6,310.59	31.8%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	0.00	1,500.00	-1,500.00	0.0%
6085 · Civil Service	0.00	4,500.00	-4,500.00	0.0%
6131 · Benefits Health Ins	33,534.73	130,000.00	-96,465.27	25.8%
6132 · Benefits Retirement	0.00	60,000.00	-60,000.00	0.0%
Total Employee Benefits	49,042.64	256,750.00	-207,707.36	19.1%
Total Expense	450,137.49	1,414,157.00	-964,019.51	31.8%
Net Ordinary Income	339,444.45	0.00	339,444.45	100.0%
Net Income	339,444.45	0.00	339,444.45	100.0%

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09/26/25

Port Jervis Free Library Payroll Summary September 2025

Employee Wages, Taxes and Adjustments	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	67	17.75	1,189.25			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	40	32.51	1,300.40	41	16.50	676.50	32.5	16.50	536.25	64.25
retroactive pay FT			0.00			0.00			0.00	
Total Gross Pay	40		1,300.40	108		1,865.75	32.5		536.25	64.25
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			-35.68			-24.13	
Total Deductions from Gross Pay			0.00			-35.68			-24.13	
Adjusted Gross Pay	40		1,300.40	108		1,830.07	32.5		512.12	64.25
Taxes Withheld										
Federal Withholding			-338.00			-70.00			0.00	
Medicare Employee			-18.86			-27.05			-7.78	
Social Security Employee			-80.63			-115.68			-33.25	
NY - Withholding			-55.97			-57.45			-1.89	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-493.46			-270.18			-42.92	
Net Pay	40		806.94	108		1,559.89	32.5		469.20	64.25
Employer Taxes and Contributions										
Medicare Company			18.86			27.05			7.78	
Social Security Company			80.63			115.68			33.25	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			99.49			142.73			41.03	

Port Jervis Free Library

Payroll Summary

September 2025

	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	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	18.68	1,200.19	15.5	16.50	255.75	27.25	16.75	456.44	43.5	16.50
retroactive pay FT		0.00			0.00			0.00		
Total Gross Pay		1,200.19	15.5		255.75	27.25		456.44	43.5	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-36.00			0.00			-13.69		
Total Deductions from Gross Pay		-36.00			0.00			-13.69		
Adjusted Gross Pay		1,164.19	15.5		255.75	27.25		442.75	43.5	
Taxes Withheld										
Federal Withholding		-67.00			-10.00			0.00		
Medicare Employee		-17.40			-3.71			-6.62		
Social Security Employee		-74.41			-15.86			-28.30		
NY - Withholding		-55.80			0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-214.61			-29.57			-34.92		
Net Pay		949.58	15.5		226.18	27.25		407.83	43.5	
Employer Taxes and Contributions										
Medicare Company		17.40			3.71			6.62		
Social Security Company		74.41			15.86			28.30		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		91.81			19.57			34.92		

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Port Jervis Free Library

Payroll Summary

September 2025

Employee Wages, Taxes and Adjustments	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	717.75	5.5	16.50	90.75	66.5	18.95	1,260.18	76	28.54	2,169.04
retroactive pay FT	0.00			0.00			0.00			0.00
Total Gross Pay	717.75	5.5		90.75	66.5		1,260.18	76		2,169.04
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			0.00			0.00
Adjusted Gross Pay	717.75	5.5		90.75	66.5		1,260.18	76		2,169.04
Taxes Withheld										
Federal Withholding	-20.00			0.00			-77.00			-182.00
Medicare Employee	-10.41			-1.32			-18.27			-31.46
Social Security Employee	-44.50			-5.63			-78.14			-134.48
NY - Withholding	-35.95			0.00			-27.85			-75.30
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-110.86			-6.95			-201.26			-423.24
Net Pay	606.89	5.5		83.80	66.5		1,058.92	76		1,745.80
Employer Taxes and Contributions										
Medicare Company	10.41			1.32			18.27			31.46
Social Security Company	44.50			5.63			78.14			134.48
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	54.91			6.95			96.41			165.94

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Port Jervis Free Library

Payroll Summary

September 2025

		Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Sep 25
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director	20	264.15	5,283.00	0.00			0.00		0.00
Salaries and Wages FT			0.00	0.00			0.00		0.00
Salaries and Wages MTNC			0.00	0.00			0.00		0.00
Salaries and Wages PT			0.00	0.00	62.75	31.01	1,945.88	59	20.77
retroactive pay FT			0.00	0.00			0.00		0.00
Total Gross Pay	20		5,283.00		62.75		1,945.88	59	1,225.43
Deductions from Gross Pay									
Health Insurance			-295.90	0.00			0.00		0.00
Retirement			-237.74	-58.37			0.00		0.00
Total Deductions from Gross Pay			-533.64	-58.37			0.00		0.00
Adjusted Gross Pay	20		4,749.36		62.75		1,887.51	59	1,225.43
Taxes Withheld									
Federal Withholding			-464.00	-179.00			-8.00		-8.00
Medicare Employee			-76.61	-28.22			-17.77		-17.77
Social Security Employee			-327.55	-120.65			-75.97		-75.97
NY - Withholding			-233.48	-75.81			-26.31		-26.31
Medicare Employee Addl Tax			0.00	0.00			0.00		0.00
Total Taxes Withheld			-1,101.64	-403.68			-128.05		-128.05
Net Pay	20		3,647.72		62.75		1,483.83	59	1,097.38
Employer Taxes and Contributions									
Medicare Company			76.61	28.22			17.77		17.77
Social Security Company			327.55	120.65			75.97		75.97
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			404.16	148.87			93.74		93.74

Port Jervis Free Library

Payroll Summary

September 2025

	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00					
Salaries and Wages FT		0.00			0.00	140	22.65	3,171.00		0.00
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	16.50	990.00	28	33.77	945.56			0.00	44.5	16.50
retroactive pay FT		0.00			0.00			0.00		
Total Gross Pay		990.00	28		945.56	140		3,171.00	44.5	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			-295.90		
Retirement		0.00			0.00			-95.14		
Total Deductions from Gross Pay		0.00			0.00			-391.04		
Adjusted Gross Pay		990.00	28		945.56	140		2,779.96	44.5	
Taxes Withheld										
Federal Withholding		0.00			-56.00			-292.00		
Medicare Employee	-14.36				-13.71			-45.98		
Social Security Employee	-61.38				-58.62			-196.60		
NY - Withholding	-10.68				-45.06			-125.18		
Medicare Employee Addl Tax	0.00				0.00			0.00		
Total Taxes Withheld	-86.42				-173.39			-659.76		
Net Pay		903.58	28		772.17	140		2,120.20	44.5	
Employer Taxes and Contributions										
Medicare Company	14.36				13.71			45.98		
Social Security Company	61.38				58.62			196.60		
NY - Unemployment	0.00				0.00			0.00		
NY - MCTMT (Transit Tax)	0.00				0.00			0.00		
Total Employer Taxes and Contributions		75.74			72.33			242.58		

Port Jervis Free Library Payroll Summary September 2025

	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25
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 MTNC	0.00			0.00			0.00	160	25.76	4,121.60
Salaries and Wages PT	734.25	34	16.75	569.50	72	19.72	1,419.84			0.00
retroactive pay FT	0.00			0.00			0.00			0.00
Total Gross Pay	734.25	34		569.50	72		1,419.84	160		4,121.60
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			-147.94
Retirement	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			0.00			-147.94
Adjusted Gross Pay	734.25	34		569.50	72		1,419.84	160		3,973.66
Taxes Withheld										
Federal Withholding	0.00			0.00			-93.00			-378.00
Medicare Employee	-10.64			-8.26			-20.58			-59.76
Social Security Employee	-45.52			-35.31			-88.03			-255.54
NY - Withholding	-7.43			-31.40			-35.12			-178.46
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-63.59			-74.97			-236.73			-871.76
Net Pay	670.66	34		494.53	72		1,183.11	160		3,101.90
Employer Taxes and Contributions										
Medicare Company	10.64			8.26			20.58			59.76
Social Security Company	45.52			35.31			88.03			255.54
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	56.16			43.57			108.61			315.30

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09/26/25

Port Jervis Free Library Payroll Summary September 2025

	[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		TOTAL	
	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Hours	Rate	Sep 25	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00	20.00		5,283.00	
Salaries and Wages FT	140	36.68	5,135.20	140	18.71	2,619.40	487.00		12,114.85	
Salaries and Wages MTNC			0.00			0.00	160.00		4,121.60	
Salaries and Wages PT			0.00			0.00	772.25		16,493.71	
retroactive pay FT			137.55			0.00			137.55	
Total Gross Pay	140		5,272.75	140		2,619.40	1,439.25		38,150.71	
Deductions from Gross Pay										
Health Insurance			-336.78			0.00			-1,076.52	
Retirement			0.00			-78.58			-579.33	
Total Deductions from Gross Pay			-336.78			-78.58			-1,655.85	
Adjusted Gross Pay	140		4,935.97	140		2,540.82	1,439.25		36,494.86	
Taxes Withheld										
Federal Withholding			-660.00			-228.00			-3,122.00	
Medicare Employee			-76.46			-37.99			-553.22	
Social Security Employee			-326.91			-162.41			-2,365.37	
NY - Withholding			-246.00			-95.74			-1,420.88	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,309.37			-524.14			-7,461.47	
Net Pay	140		3,626.60	140		2,016.68	1,439.25		29,033.39	
Employer Taxes and Contributions										
Medicare Company			76.46			37.99			553.22	
Social Security Company			326.91			162.41			2,365.37	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			403.37			200.40			2,918.59	

Port Jervis Free Library
Chase Checking Account activity
September 16 to October 15, 2025

Details	Posting Date	Description	Amount	Type
DEBIT	10/15/2025	Online ACH Payment 11191713001 To SusanWade (#####	(360.00)	ACH_PAYMENT
DEBIT	10/14/2025	Online ACH Payment 11190289830 To NYLAF (#####63	(50,000.00)	ACH_PAYMENT
DEBIT	10/10/2025	Online ACH Payment 11190289828 To NYLAF (#####63	(50,000.00)	ACH_PAYMENT
DEBIT	10/9/2025	Online ACH Payment 11190289823 To NYLAF (#####63	(50,000.00)	ACH_PAYMENT
CHECK	10/8/2025	CHECK 1187	(708.00)	CHECK_PAID
DEBIT	10/8/2025	Online ACH Payment 11190289821 To NYLAF (#####63	(50,000.00)	ACH_PAYMENT
DEBIT	10/8/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200	(741.48)	ACH_DEBIT
DEBIT	10/8/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC	(4,603.74)	ACH_DEBIT
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187429 to #####3288	(60.95)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187426 to #####0782	(164.63)	BASIC_PAYROLL
DEBIT	10/7/2025	Online ACH Payment 11190181895 To #####6097)	(188.44)	ACH_PAYMENT
DEBIT	10/7/2025	Online ACH Payment 11190181894 To #####7064	(236.64)	ACH_PAYMENT
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181883 to #####7064	(236.65)	BASIC_PAYROLL
DEBIT	10/7/2025	Online ACH Payment 11190181891 To #####0649	(243.80)	ACH_PAYMENT
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181884 to #####0649	(386.09)	BASIC_PAYROLL
DEBIT	10/7/2025	Online ACH Payment 11190181896 To #####6640	(408.06)	ACH_PAYMENT
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181885 to #####6640	(452.36)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181885 to #####4522	(460.72)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181890 to #####1376	(488.49)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181888 to #####9377	(494.57)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187419 to #####9748	(511.15)	BASIC_PAYROLL
DEBIT	10/7/2025	Online ACH Payment 11190181889 To #####1	(547.61)	ACH_PAYMENT
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181893 to #####5734	(561.46)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187418 to #####1601	(733.64)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181886 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187425 to #####9139	(887.40)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190181887 to #####4263	(1,028.94)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187422 to #####0937	(1,060.10)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187420 to #####7671	(1,550.95)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187421 to #####2902	(1,768.57)	BASIC_PAYROLL
DEBIT	10/7/2025	Basic Online Payroll Payment 11190187428 to #####2173	(1,823.87)	BASIC_PAYROLL
DEBIT	10/6/2025	Online ACH Payment 11190398669 To Cheshire (#####553	(8,000.00)	ACH_PAYMENT
DEBIT	10/6/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 D	(565.18)	ACH_DEBIT
DEBIT	10/3/2025	SERVICE CHARGES FOR THE MONTH OF SEPTEMBER	(126.60)	FEE_TRANSACTION
DEBIT	10/3/2025	Online Payment 26460290758 To RCLS 10/03	(1,325.00)	BILLPAY
DEBIT	10/3/2025	Basic Online Payroll Payment 11190399062 to #####0031	(92.00)	BASIC_PAYROLL

DEBIT	10/3/2025	Online ACH Payment 11190282961 To NYLAF (_#####63)	(50,000.00)	ACH_PAYMENT
CREDIT	10/3/2025	ORIG CO NAME:NYLAF ORIG ID:1133914966 DES	50,000.00	ACH_CREDIT
CHECK	10/2/2025	CHECK 1186	(3,000.00)	CHECK_PAID
DEBIT	10/2/2025	Online Payment 26440566786 To BLACKSTONE PUBLISHING	(845.60)	BILLPAY
DEBIT	10/2/2025	Online Payment 26440556030 To TIME WARNER CABLE 10/	(130.00)	BILLPAY
DEBIT	10/2/2025	Online Payment 26440522186 To ORANGE & ROCKLAND UT	(1,113.36)	BILLPAY
DEBIT	10/2/2025	Online Payment 26440538702 To TOSHIBA FINANCIAL SER	(407.88)	BILLPAY
DSLIP	10/2/2025	DEPOSIT ID NUMBER 754577	156.64	DEPOSIT
DSLIP	10/2/2025	DEPOSIT ID NUMBER 754576	1,724.01	DEPOSIT
DSLIP	10/2/2025	DEPOSIT ID NUMBER 754578	301,336.25	DEPOSIT
DEBIT	10/1/2025	Online Payment 26429014418 To Kanopy 10/01	(44.00)	BILLPAY
DEBIT	10/1/2025	Online Payment 26428968033 To RCLS 10/01	(79.44)	BILLPAY
DEBIT	10/1/2025	Online Payment 26424003986 To RCLS 10/01	(2,720.00)	BILLPAY
DEBIT	9/30/2025	Basic Online Payroll Payment 11189809967 to #####2214	(185.00)	BASIC_PAYROLL
DEBIT	9/30/2025	Basic Online Payroll Payment 11189809966 to #####7906	(185.00)	BASIC_PAYROLL
DEBIT	9/30/2025	Basic Online Payroll Payment 11189817625 to #####969;	(185.00)	BASIC_PAYROLL
DEBIT	9/30/2025	Basic Online Payroll Payment 11189817627 to #####3325	(185.00)	BASIC_PAYROLL
DEBIT	9/30/2025	Online ACH Payment 11189817626 To SusanWade (_#####	(5,500.00)	ACH_PAYMENT
DEBIT	9/30/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200	(721.09)	ACH_DEBIT
DEBIT	9/29/2025	Online Payment 26391400187 To Bachman Law Firm PLLC 09/	(1,799.59)	BILLPAY
DEBIT	9/29/2025	Online Payment 26378433541 To PITNEY BOWES GLOBAL I	(219.06)	BILLPAY
DEBIT	9/29/2025	Online Payment 26371251104 To Tri State Paper and Cleanin	(466.45)	BILLPAY
DEBIT	9/29/2025	Online Payment 26371250384 To REGIONAL FOOD BANK O	(31.80)	BILLPAY
DEBIT	9/29/2025	Online Payment 26371249664 To Brodart Co 09/29	(42.62)	BILLPAY
DEBIT	9/29/2025	Online Payment 26371273537 To Baker and Taylor 09/29	(82.69)	BILLPAY
DEBIT	9/26/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC	(4,511.04)	ACH_DEBIT
CHECK	9/23/2025	CHECK 1185	(60.00)	CHECK_PAID
DEBIT	9/23/2025	Online ACH Payment 11188741818 To #####6097)	(130.45)	ACH_PAYMENT
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741819 to #####6640	(226.18)	BASIC_PAYROLL
DEBIT	9/23/2025	Online ACH Payment 11188749262 To #####_##	(236.64)	ACH_PAYMENT
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741813 to #####7064	(236.65)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741820 to #####0782	(239.45)	BASIC_PAYROLL
DEBIT	9/23/2025	Online ACH Payment 11188749261 To #####_#####	(243.81)	ACH_PAYMENT
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741816 to #####9377	(248.78)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741810 to #####4522	(346.23)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741808 to #####0649	(386.08)	BASIC_PAYROLL
DEBIT	9/23/2025	Online ACH Payment 11188749263 To #####_#####4	(422.64)	ACH_PAYMENT
DEBIT	9/23/2025	Online ACH Payment 11188749259 To #####_#####1	(494.53)	ACH_PAYMENT
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741809 to #####9748	(511.14)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741815 to #####1376	(556.83)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188749260 to #####5734	(561.46)	BASIC_PAYROLL

DEBIT	9/23/2025	Basic Online Payroll Payment 11188741811 to #####1601	(739.14)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188749257 to #####0031	(872.90)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741821 to #####9139	(961.14)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188749258 to #####4263	(1,008.35)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188749256 to #####0937	(1,060.10)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741814 to #####7671	(1,550.95)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741812 to #####2902	(1,768.57)	BASIC_PAYROLL
DEBIT	9/23/2025	Basic Online Payroll Payment 11188741817 to #####2173	(1,823.86)	BASIC_PAYROLL
CREDIT	9/22/2025	ORIG CO NAME:NYLAF ORIG ID:113470543 DES	50,000.00	ACH_CREDIT
CHECK	9/19/2025	CHECK 1184	(3,750.00)	CHECK_PAID



August 30, 2025 through September 30, 2025

Primary Account [REDACTED]

CONSOLIDATED BALANCE SUMMARY**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$85,421.09	\$37,992.61
Chase Business Premier Savings	[REDACTED]	1,997.77	1,997.80
Total		\$87,418.86	\$39,990.41
TOTAL ASSETS		\$87,418.86	\$39,990.41

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$85,421.09
Deposits and Additions	4	106,726.08
Checks Paid	3	-4,349.00
Electronic Withdrawals	88	-149,675.21
Fees	1	-130.35
Ending Balance	96	\$37,992.61

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.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
09/10	Deposit 1276664056	\$5,005.00
09/10	Deposit 1276664057	1,721.08
09/12	Orig CO Name:Nylaf Orig ID:1113470543 Desc Date: CO Entry Desc:Nyclass Sec:CCD Trace#:042000019062086 End:250912 Ind ID:287 Ind Name:Port Jervis Free LIBR Trn: 2559062086Tc	50,000.00
09/22	Orig CO Name:Nylaf Orig ID:1113470543 Desc Date: CO Entry Desc:Nyclass Sec:CCD Trace#:042000019945404 End:250922 Ind ID:287 Ind Name:Port Jervis Free LIBR Trn: 2659945404Tc	50,000.00
Total Deposits and Additions		\$106,726.08

Please Note:
THE FUND WILL BE CLOSED OCTOBER 13TH IN OBSERVANCE OF THE
COLUMBUS DAY HOLIDAY

Activity Summary
General Account

9/1/2025 - 9/30/2025

Investment Pool Summary

NYCLASS

Beginning Market Balance

\$1,480,939.20

Dividends to Date

\$16,171.93

Dividends

\$4,789.89

Purchases

\$0.00

Redemptions

(\$100,000.00)

Ending Market Balance

\$1,385,729.09

Average Monthly Rate

4.035%

NAV / Share Price

\$1.00

Total

\$1,385,729.09

Total Fixed Income

\$0.00

Account Total

\$1,385,729.09

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

Please Note:
THE FUND WILL BE CLOSED OCTOBER 13TH IN OBSERVANCE OF THE
COLUMBUS DAY HOLIDAY

Activity Summary, [REDACTED] Harrison-Thune

9/1/2025 - 9/30/2025

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$8,023.08
Dividends to Date		\$82.94
Dividends		\$26.79
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$8,049.87
Average Monthly Rate		4.055%
NAV / Share Price		\$1.00
Total		\$8,049.87
Total Fixed Income		\$0.00
Account Total		\$8,049.87

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

Port Jervis Free Library Director's Report
November 12, 2025

Staffing Issues

1. Staffing Shortage
 - a. November – We are currently looking to fill full-time and part-time positions. I am currently interviewing candidates for both positions.
2. Staff Day
 - a. November – The next staff day will be held in December.
3. Staff Evaluations
 - a. September – Staff evaluations have started and should be wrapping up soon. I present the full report to the board by the October board meeting.
 - b. October – Due to delays, the full report will be ready by the November meeting.
 - c. November – The Staff Evaluation Summary report has been submitted to the board for review.

Building Issues

1. Facilities Updates
 - a. November – The boilers are functioning properly.
2. Carpet
 - a. November – The carpet project has been put on hold.
3. Property
 - a. November – I will be looking for a company to top the cherry tree in the front of the building sometime during the fall or early winter.
4. Security
 - a. June – I have sent the first security camera quote to the board with the other bids coming in soon.
 - b. September – The security camera bids should be in before the board meeting. These will include a quote for new phones, as most companies do phone support as well now too.
 - c. October – The bids are in and the quotes have been given to the board for final review.
 - d. November – The work on the security cameras should start sometime soon. Bedik is expecting the job to be completed by the end of January, if not earlier. I will be looking at refitting the front and side doors to comply with the findings of the security assessment.

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. November – They hope to have the policy manual completed soon.

Tech Issues – November 2025

- 1. The website has been updated so the scrolling banner icons are more visible.

Friends of the Library and Community Organizations – November 2025

- 1. I have finished the Memorandum of Understanding and submitted it to the Friends for review. They should approve the document during their next meeting.
- 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 – November 2025

- 1. Connie will give the program report.

Grants and Funding – November 2025

- 1. 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.