PORT JERVIS FREE LIBRARY BOARD OF TRUSTEES AGENDA

December 17, 2024, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment -

III Minutes: Approve-November 19, 2024

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

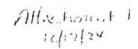
VII. Old Business:

- Hold harmless agreement
- Policy Manual

VIII New Business

IX Executive Session

X Adjournment: Next regular meeting January 21, 2025 @ 10 a.m.



Minutes of the Port Jervis Free Library Board of Trustees November 19, 2024 10:00 a.m.

<u>Present</u>: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller Public: Connie Treuting, Susan Wade

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

III Public Comment - none

IV Minutes (Attachment 1)

Valerie made a motion, seconded by Dolores, to approve the minutes of the October 15, 2024 meeting. Passed (3-0) – Liz abstained from the vote.

V Correspondence - none

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

- Valerie made a motion, seconded by Dolores, to approve the statistics, financial reports and bills as presented. Unanimously passed.
- > Justin Wood, the Partner from Nugent & Haeussler PC in charge of the audit of the fiscal 2024 financials, reported that the Library earned a "clean" opinion, and has a healthy budget and robust fund balance. Dolores made a motion, seconded by Liz, to accept the audit report as presented by Nugent & Haeussler. Unanimously passed.

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

- Curran reported that the new hire is doing well, and that the other person considered for part-time employment may join in January after having worked a few hours in early November. Curran would like to promote a current employee to full-time status or hire an additional part-time person.
- > Curran continues to evaluate plans for oversight of the scheduling process. Valerie noted that the City is looking into Paychex, a scheduling-to-paycheck tool.
- > Staff evaluations will all occur in December, utilizing the form previously utilized.
- Christmas gifts for the employees was discussed; there is a \$25 limit on such items.
- The staff training day was productive with all but two employees attending. All present completed harassment training, and the other two employees will complete by end of month. All present signed off that they had received training on Koha as well as basic computer training, training with open and close procedure, and additional printer training.
- The HUB is not being well utilized, with many programs garnering zero attendance or six or less participants. Marketing tactics will be enhanced and its ADA accessibility will be emphasized. The seating arrangement was also reconfigured.
- Two additional air purifiers will be purchased.

- A bid was received for \$3,360 to replace the spikes on the roof. Curran was authorized to proceed at his discretion.
- An RFP will be prepared for restoring the flooring.
- It was noted that the first-floor circulation desk is not ADA compliant, and Curran will look into ideas to reconfigure that area.
- It was reported that Dick has been in contact with the School Superintendent about the possibility of purchasing the land adjacent to the Library; he in turn was to bring the issue before the School Board.
- Cheshire is looking into the feasibility of installing a drop sink and dishwasher; it was agreed that whoever was responsible for the program would have responsibility for dealing with the clean-up aftermath.
- > The internal policies & procedures manual will be forwarded to FLEA for comment.
- All agreed that the website needs a complete rebuild. Liz suggested that monthly charges and security be addressed as a part of the overhaul. Valerie stated that a standard platform is needed; Liz concurred.
- Curran will attend the monthly Rotary meeting.
- Liz made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.

VIII Unfinished Business (Attachment 4)

- > The Town of Minisink patron count was shared with the Board.
- It was agreed that a plaque will be procured to which names can be added in the future. Norm Gallagher's will be the first name to be included.

IX New Business

Dolores made a motion, seconded by Valerie, to approve the RCLS 2025 budget as presented. Unanimously passed. Carl signed the document and Curran will forward to RCLS.

X Next Meeting

The next regularly scheduled meeting will take place Tuesday, December 17, 2024 at 10:00 a.m.

XI Executive Session - none

XII Adjournment – Valerie made a motion, seconded by Liz, to adjourn the meeting at 11:16 a.m. Unanimously passed.

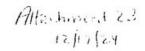
Respectfully Submitted,

Susan Wade, Board Secretary

2:09 PM 12/10/24 Accrual Basis

Port Jervis Free Library Balance Sheet As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	0.000.000.000.000.000.000
Cash Exchange	300.00
1005 · NYLAF	2,219,729.95
1006 · CHASE CHECKING	208,375.88
1007 · Chase Savings	1,997.50
1008 · NYLAF - Harrison Thune	7,772.83
Total Checking/Savings	2,438,176.16
Total Current Assets	2,438,176.16
TOTAL ASSETS	2,438,176.16
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	397.17
Total Accounts Payable	397.17
Other Current Liabilities 2200 · Federal Withholding Tax Payable 2210 · Social Security Tax Payable 2212 · Medicare Withholding Tax Payabl 2220 · NYS Withholding Tax 2230 · NYS Retirement 2233 · Deferred comp withheld	-295.00 -185.56 -43.38 -90.62 13,895.33 0.46
Total Other Current Liabilities	13,281.23
Total Current Liabilities	13,678.40
Total Liabilities	13,678.40
Equity Fund Balance - Assigned Fund Balance - Restricted Fund Balance - Unassigned 3900 · Retained Earnings Net Income	73,155.00 7,250.00 474,730.24 1,047,573.90 821,788.62
Total Equity	2,424,497.76
TOTAL LIABILITIES & EQUITY	2,438,176.16



2:08 PM 12/10/24 Accrual Basis

Port Jervis Free Library Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,176,339.42	1,184,556.00	-8,216.58	99.3%
PILOT	0.00	1,500.00	-1,500.00	0.0%
Charges for Services 4000 · Book Sales	1,772.10	2 000 00	4 227 00	FO 40/
4001 · Fines	509.17	3,000.00 750.00	-1,227.90 -240.83	59.1% 67.9%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	5,798.20	9,338.00	-3,539.80	62.1%
Total Charges for Services	9,054.47	14,088.00	-5,033.53	64.3%
4055 · Services to Other Governments Miscellaneous	2,600.00	13,000.00	-10,400.00	20.0%
4004 · Gifts	412.47	300.00	112.47	137.5%
4008 · Library Merchandise	60.00	0.00	60.00	100.0%
Total Miscellaneous	472.47	300.00	172.47	157.5%
Operating Grants				
4023 · Local Public Funds OLA	3,382.00	3,000.00	382.00	112.7%
4025 · State Aid LLSA	4,839.00	5,000.00	-161.00	96.8%
4026 · RCLS Grnts & St. Aid thru R	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	8,221.00	18,000.00	-9,779.00	45.7%
Interest Income	32,688.44	19,000.00	13,688.44	172.0%
Total Income	1,229,375.80	1,250,444.00	-21,068.20	98.3%
Gross Profit	1,229,375.80	1,250,444.00	-21,068.20	98.3%
Expense				
Personal Services				
6002 · Salaries Director	54,455.25	68,340.00	-13,884.75	79.7%
6000 · Salaries Clerical FT	59,056.10	200,000.00	-140,943.90	29.5%
6001 · Salaries Clerical PT	96,281.64	252,800.00	-156,518.36	38.1%
6003 · Salaries Maintenance	22,668.80	53,575.00	-30,906.20	42.3%
Total Personal Services	232,461.79	574,715.00	-342,253.21	40.4%
Contractual				
6005 · Board Reporting	550.00	1,827.00	-1,277.00	30.1%
6030 · Books	4,868.03	25,000.00	-20,131.97	19.5%
6031 · Books Children	1,157.97	7,000.00	-5.842.03	16.5%
6032 · Book Friends	466.77	1,000.00	-533.23	46.7%
6035 · Periodicals	4,079.00	10,000.00	-5,921.00	40.8%
6038 · Audio Adult	1,165.68	4,500.00	-3,334.32	25.9%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	36.84	1,500.00	-1,463.16	2.5%
6041 · ANSER	0.00	29,460.00	-29,460.00	0.0%
6045 · Computer Eqpt/Software	19,061.61	20,000.00	-938.39	95.3%
6050 · Library Supplies	3,650.97	8,500.00	-4,849.03	43.0%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity 6061 · Utilities Gas	6,783.37	17,000.00	-10,216.63	39.9%
6062 · Utilities Water	222.87 556.63	11,000.00 2,200.00	-10,777.13	2.0%
6065 · Utilities Telephone/Internet	1,799.04	6,000.00	-1,643.37 -4,200.96	25.3% 30.0%
6070 · Building Janitorial Supp	1,547.74	6,000.00	-4,452.26	25.8%
6071 · Building Maintenance	14,772.58	24,977.00	-10,204.42	59.1%
6071 Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	2,422.34	7,000.00	-4,577.66	34.6%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	20,875.50	80,000.00	-59,124.50	26.1%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	27,500.00	61,965.00	-34,465.00	44.4%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	54.00	700.00	-646.00	7.7%
6100 · Dues	0.00	600.00	-600.00	0.0%
				-

Port Jervis Free Library Profit & Loss Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6120 · Postage	754.06	2,000.00	-1,245.94	37.7%
6125 · Programs	1,646.32	5,000.00	-3,353.68	32.9%
6126 · Programs Children	154.05	5,000.00	-4,845.95	3.1%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	3,365.91	6,000.00	-2,634.09	56.1%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	2,121.50	2,000.00	121.50	106.1%
Total Contractual	145,516.45	418,779.00	-273,262.55	34.7%
Employee Benefits				
6010 · Employer Social Security	14,412.65	45,000.00	-30,587.35	32.0%
6015 · Employer Medicare	3,370.72	9,250.00	-5,879.28	36.4%
6056 · Insurance Wkmns Comp	4,163.79	8,000.00	-3,836.21	52.0%
6057 · Insurance Disability	-141.97	4,500.00	-4,641.97	-3.2%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	38,565.38	130,000.00	-91,434.62	29.7%
6132 · Benefits Retirement	63,359.64	55,000.00	8,359.64	115.2%
Total Employee Benefits	123,730.21	256,950.00	-133,219.79	48.2%
Total Expense	501,708.45	1,250,444.00	-748,735.55	40.1%
Net Ordinary Income	727,667.35	0.00	727,667.35	100.0%
Net Income	727,667.35	0.00	727,667.35	100.0%

12/10/24

Employer Taxes and Contributions Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	Net Pay	Total Taxes Withheld	Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Addl Tax	Adjusted Gross Pay	Total Deductions from Gross Pay	Deductions from Gross Pay Health Insurance Retirement	Total Gross Pay	Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT	12) Temporal Company (1997)
	40	İ		40			40	40	Hours	Cass	
								32.01	Rate	Cassidy, Barbara M.	
18.57 79.38 0.00 0.00 97.95	989.49	-290.91	-138.00 -18.57 -79.38 -54.96 0.00 0.00	1,280.40	0.00	0.00	1,280.40	0.00 0.00 0.00 1,280.40	Nov 24	M.	No
	55			55			55	55	Hours	C	November 2024
								16.00	Rate	Cherry, Echo J	24
12.76 54.56 0.00 0.00 0.00 67.32	800.24	-79.76	0.00 -12.76 -54.56 -12.44 0.00	880.00	0.00	0.00	880.00	0.00 0.00 0.00 880.00	Nov 24	_	
	14			14			14	14	Hours	Ω.	
								16.00	Rate	Cherry, Kalista M	
3.24 13.88 0.00 0.00 0.00	206.88	-17.12	0.00 -3.24 -13.88 0.00 0.00	224.00	0.00	0.00	224.00	0.00 0.00 0.00 224.00	Nov 24	3	
	14			14			14	4	Hours	Conklin,	

Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Medicare Employee Addl Tax Total Taxes Withheld Net Pay Employer Taxes and Contributions	Health insurance Retirement Total Deductions from Gross Pay Adjusted Gross Pay	Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT Total Gross Pay	Employee Wages, Taxes and Adjustments
			16.46	Conklin, Mallory E Rate Nov 24
3.34 14.29 0.00 0.00 0.00 17.63	0.00 -3.34 -14.29 0.00 -1.16 0.00 -18.79 211.65	0.00 0.00 0.00 230.44	0.00 0.00 0.00 	Nov 24
	62	62	62	Hours
			17.93	Conklin, Matthew J.
16.12 68.92 0.00 0.00 0.00	-62.00 -16.12 -68.92 -52.61 0.00 0.00 -199.65	0.00 -33.35 -33.35 1,078.31	0.00 0.00 0.00 1.111.66	Nov 24
	73	73	73	Hours
			18.45	Fedoruk, Olga Rate
19.53 83.51 0.00 0.00 0.00 103.04	-90.00 -19.53 -83.51 -31.73 -2.40 0.00 -227.17 1,119.68	0.00 0.00 0.00 1,346.85	0.00 0.00 0.00 1,346.85	Nov 24
	76	76	76 76	Joergle-Gi Hours
			28.04	Joergle-Gildea, Stacy Hours Rate

-526.8868.65	20 4,758.12 75	-327.55	-233.48	0.00 0.00 -2.40 0.00 0.00 0.00	0.00 0.00 -1,119.64	0.00 -2.40 0.00 0.00 -1,119.64 -494.54 20 3,636.48 75 1,725.06	0.00 -2.40 0.00 0.00 -1,119.64 -494.54 20 3,636.48 75 1,725.06 76.61 33.18	0.00 -2.40 0.00 0.00 -1,119.64 -494.54 20 3,636.48 75 1,725.06 76.61 33.18 327.55 141.88 0.00 0.00	0.00 0.00 -1,119.64 20 3,636.48 76.61 327.55 0.00 0.00 0.00
	75 2,219.60			-76.61 -327.55 -233.48 -233.48 -24.08 -2.40 0.00 0.00 0.00		-33.18 -141.88 -94.08 -2.40 0.00 -494.54 -75 -1,725.06	-33.18 -141.88 -94.08 -2.40 -0.00 -494.54 -75 -1,725.06	-33.18 -141.88 -94.08 -2.40 -2.40 0.00 -494.54 -7.725.06 -33.18 141.88 0.00	-33.18 -141.88 -94.08 -2.40 -0.00 -494.54 -75 -1,725.06 -33.18 141.88 -0.00 -0.00 -0.00

Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Addi Tax Total Taxes Withheld Net Pay Employer Taxes and Contributions	Deductions from Gross Pay Health Insurance Retirement Total Deductions from Gross Pay Adjusted Gross Pay	Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT Total Gross Pay	
	4	4	4 4	Hours
			16.00	Mascolo, Jaclyn Rate
0.93 3.97 0.00 0.00	0.00 -0.93 -3.97 0.00 0.00 -4.90 59.10	0.00 0.00 0.00 64.00	0.00 0.00 0.00 64.00	Nov 24
	73.25	73.25	73.25	Hours
			16.00	MIFTARI, IDRIZ
17.00 72.67 0.00 0.00 0.00 89.67	-5.00 -17.00 -72.67 -24.14 0.00 0.00 -118.81	0.00 0.00 0.00 1,172.00	0.00 0.00 0.00 1,172.00	Nov 24
	65	95 5	g g	Hours
			16.00	Northup, Nancy Rate
15.08 64.48 0.00 0.00 0.00 79.56	0.00 -15.08 -64.48 -12.68 0.00 0.00 0.224 947.76	0.00 0.00 1,040.00	0.00 0.00 0.00 1,040.00	Nov 24
	27.5	27.5	27.5	Penner,

Medicare Company Social Security Company NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	Total Taxes Withheld Net Pay Employer Taxes and Contributions	Taxes Withheld Federal Withholding Medicare Employee Social Security Employee NY - Withholding NY - Disability Employee Medicare Employee Addl Tax	Total Deductions from Gross Pay Adjusted Gross Pay	Deductions from Gross Pay Health Insurance Retirement	Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT Total Gross Pay	Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director
8.81 37.69 0.00 0.00 46.50	-51.76 556.24	0.00 -8.81 -37.69 -5.26 0.00	608.00	0.00	0.00 0.00 608.00	Seger, Nov 24
	78		78	90		Hours
	*** W (1)				16.00	Soberg, Julie Rate
18.10 77.38 0.00 0.00 0.00 95.48	1,072.22	-13.00 -18.10 -77.38 -67.30 0.00	0.00	0.00	1,248.00	Nov 24
	47.5		47.5	:	47.5	Hours
					16.90	Sommers, Diane M. Rate
11.64 49.77 0.00 0.00 0.00	-144.75 658.00	-64.00 -11.64 -49.77 -19.34	0.00	0.00 0.00	0.00 0.00 802.75	No
	76.5	19 19 19 19	75.5	75.5	75.5	Hours
9					19.22	Rate
21.05 89.97 0.00 0.00 111.02	-250.83 1,200.28	-101.00 -21.05 -89.97 -36.41 -2.40	0.00	1,451.11 0.00 0.00	0.00 0.00 0.00 1,451.11	M Nov 24

NY - Disability Company NY - Unemployment NY - MCTMT (Transit Tax) Total Employer Taxes and Contributions	Employer Taxes and Contributions Medicare Company Social Security Company	Net Pay	Total Taxes Withheld	NY - Disability Employee Medicare Employee Addl Tax	NY - Withholding	Medicare Employee	Taxes Withheld Federal Withholding	Adjusted Gross Pay	Total Deductions from Gross Pay	Deductions from Gross Pay Health Insurance Retirement	Total Gross Pay	Employee Wages, Taxes and Adjustments Gross Pay Salaries and Wages Director Salaries and Wages FT Salaries and Wages MTNC Salaries and Wages PT		
		160						160			160	160	Hours	
												25.76	Rate	Tidd, Ralph
0.00 0.00 0.00 315.30	59.76 255.54	3,098.88	-878.16	-2.40 0.00	-178.46	-59.76	-382.00	3,977.04	-144.56	-144.56 0.00	4,121.60	0.00 0.00 4,121,60 0.00	Nov 24	
		140						140	ļ :		140	140	Hours	То
												17.74	Rate	Tobey, Katelyn A
0.00 0.00 0.00 190.00	36.01 153.99	1,998.82	410.28	0.00	-84.28	-36.01	-136.00	2,409.10	-74.50	0.00 -74.50	2,483.60	0.00 2,483.60 0.00 0.00	Nov 24	Þ
		140						140			140	140	Hours	Tro
												36.18	Rate	Treuting, Connie
0.00 0.00 0.00 387.49	73.45 314.04	3,472.03	-1,256.47	-2.40 0.00	-234.58	-73.45	-632.00	4,728.50	-336.70	-336.70 0.00	5,065.20	0.00 5,065.20 0.00 0.00	Nov 24	ē
	:	140						140			140	140	Hours	William

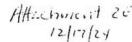
Total Employer Taxes and Contributions	NY - WCTMT (Transit Tax)	NY - Disability Company	Social Security Company	Employer Taxes and Contributions	Net Pay	Total Taxes Withheld	modern comproyee Addi Lax	Medicare Employee Add Tax	NY - Disability Family	Social Security Employee	Medicare Employee	Taxes Withheld Federal Withholding	Adjusted Gross Pay	Total Deductions from Gross Pay		Deductions from Gross Pay Health Insurance Retirement	Iotal Gross Pay	1	Salaries and Wages DT	Salaries and Wages HI	Salaries and Wages Director	Employee Wages, Taxes and Adjustments Gross Pay		
																				17.96			Rate	Williams, Starr R.
192.35	0.00	0.00	36.46		1,934.07	-504.89	0.00	-2.40	-90.14	-155.89	-36.46	-320 00	2,438.96	-75,44	-/5.44	0.00	2,514.40	0.00	0.00	2,514.40	0.00		Nov 24	Starr R.
				İ	1,758.25								1,758.25				1,758.25	878.25	160.00	560.00	160.00		Hours	
																							Rate	TOTAL
3,488.28	0.00	2,827.08	661.20	!	35,144.80	-8,583.19	0.00	-25.16	-1,713.75	-2.827.08	-3,356.00		43,727.99	-1,869.78	-810.24	-1,059.54	45,597.77	18,019.77	4,121.60	13,024.20	10.432.20		Nov 24	

Chase checking account activity November 13, 2024 to December 9, 2024 Details Posting Date Description DEBIT 12/9/2024 Online Payment 22

DEBIT DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	Details
12/4/2024 Same-Day ACH Payment 11153998549 to Nancy (_#########4/89) 12/4/2024 Same-Day ACH Payroll Payment 11154007096 to ######2902 12/4/2024 Same-Day ACH Payroll Payment 11153998531 to ######1601	12/4/2024 Same-Day ACH Payment 1115400/104 to Everyn (_######9/08) 12/4/2024 Same-Day ACH Payroll Payment 11153998538 to #####9139	12/4/2024 Same-Day ACH Payroll Payment 11153998537 to ######5734	12/4/2024 Same-Day ACH Payroll Payment 11154007099 to ######9748	12/4/2024 Same-Day ACH Payroll Payment 11153998530 to #####0649	12/4/2024 Same-Day ACH Payroll Payment 11153998529 to ########3260 12/4/2024 Same-Day ACH Payroll Payment 11153998534 to #####1376	12/4/2024 Same-Day ACH Payroll Payment 11154007100 to ######7064	12/4/2024 Same-Day ACH Payroll Payment 11154007098 to ######7671	12/4/2024 Same-Day ACH Payroll Payment 11154007101 to ####0937	12/4/2024 Same-Day ACH Payroll Payment 11154007097 to ######4522	12/4/2024 Same-Day ACH Payment 11154007103 to JulieSoberg (_#####1730)	12/4/2024 Same-Day ACH Payment 11153998544 to MatthewConnelly (_####################################	12/4/2024 Same-Day ACH Payment 11153998536 to Kalista (_####6097)	12/4/2024 Same-Day ACH Payroll Payment 11153998532 to ####0031	12/4/2024 Same-Day ACH Payroll Payment 11153998535 to ######8462	12/4/2024 Same-Day ACH Payment 11153998533 to BrighidSeger (_########1948	12/4/2024 Same-Day ACH Payroll Payment 11153998539 to #######2173	12/4/2024 ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:120424 CC	12/4/2024 SERVICE CHARGES FOR THE MONTH OF NOVEMBER	12/6/2024 Online ACH Payment 11154370766 To NYSLRS (_#####7702)	12/6/2024 Online Payment 22968731836 To CARDMEMBER SERVICE 12/06	12/6/2024 Online Payment 22968726127 To Brodart Co 12/06	12/6/2024 Online Payment 22968727894 To TOSHIBA FINANCIAL SERVICES (ELEC 12/0	12/6/2024 Online Payment 22968737906 To BLACKSTONE PUBLISHING 12/06	12/9/2024 Online Payment 22996488532 To NY ST DEPT CIVIL SVC-AGENCY PMT 12/C	Posting Date Description
(431.48) ACH_PAYMENT (1,736.02) BASIC_PAYROLL (630.84) BASIC_PAYROLL	(421.32) BASIC_PAYROLL	(515.57) BASIC_PAYROLL	(358.95) BASIC_PAYROLL	(352.30) BASIC_PAYROLL	(292.94) BASIC_PAYROLL	(175.42) BASIC_PAYROLL	(1,549.44) BASIC_PAYROLL	(984.08) BASIC_PAYROLL	(551.05) BASIC_PAYROLL	(486.14) ACH_PAYMENT	(175.42) ACH_PAYMENT	(103.42) ACH_PAYMENT	(856.41) BASIC_PAYROLL	(797.92) BASIC_PAYROLL	(336.50) ACH_PAYMENT	(1,818.25) BASIC_PAYROLL	(4,957.72) ACH_DEBIT	(32.95) FEE_TRANSACTION	(52,938.00) ACH_PAYMENT	(1,493.69) BILLPAY	(123.11) BILLPAY	(407.88) BILLPAY	(36.00) BILLPAY	(10,421.64) BILLPAY	Amount Type

DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	CHECK	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT
11/19/2024 Online ACH Payment 11152213871 To Nancy (_###########4789) 11/19/2024 Basic Online Payroll Payment 11152202992 to ######8462	11/19/2024 Online ACH Payment 11152213870 To BrighidSeger (##########1948)	11/19/2024 Basic Online Payroll Payment 11152202987 to #####0649			11/19/2024 Basic Online Payroll Payment 11152213862 to ######7064		11/19/2024 Online ACH Payment 11152213872 To Kalista (#####6097)	11/19/2024 CHECK 1132 11/19	ORIG CO NAME: IRS	11/20/2024 ORIG CO NAME: NYS DTF WT ORIG ID: \$1/20/2024 ORIG CO NAME: NYS DTF WT				11/20/2024 Online ACH Payment 11152415176 To SusanWade (#####0178)	11/20/2024 Online ACH Payment 11152415209 To NYLAF (########6367)	11/20/2024 Online Payment 22777124790 To BLACKSTONE PUBLISHING 11/20	V DMT	11/21/2024 Online ACH Payment 11152423501 To NYI AF (#########6367)	11/22/2024 Online ACH Payment 11152423519 To NYLAF (#######6367)	11/25/2024 Online Payment 22826497665 To AMAZON CAPITAL SERVICES 11/25	12/2/2024 Online Payment 22896643791 To Kanony 12/02	12/2/2024 Online ACH Payment 11153645663 To SusanWade (######0178)	12/2/2024 Basic Online Payroll Payment 11153645661 to ########2214	12/2/2024 Basic Online Payroll Payment 11153645659 to ######3375	12/2/2024 Basic Online Payroll Payment 11153645660 to ########9692	12/2/2024 Basic Online Payroll Payment 11153645662 to #####7906	11153	ORIG ID:S146013200 DESC DATE:	7	12/4/2024 Same-Day ACH Payment 11153998551 to Katoling / ######4203	12/4/2024 Same-Day ACH Payroll Payment 11154007095 to #########2563
(495.08) ACH_PAYMENT (502.61) BASIC_PAYROLL	(378.92) BASIC_PAYROLL	(365.00) BASIC_PAYROLL	-	(172.09) ACH PAYMENT						(110.00) ACH_PAYMENT	(115.24) BASIC_PAYROLL	_						(50,000.00) ACH_PAYMENT	(542.35) BILLPAY	(15.00) BILLPAY	(3,500.00) ACH_PAYMENT					(84.00) BASIC_PAYROLL	(824.32) ACH_DEBIT	(810.24) ACH_DEBIT	(999.41) ACH_PAYMENT	(967.03) BASIC_PAYROLL	

DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT	DEBIT
11/13/2024 Online ACH Payment 11151326427 To NYLAF (_#######6367)	11/14/2024 Online ACH Payment 11151326433 To NYLAF (_#######6367)	11/14/2024 Online Payment 22711144032 To Frontier 111182-4 11/14	11/19/2024 Online ACH Payment 11152213866 To Evelyn (######9708)	11/19/2024 Basic Online Payroll Payment 11152202993 to #######2173	11/19/2024 Basic Online Payroll Payment 11152213857 to ######2902	11/19/2024 Basic Online Payroll Payment 11152213859 to ######7671	11/19/2024 Online ACH Payment 11152202995 To Katelyn (_####7795)	11/19/2024 Basic Online Payroll Payment 11152213868 to ####0937	11/19/2024 Basic Online Payroll Payment 11152213864 to ######4263	11/19/2024 Basic Online Payroll Payment 11152202989 to ######1601	11/19/2024 Basic Online Payroll Payment 11152213861 to ####0031	11/19/2024 Basic Online Payroll Payment 11152202994 to ######1376	11/19/2024 Basic Online Payroll Payment 11152213865 to ######5734	11/19/2024 Basic Online Payroll Payment 11152202988 to ######9748	11/19/2024 Online ACH Payment 11152213869 To JulieSoberg (_#####1730)	11/19/2024 Basic Online Payroll Payment 11152213858 to ######4522
(50,000.00) ACH_PAYMENT	(50,000,00) ACH PAYMENT	(4.96) BILLDAY	(2) OOG S1) ACH PAVMENT	(1.818.25) BASIC PAYROLL	(1.736.02) BASIC PAYROLL	(1.549.44) BASIC PAYROLL	(999.41) ACH PAYMENT	(984.07) BASIC PAYROLL	(967.04) BASIC PAYROLL	(873.85) BASIC_PAYROLL	(856.40) BASIC_PAYROLL	(613.59) BASIC_PAYROLL	(596.41) BASIC PAYROLL	(581.15) BASIC_PAYROLL	(548.68) ACH_PAYMENT	(522.92) BASIC_PAYROLL





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

00005618 DRI 802 141 33924 NNNNNNNNNN P 1 000000000 D2 0000 PORT JERVIS FREE LIBRARY 138 PIKE STREET PORT JERVIS NY 12771

Attachorent 20

November 01, 2024 through November 29, 2024

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



CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking		\$145,420.26	\$192,383.01
Chase Business Premier Savings		1,997.47	1,997.50
Total	Herotopist - Applicator (A)	\$147,417.73	\$194,380.51
TOTAL ASSETS		\$147,417.73	\$194,380.51

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number:

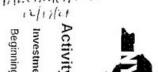


	INSTANCES	AMOUNT
Beginning Balance		\$145,420.26
Deposits and Additions	3	445,819.63
Checks Paid	3	-10,057.39
Electronic Withdrawals	101	-388,767.89
Fees	1	-31.60
Ending Balance	108	\$192,383.01

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

General Account

Redemptions

Purchases

Ending Balance

Average Monthly Rate

Share Price

Total

Total Fixed Income

Account Total

Please Note:
THE FUND WILL DE CLOSED DECEMBER 25TH IN OBSERVANCE OF
CHRISEMAS DAY AND JANUARY 1ST IN OBSERVANCE OF NEW YEARS DAY

11/1/2024 - 11/30/2024

MAX

\$1,812,031.44

\$7,698.51

\$400,000.00

\$0.00

\$2,219,729.95

4.595%

\$1,000

\$2,219,729.95

\$0.00

\$2,219,729.95

Your PMA Representative

Jarett Felty

jfelty@pmanetwork.com (717) 519-6016

PMA

Susan Wade

Port Jervis Free Library

138 Pike Street

Port Jervis, NY 12771

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





NYLAF Monthly Statement

Port Jervis Free Library

Investment Pool Summary Harrison-Thune

Total Fixed Income

Total

Account Total

Average Monthly Rate **Ending Balance** Redemptions Share Price

Purchases

Dividends

Port Jervis Free Library

138 Pike Street Susan Wade Port Jervis, NY 12771

Please Note:
THE FUND WILL BE CLOSED DECEMBER 2STH IN OBSERVANCE OF CHRISTMAS DAY AND JANUARY 1ST IN OBSERVANCE OF NEW YEARS DAY

11/1/2024 - 11/30/2024

\$7,743.53 \$29.30 MAX

\$0.00

\$0.00

\$7,772.83

4.595%

\$1,000

\$7,772.83

\$7,772.83

\$0.00

Your PMA Representative Jarett Felty

jfelty@pmanetwork.com (717) 519-6016

PMA"

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

Attachment 31

Synopsis-Port Jervis Free Library Director's Report December 17, 2024

Staffing Issues

- 1. Staffing Shortage
 - a. December Staffing is sufficient for the moment.
- 2. Schedule
 - a. December I have eliminated several hours per week in unnecessary off-desk time and I have expanded hub hours going forward. I will continue to look at plans of oversight and how they can be integrated in the new policy manual.
- 3. Staff Evaluations
 - a. December Staff have received the self-evaluation worksheets which will be submitted by the 13th. All staff will receive their individual evaluations at a period to be determined.
- 4. HUB
 - December An internal staffing change is being planned for the hub pending board approval. (Executive Session)

Building Issues

- 1. Unhoused Patron Issues
 - a. December I have purchased and placed new air purifiers. They are working quite well according to staff and other patrons. I am working on implementing new policies to discourage disruptions and garbage left around after close. I'll continue to monitor the situation.
- 2. Facilities Updates
 - a. December The pigeon spikes have been set in place. The issue should be resolved. The non-slip strips on the stairs have been replaced.
- 3. Carpet
 - December I have created a RFP and submitted it to the board for approval.
 At the board's request, we will look at fixing/replacing the front desk as well.
 I believe we could get these two projects done either together or separately.
- 4. Property
 - December It is encouraging to see movement on this front. I would like to revisit this at the next opportunity.
- 5. Sustainability

December -- A dishwasher would allow us to use ceramic dishes and silverware for programs rather than paper and plastic ware. George came out to give a cost estimate for the dish washer in the first-floor break room. (Estimate forwarded)

HUB lights- estimate forwarded.

Policies and Procedures

- Policy Manuals Update
 - a. December- The new internal (Employee Handbook) policy manual has been completed and submitted to the board for review. I have attached additional edits that I would like to see in the manual with my report.

- b. <u>Insurance</u>: I have been in contact with The Judith Bachman Law Firm PLLC. They will be writing the Contractor contract template for the library. We received a grace period to get the necessary changes done to our internal policy. This would complete the policy manual and our requirement for the insurance company.
- 2. Patron Conduct Policy

December- The public policy manual was at the attorney. I have an updated Patron Conduct Policy for the board to review.

Tech Issues

- 1. Website
 - a. December Each library must find its own website developer. I have received quotes from several different website developers and I have delivered them to the board for their input. If the board doesn't have an opinion on who to go with, I would like to start to finalize an agreement with a finalist TBD before the end of the month.

2. Postage Printer

a. December – I have received the contact information for Kristt Kelly Office Systems Corp. to replace the Pitney Bowes machine. I will be following up with them shortly to see about taking over for Pitney Bowes and getting out of our current agreement.

Friends of the Library and Community Organizations - December 2024

 Membership – As time allows, I will be working with the Friends to encourage new membership and growth in the community.

Programs and Patron Report - December 2024

- 1. Connie will give the program report.
- The Minisink patron contract proposal has been sent to the Town of Minisink for their approval. They didn't act on contract at their December meeting. They meet next on January 8th
- 3. Starting this month, I will be taking the monthly program list to local businesses.

Grants and Funding

- 1. RCLS Grants
 - a. December Connie applied for a Community Engagement Services Grant to assist with the purchase of materials for developmentally or learning disabled and blind patrons. We have received the grant for the learning devise and subscription support! We should be receiving it in January.

Invoice / Proposal

Attachment 30 12/17/24

Dec. 13, 2024

J. Cheshire & Sons Plumbing, Heating & Electric204 W Main St., Port Jervis NY 12771Business Office Tel: (845) 856-8010

For: Port Jervis Free Library
138 Pike Street
Port Jervis NY 12771

Reference: Add dishwasher

To include:

Kitchen Cabinet, sink, faucet, dishwasher, plumbing and all wiring.

Permits and inspections included.

All work to be done on a Sunday.

Labor and Material: \$14,700.00

Down Payment: \$9,000.00

Balance due upon completion \$5,700.00

If you have any questions, please contact George Cheshire (845) 699-6123

Thank you.

George Cheshire

Any Alteration or deviation from above specifications involving extra costs will be executed, only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Invoice / Proposal

Altochment 30

Dec. 13, 2024

J. Cheshire & Sons Plumbing, Heating & Electric
204 W Main St., Port Jervis NY 12771
Business Office Tel: (845) 856-8010
For: Port Jervis Free Library

Reference: Lights in HUB

138 Pike Street

Port Jervis NY 12771

To include:

Nine (9) 2 X 2 LED Dropin lights.

Labor and Material: \$3,800.00

Down Payment: \$2,500.00

Balance due upon completion \$1,400.00

If you have any questions, please contact George Cheshire (845) 699-6123

Thank you.

George Cheshire

Any Alteration or deviation from above specifications involving extra costs will be executed, only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Program Statistics for November 2024

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	17	3 Sessions; all ages
Wednesdays	Mixed Story Time	12 kids + 11 adults	2 Sessions; Ages 0-5
			Stories, songs, interactive activities
Fridays	PreK Play Day	1 kids + 1 adults	4 Sessions; Open play time for toddlers & preschoolers
Nov. 5	Sweet Science	8	1 session. Science-based activities for grades 2-5.
Nov. 12	DINOvember Cooking	6	Cookie baking program for grades 1-3.
Nov. 22	Spy Guise	Cancelled; snow	STEM program for ages 7-10.
Nov. 26	Pop-up Party Games	4	Ages 10-18
Nov. 19	YA Book Discussion	0	Teen program
Nov. 4	10 Years of the Unknown	6	Teen & adult program based on <i>Over the Garden Wall</i> TV series
Nov. 21	Straw Witch Hats	1	Teen & adult craft program. No teens attended.
Thursdays	Fiber Crafts	46	Adult program. 3 Sessions
Mondays	Monday Morning Mingle for Seniors	0	Social time for senior citizens. 3 sessions
Nov. 6	Art & Audiobooks	3	Adult program. Make a craft while listening to a short story.
Nov. 14	Women's Book Discussion	8	Adult program
Nov. 19	Write Now	0	Creative writing program for adults
Nov, 20	Genealogy Workshop	5	Adult program
Nov. 21	Bullet Journal Workshop	3	Adult program
Nov. 13	Tea Tasting	7	Adult program
Nov. 19	True Crimes Talk Tuesday	0	Adult program
Nov. 16	Saturday Fiber Crafts	5	Adult program
Nov. 1	Gratitude Journals	2	Adult program
Nov 2	Brunch with the Authors	9 authors	Adult program. We had 9 authors present their works. 22 people attended
Nov. 14	Late Night Writing	2	Adult writing program
Nov. 4	HUB Classes for Seniors	0	E-books and Libby
Nov. 18	HUB Classes for Seniors	0	Digital Paint and Learn
Nov. 25	HUB Classes for Seniors	1	Accessibility for Seniors
Nov. 5	Computer Classes for Adults	0	HUB program: Spreadsheets for Beginners
Nov. 12	Computer Classes for Adults	3	HUB program: Crafting the Perfect Resume
Nov. 19	Computer Classes for Adults	2	HUB program Digital Marketing Essential Flyers
Thursdays	HUB Kids Tech (Ages 13+)	0	3 sessions, each covering a different topic
Thursdays	HUB Kids Tech (Ages 9-12)	6	3 sessions, each covering a different topic
Thursdays	HUB Kids Tech (Ages 6-8)	7	3 sessions, each covering a different topic
			I

Program Statistics for November 2024

Nov. 15	HUB Gaming Corner	2	Nintendo Switch Smash Bros Game for grades 4 & up
Tuesday nights	AlAnon	No stats	Outside Group
Nov. 21	Artful Gardeners	No stats	Outside Group