PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
December 19, 2023, @ 10 a.m.

I Call to Order / Pledge of Allegiance

II Public Comment

III Minutes: Approve November 21, 2023

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

VII. Old Business:
- Policy manual (update)
- Service Plan (update)
- Scheduling application (update)
- DASNY Grant

VIII New Business:

IX Executive Session

X Adjournment: Next meeting January 16, 2024 @ 10 a.m.

Minutes of the Port Jervis Free Library Board of Trustees
November 21, 2023
10:00 a.m.

Present: Dolores Carnosa, Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts, Evelyn Rogers
Public: Linda Birmingham, Taylor Sauschuck, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:02 a.m.

III Public Comment – none

IV Minutes (Attachment 1)
Valerie made a motion, seconded by Liz, to approve the minutes of the October 17 meeting, as amended. Unanimously passed.

V Correspondence – none

VI Approval of Statistics and Financial Reports (Attachment 2A-G)
Dolores made a motion, seconded by Valerie, to approve the statistics, financial reports and bills as presented. Unanimously passed. Susan reported that the procedure for adding signatories to the Chase accounts is still incomplete. She will forward the needed documentation to Chase's Port Jervis branch, after which Liz and Dolores can complete the process on site.

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

- RCLS needs all Boards to approve the change in Integrated Library System. See New Business.
- An individual who resides in Greenville and works in food service at the Port Jervis School District has requested a library card. The Library's policy is to grant library cards for Port Jervis teachers, to assist in developing curriculum and championing use of the Library. The consensus of the Board was that this individual would not be eligible to obtain a library card in Port Jervis.
- Evelyn will invoice the Town of Minisink for service rendered in the second half of the contract year and will add a note saying that the current contract expires at the end of the year and that services will be discontinued at that time.
- An employee has expressed interest in participating in the Strategic Plan update. Evelyn will invite participation by the Friends group and patrons. Carl noted that he will participate in the process as well.
- Additional material for the Stephen Crane exhibit has been ordered and reimbursement was made to Robert Eurich. The material will be added when it arrives and Mr. Eurich will be notified. Carl and Valerie will be notified as well.
- The Conservation Center has the Bertha Howitt for appraisal.
- The DASNY grant request will be updated. Evelyn will compile a list of other projects to be added, obtain DASNY approval to add them, and then obtain bids on the combined list of projects.
- ***Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.***

VIII Old Business

- ***Dick made a motion, seconded by Dolores, to approve funding for the appraisal of the Bertha Howitt painting by the Williamstown Art Conservation Center. Unanimously passed.***

- ***Dick made a motion, seconded by Valerie, to approve the Agreement By and Between the Port Jervis Free Library Board of Trustees and the Port Jervis Free Library Employees Association for the term July 1, 2023 – June 30, 2024. Unanimously passed.*** The agreement grants a 3% wage increase. Connie is to provide copies for the Board, Evelyn, Susan and Devora Lindeman.
- Carl noted that at the October Board meeting, the Board approved "permanency" for two of the newly appointed full-time library clerks, resulting in some confusion. He noted Article XIV. Probation and Evaluation Section 1. Probation, and Article XIII. Health Insurance Section 1 of the existing employment contract, and noted that Civil Service requirements are a probationary period of 8-26 weeks. He noted that in hindsight this is what was approved as "Permanency" for full time clerks at eight weeks. He also noted that one of the factors for the approval was the ability of one of the employees to be eligible for health insurance, and, further, that the affected employee has been employed for six months. Justin Wood will be contacted regarding his availability to attend the December board meeting.
- Evelyn will proceed with and assume responsibility for an on-line scheduling app for a free one-month trial period.

IX New Business

- ***Dick made a motion, seconded by Dolores, to approve a contract for snow plowing services as presented for the 2023/24 season. Unanimously passed.***
- ***Liz made a motion, seconded by Dolores, to approve the following: WHEREAS THE PORT JERVIS FREE LIBRARY and Ramapo Catskill Library System are party to an Agreement for Integrarted Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and WHEREAS The Directors' Association voted to change the current ILS ventor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore BE IT RESOLVED that the Port Jervis Free Library hereby AGREES with Directors Association and votes IN FAVOR of switching Integrated Library System providers from SirsiDynis to ByWater Solutions. Unanimously passed.***
- The Supervisor of the Town of Wawayanda stated that the Town was not interested in renewing a contract for library services, stating that it did not receive a list of residents who were patrons of the Library. RCLS had opined that it would be illegal to provide such a list for reasons of confidentiality. As noted above, the Town of Minisink will be advised that a contract for services will not be issued at the expiration of the current contract.
- Evelyn distributed new trustee manuals to the Board members, and will provide a copy to the Friends group and retain a copy for the Library. Evelyn will explore trustee training opportunities and confirm when new-trustee training must be completed.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, December 19, 2023 at 10:00 a.m.

XI Executive Session - none

XII Adjournment – ***Dick made a motion, seconded by Dolores, to adjourn the meeting at 10:32 a.m. Unanimously passed.***

Respectfully Submitted,
Susan Wade, Board Secretary

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

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,883,651.06
1006 · CHASE CHECKING	244,066.93
1007 · Chase Savings	1,196.93
1008 · NYLAF - Harrison Thune	7,383.45
Total Checking/Savings	2,136,598.37
Total Current Assets	2,136,598.37
TOTAL ASSETS	**2,136,598.37**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,611.65
Total Accounts Payable	1,611.65
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	104.43
2210 · Social Security Tax Payable	23.19
2212 · Medicare Withholding Tax Pay...	-25.43
2220 · NYS Withholding Tax	-1,421.92
2230 · NYS Retirement	10,554.88
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	9,230.79
Total Current Liabilities	10,842.44
Total Liabilities	10,842.44
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,086.55
Net Income	804,678.61
Total Equity	2,125,755.93
TOTAL LIABILITIES & EQUITY	**2,136,598.37**

12:23 PM
12/11/23
Accrual Basis

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

	Jul '23 - Jun 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,142,839.88	1,143,257.00	-417.12	100.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
Charges for Services				
4000 · Book Sales	1,648.52	3,000.00	-1,351.48	55.0%
4001 · Fines	479.72	750.00	-270.28	64.0%
4002 · NonResident Fees	600.00	600.00	0.00	100.0%
4003 · Copier Fees	5,247.29	9,338.00	-4,090.71	56.2%
Total Charges for Services	7,975.53	13,688.00	-5,712.47	58.3%
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
Miscellaneous				
4004 · Gifts	403.18	300.00	103.18	134.4%
4008 · Library Merchandise	25.00	0.00	25.00	100.0%
Total Miscellaneous	428.18	300.00	128.18	142.7%
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru R...	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	4,647.00	18,000.00	-13,353.00	25.8%
Interest Income	27,510.97	16,000.00	11,510.97	171.9%
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
Total Income	1,186,251.56	1,310,579.00	-124,327.44	90.5%
Gross Profit	1,186,251.56	1,310,579.00	-124,327.44	90.5%
Expense				
Personal Services				
6002 · Salaries Director	28,425.46	67,000.00	-38,574.54	42.4%
6000 · Salaries Clerical FT	65,411.03	189,000.00	-123,588.97	34.6%
6001 · Salaries Clerical PT	87,645.22	263,800.00	-176,154.78	33.2%
6003 · Salaries Maintenance	22,498.40	52,525.00	-30,026.60	42.8%
Total Personal Services	203,980.11	572,325.00	-368,344.89	35.6%
Contractual				
6005 · Board Reporting	645.00	1,827.00	-1,182.00	35.3%
6030 · Books	7,744.64	25,000.00	-17,255.36	31.0%
6031 · Books Children	1,978.59	7,000.00	-5,021.41	28.3%
6032 · Book Friends	465.86	1,000.00	-534.14	46.6%
6035 · Periodicals	4,077.00	8,000.00	-3,923.00	51.0%
6038 · Audio Adult	1,972.94	4,500.00	-2,527.06	43.8%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	603.00	50,000.00	-49,397.00	1.2%
6045 · Computer Eqpt/Software	14,380.94	15,000.00	-619.06	95.9%
6050 · Library Supplies	1,327.13	8,500.00	-7,172.87	15.6%
6055 · Ins/Fire, Liab, Comp	23,850.35	26,500.00	-2,649.65	90.0%
6060 · Utilities Electricity	5,890.39	17,000.00	-11,109.61	34.6%
6061 · Utilities Gas	291.32	11,000.00	-10,708.68	2.6%
6062 · Utilities Water	492.91	2,200.00	-1,707.09	22.4%
6065 · Utilities Telephone/Internet	2,162.89	6,000.00	-3,837.11	36.0%
6070 · Building Janitorial Supp	4,831.46	6,000.00	-1,168.54	80.5%
6071 · Building Maintenance	3,825.00	24,977.00	-21,152.00	15.3%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	2,400.96	6,000.00	-3,599.04	40.0%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	32,338.00	65,000.00	-32,662.00	49.8%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	25,312.50	60,750.00	-35,437.50	41.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	436.00	700.00	-264.00	62.3%

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

	Jul '23 - Jun 24	Budget	$ Over Budget	% of Budget
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	219.06	2,000.00	-1,780.94	11.0%
6125 · Programs	2,484.36	5,000.00	-2,515.64	49.7%
6126 · Programs Children	1,350.51	5,000.00	-3,649.49	27.0%
6133 · Library Election	0.00	1,200.00	-1,200.00	0.0%
6134 · Elevator	2,132.81	6,000.00	-3,867.19	35.5%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	645.00	2,000.00	-1,355.00	32.3%
Total Contractual	142,488.62	451,304.00	-308,815.38	31.6%
Employee Benefits				
6010 · Employer Social Security	12,646.77	45,000.00	-32,353.23	28.1%
6015 · Employer Medicare	2,957.69	9,250.00	-6,292.31	32.0%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-227.11	4,500.00	-4,727.11	-5.0%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	52,216.32	160,000.00	-107,783.68	32.6%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
Total Employee Benefits	113,008.35	286,950.00	-173,941.65	39.4%
6560 · Payroll Expenses	0.46			
Total Expense	459,477.54	1,310,579.00	-851,101.46	35.1%
Net Ordinary Income	726,774.02	0.00	726,774.02	100.0%
Net Income	726,774.02	0.00	726,774.02	100.0%

11:01 AM

11/21/23

Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]			[redacted]			[redacted]			[redacted]
	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT	35.5	30.30	1,075.65			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT			0.00	55.75	15.20	847.40	37	15.20	434.60	67.25
Total Gross Pay	35.5		1,075.65	55.75		847.40	37		434.60	67.25
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
RetirementLoan			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	35.5		1,075.65	55.75		847.40	37		434.60	67.25
Taxes Withheld										
Federal Withholding			-88.00			0.00			-4.00	
Medicare Employee			-15.60			-12.29			-6.30	
Social Security Employee			-66.69			-52.55			-26.95	
NY - Withholding			-46.56			-8.05			0.00	
NY - Disability Employee			-2.35			0.00			-2.16	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-219.20			-72.89			-39.41	
Net Pay	**35.5**		**856.45**	**55.75**		**774.51**	**37**		**395.19**	**67.25**
Employer Taxes and Contributions										
Medicare Company			15.60			12.29			6.30	
Social Security Company			66.69			52.55			26.95	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			**82.29**			**64.84**			**33.25**	

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Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]		[redacted]			[redacted]			[redacted]	
	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00		
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	16.63	1,118.37	75.5	17.14	1,294.07	65	15.20	988.00	76	26.45
Total Gross Pay		1,118.37	75.5		1,294.07	65		988.00	76	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-33.55			0.00			0.00		
RetirementLoan		0.00			0.00			0.00		
Total Deductions from Gross Pay		-33.55			0.00			0.00		
Adjusted Gross Pay		1,084.82	75.5		1,294.07	65		988.00	76	
Taxes Withheld										
Federal Withholding		-68.00			-91.00			-4.00		
Medicare Employee		-16.22			-18.76			-14.33		
Social Security Employee		-69.34			-80.23			-61.26		
NY - Withholding		-36.63			-29.34			-16.75		
NY - Disability Employee		-2.40			-2.40			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-192.59			-221.73			-96.34		
Net Pay		**892.23**	**75.5**		**1,072.34**	**65**		**891.66**	**76**	
Employer Taxes and Contributions										
Medicare Company		16.22			18.76			14.33		
Social Security Company		69.34			80.23			61.26		
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		**85.56**			**98.99**			**75.59**		

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Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]	[redacted]			Kr[redacted]			[redacted]		
	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	2,010.20	35	14.20	497.00	71	28.84	2,047.64	53.75	18.90	1,015.88
Total Gross Pay	2,010.20	35		497.00	71		2,047.64	53.75		1,015.88
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			-61.43			0.00
RetirementLoan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			-61.43			0.00
Adjusted Gross Pay	2,010.20	35		497.00	71		1,986.21	53.75		1,015.88
Taxes Withheld										
Federal Withholding	-176.00			0.00			-203.00			-7.00
Medicare Employee	-29.15			-7.21			-29.69			-14.74
Social Security Employee	-124.64			-30.81			-126.95			-62.99
NY - Withholding	-66.56			0.00			-81.24			-17.87
NY - Disability Employee	-2.40			0.00			-2.40			-2.40
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-398.75			-38.02			-443.28			-105.00
Net Pay	**1,611.45**	**35**		**458.98**	**71**		**1,542.93**	**53.75**		**910.88**
Employer Taxes and Contributions										
Medicare Company	29.15			7.21			29.69			14.74
Social Security Company	124.64			30.81			126.95			62.99
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	**153.79**			**38.02**			**156.64**			**77.73**

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Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]			[redacted]			[redacted]			[redacted]
	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	140
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	15	14.20	213.00	30.25	31.52	953.48	26	29.94	778.44	
Total Gross Pay	15		213.00	30.25		953.48	26		778.44	140
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
RetirementLoan			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	15		213.00	30.25		953.48	26		778.44	140
Taxes Withheld										
Federal Withholding			0.00			-65.00			-62.00	
Medicare Employee			-3.09			-13.82			-11.28	
Social Security Employee			-13.21			-59.11			-48.25	
NY - Withholding			0.00			-45.37			-8.37	
NY - Disability Employee			0.00			-2.40			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-16.30			-185.70			-132.30	
Net Pay	**15**		**196.70**	**30.25**		**767.78**	**26**		**646.14**	**140**
Employer Taxes and Contributions										
Medicare Company			3.09			13.82			11.28	
Social Security Company			13.21			59.11			48.25	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			**16.30**			**72.93**			**59.53**	

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Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]		[redacted]			[redacted]			[redacted]	
	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	36.78	5,149.20			0.00			0.00		
Salaries and Wages FT		0.00	140	19.76	2,766.40			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT		0.00			0.00	32.5	15.20	479.00	48	15.63
Total Gross Pay		5,149.20	140		2,766.40	32.5		479.00	48	
Deductions from Gross Pay										
Health Insurance		0.00			-219.24			0.00		
Retirement		-231.72			-83.00			0.00		
RetirementLoan		0.00			0.00			0.00		
Total Deductions from Gross Pay		-231.72			-302.24			0.00		
Adjusted Gross Pay		4,917.48	140		2,464.16	32.5		479.00	48	
Taxes Withheld										
Federal Withholding		-300.00			-256.00			0.00		
Medicare Employee		-74.67			-40.11			-6.95		
Social Security Employee		-319.24			-171.52			-29.70		
NY - Withholding		-224.14			-103.58			0.00		
NY - Disability Employee		-2.40			-2.40			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-920.45			-573.61			-36.65		
Net Pay		**3,997.03**	**140**		**1,890.55**	**32.5**		**442.35**	**48**	
Employer Taxes and Contributions										
Medicare Company		74.67			40.11			6.95		
Social Security Company		319.24			171.52			29.70		
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		**393.91**			**211.63**			**36.65**		

[redacted] [redacted] [redacted] [redacted]

Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]			[redacted]			[redacted]			[redacted]
	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00	70	16.45	1,151.50
Salaries and Wages MTNC	0.00			0.00	160	25.25	4,040.00			0.00
Salaries and Wages PT	750.24	77.5	17.88	1,385.70			0.00	70	16.45	1,151.50
Total Gross Pay	750.24	77.5		1,385.70	160		4,040.00	140		2,303.00
Deductions from Gross Pay										
Health Insurance	0.00			0.00			-119.62			0.00
Retirement	0.00			0.00			0.00			-69.10
RetirementLoan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			-119.62			-69.10
Adjusted Gross Pay	750.24	77.5		1,385.70	160		3,920.38	140		2,233.90
Taxes Withheld										
Federal Withholding	-64.00			-101.00			-380.00			-124.00
Medicare Employee	-10.87			-20.10			-58.58			-33.39
Social Security Employee	-46.51			-85.90			-250.48			-142.78
NY - Withholding	-17.24			-33.47			-173.96			-74.64
NY - Disability Employee	-2.40			-2.40			-2.40			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-141.02			-242.87			-865.42			-374.81
Net Pay	**609.22**	**77.5**		**1,142.83**	**160**		**3,054.96**	**140**		**1,859.09**
Employer Taxes and Contributions										
Medicare Company	10.87			20.10			58.58			33.39
Social Security Company	46.51			85.90			250.48			142.78
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	**57.38**			**106.00**			**309.06**			**176.17**

[redacted] [redacted] [redacted] [redacted]

Port Jervis Free Library
Payroll Summary
November 2023

	[redacted]			[redacted]			TOTAL		
	Hours	Rate	Nov 23	Hours	Rate	Nov 23	Hours	Rate	Nov 23
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director			0.00			0.00	140.00		5,149.20
Salaries and Wages FT	140	34.35	4,809.00	143.5	16.66	2,390.72	529.00		12,193.27
Salaries and Wages MTNC			0.00			0.00	160.00		4,040.00
Salaries and Wages PT			0.00			0.00	835.50		15,964.52
Total Gross Pay	140		4,809.00	143.5		2,390.72	1,664.50		37,346.99
Deductions from Gross Pay									
Health Insurance			-317.58			0.00			-656.44
Retirement			0.00			-71.72			-550.52
RetirementLoan			0.00			0.00			0.00
Total Deductions from Gross Pay			-317.58			-71.72			-1,206.96
Adjusted Gross Pay	140		4,491.42	143.5		2,319.00	1,664.50		36,140.03
Taxes Withheld									
Federal Withholding			-608.00			-212.00			-2,813.00
Medicare Employee			-69.72			-34.67			-541.54
Social Security Employee			-298.16			-148.23			-2,315.50
NY - Withholding			-220.50			-83.54			-1,287.81
NY - Disability Employee			-2.40			-2.40			-38.11
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-1,198.78			-480.84			-6,995.96
Net Pay	**140**		**3,292.64**	**143.5**		**1,838.16**	**1,664.50**		**29,144.07**
Employer Taxes and Contributions									
Medicare Company			69.72			34.67			541.54
Social Security Company			298.16			148.23			2,315.50
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			**367.88**			**182.90**			**2,857.04**

Port Jervis Free Library
Chase Checking Account Activity
November 14, 2023 to December 11, 2023

Details	Posting Date	Description	Amount	Type
DEBIT	12/11/2023	ONLINE PAYMENT TO CARDMEMBER SERVICE 12/11	(416.12)	BILLPAY
DEBIT	12/11/2023	ONLINE PAYMENT TO BRODART CO 12/11	(147.95)	BILLPAY
DEBIT	12/11/2023	ONLINE PAYMENT TO FRONTIER 12/11	(56.08)	BILLPAY
DEBIT	12/11/2023	ONLINE PAYMENT TO ORANGE & ROCKLAND UTILITIES 12/11	(502.03)	BILLPAY
DEBIT	12/11/2023	ONLINE PAYMENT TO TIME WARNER CABLE 12/11	(129.99)	BILLPAY
DEBIT	12/6/2023	Online Payment 19210606236 To BLACKSTONE PUBLISHING 12/06	(32.00)	BILLPAY
DEBIT	12/6/2023	Online Payment 19210595013 To NY ST DEPT CIVIL SVC-AGENCY PMT 12/06	(9,403.27)	BILLPAY
DEBIT	12/6/2023	Online Payment 19210593613 To Kanopy 12/06	(77.00)	BILLPAY
DEBIT	12/6/2023	Online ACH Payment 11116303161 To NYSLRS (_#####7702)	(44,872.00)	ACH_PAYMENT
DEBIT	12/6/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTR	(617.16)	ACH_DEBIT
DEBIT	12/6/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:120623 CO ENTRY	(4,049.96)	ACH_DEBIT
DEBIT	12/5/2023	SERVICE CHARGES FOR THE MONTH OF NOVEMBER	(31.45)	FEE_TRANSACTION
DEBIT	12/5/2023	Online ACH Payment 11116124778 To MatthewConnelly (_##########6231)	(186.24)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116124775 To JulieSoberg (_######1730)	(300.12)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116124774 To Kalista (_#####6097)	(341.95)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116124777 To TAMMI (_######0438)	(375.21)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116124776 To Kylie (_######2433)	(501.91)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116115013 To Katelyn (_#####7795)	(954.37)	ACH_PAYMENT
DEBIT	12/5/2023	Online ACH Payment 11116115010 To Evelyn (_######9708)	(1,998.51)	ACH_PAYMENT
DEBIT	12/5/2023	Basic Online Payroll Payment 11116124770 to #######2761	(101.30)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115011 to ####0031	(827.80)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115014 to ####0937	(974.98)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115012 to ######1376	(328.43)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116124769 to #####0649	(341.12)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115006 to ######9748	(404.21)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115002 to ######1601	(523.96)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115003 to ######2902	(1,692.93)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116124771 to ######7051	(107.88)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115008 to #########3260	(262.66)	BASIC_PAYROLL

DEBIT	12/5/2023	Basic Online Payroll Payment 11116115007 to ######4522	(395.42)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115005 to ######7671	(1,527.50)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116124772 to ######4263	(923.00)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116115004 to ######7064	(186.24)	BASIC_PAYROLL
DEBIT	12/5/2023	Basic Online Payroll Payment 11116124773 to ######5734	(570.07)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115896259 to ####0031	(76.00)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115901253 to #########9692	(164.90)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115901254 to ######3325	(164.90)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115901252 to ########2214	(164.90)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115901251 to #####7906	(164.90)	BASIC_PAYROLL
DEBIT	12/4/2023	Basic Online Payroll Payment 11115895707 to ######4726	(164.90)	BASIC_PAYROLL
DSLIP	12/4/2023	DEPOSIT ID NUMBER 228918	1,091.20	DEPOSIT
DEBIT	12/1/2023	Online ACH Payment 11115895706 To SusanWade (_######0178)	(5,062.50)	ACH_PAYMENT
DEBIT	12/1/2023	Online Payment 19157135188 To BLACKSTONE PUBLISHING 12/01	(383.95)	BILLPAY
DEBIT	12/1/2023	Online Payment 19157124271 To Baker and Taylor 12/01	(64.92)	BILLPAY
CHECK	11/28/2023	CHECK 1109	(62.00)	CHECK_PAID
DEBIT	11/27/2023	Online ACH Payment 11113816302 To NYLAF (_########6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/27/2023	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:231127 CO E	(550.52)	ACH_DEBIT
DEBIT	11/24/2023	Online ACH Payment 11113816298 To NYLAF (_########6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/24/2023	Basic Online Payroll Payment 11115094494 to ######4263	(21.25)	BASIC_PAYROLL
DEBIT	11/22/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:112223 CO ENTRY	(4,359.34)	ACH_DEBIT
DEBIT	11/22/2023	Online ACH Payment 11115105221 To SusanWade (_######0178)	(116.74)	ACH_PAYMENT
DEBIT	11/22/2023	Online ACH Payment 11115105150 To SusanWade (_######0178)	(134.00)	ACH_PAYMENT
DEBIT	11/22/2023	Online Payment 19078244133 To RCLS 11/22	(208.05)	BILLPAY
DEBIT	11/22/2023	Online Payment 19078235377 To RCLS 11/22	(1,451.00)	BILLPAY
DEBIT	11/22/2023	Online Payment 19078210143 To Brodart Co 11/22	(57.10)	BILLPAY
DEBIT	11/22/2023	Online Payment 19078226067 To ORANGE & ROCKLAND UTILITIES 11/22	(914.18)	BILLPAY
DEBIT	11/22/2023	Online Payment 19078224641 To Frontier 111182-4 11/22	(4.96)	BILLPAY
DEBIT	11/22/2023	Online ACH Payment 11115101253 To Evelyn (_######9708)	(58.14)	ACH_PAYMENT
DEBIT	11/22/2023	Online ACH Payment 11115101252 To GreenwaldDohertyLLP (_######5637)	(1,567.00)	ACH_PAYMENT
DEBIT	11/22/2023	Online ACH Payment 11115094362 To SusanWade (_######0178)	(114.42)	ACH_PAYMENT
DEBIT	11/22/2023	Online ACH Payment 11114209156 To NYLAF (_########6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/22/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTR'	(665.58)	ACH_DEBIT
DEBIT	11/21/2023	Online ACH Payment 11114840973 To Alyssa (_######7363)	(196.70)	ACH_PAYMENT

DEBIT	11/21/2023	Online ACH Payment 11114850428 To JulieSoberg (_######1730)	(245.65)	ACH_PAYMENT
DEBIT	11/21/2023	Online ACH Payment 11114840977 To TAMMI (_######0438)	(249.16)	ACH_PAYMENT
DEBIT	11/21/2023	Online ACH Payment 11114840976 To Kylie (_######2433)	(373.97)	ACH_PAYMENT
DEBIT	11/21/2023	Online ACH Payment 11114850425 To Kalista (_#####6097)	(385.58)	ACH_PAYMENT
DEBIT	11/21/2023	Online ACH Payment 11114840974 To Katelyn (_#####7795)	(929.54)	ACH_PAYMENT
DEBIT	11/21/2023	Online ACH Payment 11114840975 To Evelyn (_######9708)	(1,998.51)	ACH_PAYMENT
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840972 to ######5734	(588.55)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840966 to #####0649	(411.72)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850430 to ####0031	(805.72)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840965 to ######7671	(1,527.48)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840963 to ######2902	(1,646.32)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850418 to #######2761	(346.52)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850416 to ######1601	(802.31)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850427 to ######4263	(919.07)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850417 to ######7051	(219.40)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850426 to ######1376	(533.36)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850429 to ####0937	(945.27)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850415 to ########3260	(304.60)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114850419 to ######7064	(485.54)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840964 to ######4522	(475.10)	BASIC_PAYROLL
DEBIT	11/21/2023	Basic Online Payroll Payment 11114840962 to ######9748	(559.03)	BASIC_PAYROLL
DEBIT	11/16/2023	Online ACH Payment 11114209121 To NYLAF (_#######6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/16/2023	Online ACH Payment 11113816362 To NYLAF (_#######6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/15/2023	Online ACH Payment 11113558321 To NYLAF (_#######6367)	(50,000.00)	ACH_PAYMENT

NYLAF Monthly Statement

Port Jervis Free Library

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

11/1/2023 - 11/30/2023

Activity Summary [redacted] General Account

	MAX
Investment Pool Summary	
Beginning Balance	$1,326,708.28
Dividends	$6,942.78
Purchases	$550,000.00
Redemptions	$0.00
Ending Balance	$1,883,651.06
Average Monthly Rate	5.278%
Share Price	$1.000
Total	**$1,883,651.06**
Total Fixed Income	**$0.00**
Account Total	**$1,883,651.06**

Your PMA Representative
Gabriel Lukas
(717) 519-5915
glukas@pmanetwork.com

Port Jervis Free Library
Susan Wade
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

Transaction Activity [redacted] General Account

MAX 11/1/2023 - 11/30/2023

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10743592	11/02/2023	11/02/2023	Bank ACH Purchase, ACH CREDIT 11/02	$0.00	$50,000.00	$1.000	50,000.000
10748261	11/09/2023	11/09/2023	Bank ACH Purchase, ACH CREDIT 11/09	$0.00	$50,000.00	$1.000	50,000.000
10749145	11/10/2023	11/10/2023	Bank ACH Purchase, ACH CREDIT 11/10	$0.00	$50,000.00	$1.000	50,000.000
10749919	11/13/2023	11/13/2023	State Funds Purchase, PORT JERVIS FREE	$0.00	$50,000.00	$1.000	50,000.000
10750457	11/13/2023	11/13/2023	State Funds Purchase, Canceled Transaction 10749919 from 11/13/2023	$0.00	($50,000.00)	$1.000	(50,000.000)
10750462	11/13/2023	11/13/2023	Bank ACH Purchase, ACH CREDIT 11/10	$0.00	$50,000.00	$1.000	50,000.000
10751432	11/14/2023	11/14/2023	Bank ACH Purchase, PORT JERVIS FREE	$0.00	$50,000.00	$1.000	50,000.000
10754066	11/16/2023	11/16/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10754946	11/17/2023	11/17/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10754947	11/17/2023	11/17/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10759152	11/24/2023	11/24/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10759826	11/27/2023	11/27/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10761951	11/28/2023	11/29/2023	Bank ACH Purchase, JPMORGAN CHASE BANK, NA	$0.00	$50,000.00	$1.000	50,000.000
10765182	11/30/2023	11/30/2023	Dividend Reinvest	$0.00	$6,942.78	$1.000	6,942.780
				$0.00	**$556,942.78**		**556,942.780**

Beginning Balance: $1,326,708.28 | Ending Balance: $1,883,651.06

NYLAF Monthly Statement

Port Jervis Free Library

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

Activity Summary ([redacted]) Harrison-Thune

11/1/2023 - 11/30/2023

	MAX
Investment Pool Summary	
Beginning Balance	$7,351.61
Dividends	$31.84
Purchases	$0.00
Redemptions	$0.00
Ending Balance	$7,383.45
Average Monthly Rate	5.278%
Share Price	$1.000
Total	**$7,383.45**
Total Fixed Income	**$0.00**
Account Total	**$7,383.45**

Your PMA Representative
Gabriel Lukas
(717) 519-5915
glukas@pmanetwork.com

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

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

CHASE

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

November 01, 2023 through November 30, 2023
Primary Account: [redacted]

CUSTOMER SERVICE INFORMATION

Web site:	www.Chase.com
Service Center:	1-877-425-8100
Para Español:	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	[redacted]	$436,044.41	$241,420.15
Chase Business Premier Savings	[redacted]	1,996.68	1,996.76
Total		**$438,041.09**	**$243,416.91**
TOTAL ASSETS		**$438,041.09**	**$243,416.91**

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number: [redacted]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		**$436,044.41**
Deposits and Additions	3	429,946.85
Checks Paid	3	-444.60
Electronic Withdrawals	102	-624,095.36
Fees	1	-31.15
Ending Balance	**109**	**$241,420.15**

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.

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Director's Report

December 08, 2023

Submitted by Evelyn Rogers for Port Jervis Free Library

DASNY Grant-nothing new to report, still waiting. Am waiting for new estimates from George about lighting.

GED- nothing new to report, there's been no interest from patrons at this point, I plan to do outreach for this in January or early Spring 2024 to see if there is new interest.

Howitt Painting- The painting is being restored, half the payment was placed on the credit card.

Online Schedule Programs- I am a week into a thirty day free trial with Snap Schedule 365.

Strategic Plan- I have reached out to a patron that I believe would be a good fit for the team that Casey wants to build, she is a Spanish and English speaking patron that uses the library a lot for herself and her children. The weekly meeting should begin at the start of January.

The Hub- We are changing the hours of the Hub on Thursdays to 11:30 to 4:30, that is when there are more patrons, we are going to start basic computer courses in January 2024, we will start with Microsoft Excel and setting up emails, also cover letters and resumes.

Will have more to discuss at the Board Meeting, i.e. policies meeting with attorney, update on Julie, information from RCLS meetings.

Program Statistics for November 2023

Date Posted	Topic	Type of Post or Program	Attendance/ Participation	Notes
all month	JJ Lit Kits	Take home	1	For Preschoolers
all month	J Lit Kits	Take home	2	For grades K-6
Mondays	Maker Mondays	In Person, Drop in	50	4 Sessions; all ages
Wednesdays	Mixed Story Time	In Person	23 kids + 15 adults	3 Session; Ages 0-5 Stories, songs, interactive activities
Nov. 3	Headstart Story Time	In Person	16 kids + 12 adults	A class from Headstart visited for stories, songs & a craft
Nov. 7	Dino Day	In Person	15 kids + 9 adults	All ages. A variety of dinosaur-themed crafts, activities, and facts were available all day throughout the room.
Nov. 8	Fidget Spinners	In Person	6 kids + 1 adult	Hands-on activity for kids grades 4 & up
Nov. 10	T-Rex Tea Party	In Person	10	Kids program. Kdgn & up. Story, discussion on manners, activities and snack.
Nov. 28	STEM program: Dino pens	In Person	4	Grades K & up. Build an enclosure for your dinosaurs
all month	YA Lit Kits	Take home	0	For grades 7 & up
Nov. 14	TAG	In Person	0	Teen Advisory Group
Nov. 21	YA Book Discussion	In Person	0	For grades 7 & up
Nov. 20	YA Sip & Paint	In Person	0	YA program; cancelled
Thursdays	Fiber Crafts (adult program)	In Person	49	4 Sessions
Nov. 16	Adult Book Discussion	In Person	11	2 Sessions; 1 afternoon & 1 evening
Nov. 29	Tea Tasting	In Person	6	Adult program
All month	Adult Lit Kits	Take home	1	For adults
Nov. 15	Genealogy Workshop	In Person	4	Adult program
Nov. 28	Bullet Journal Workshop	In Person	3	Adult program
Nov. 4	Author Brunch	In Person	18	All ages. We had 7 authors present their works. 18 people attended
Nov. 9	Fall Wreath Making	In Person	18	All ages; craft program. 18 attended but 36 registered.
Nov. 14	Origami Workshop	In Person	0	Adult
Nov. 18	Saturday Movie: Princess Diaries	In Person	0	All ages
Mon & Thurs nights	Ulster Orange GED Program	In Person	On Pause	Outside Group
Thursdays afternoons	Artful Gardeners	In Person	Didn't collect stats	Outside Group
Tuesday nights	AlAnon	In Person	Didn't collect stats	Outside Group
Thursday afternoons	Mahjong	In Person	Didn't collect stats	Outside Group

Program Statistics for November 2023

Stem Program: Dino Pens

Fall Wreath Program

Fall Wreath Program

DRAFT – FOR DISCUSSION ONLY

Port Jervis Free Library Credit Card Policy

1. Port Jervis Free Library (the Library) has obtained a credit card (card) through Chase Bank.
2. The card is to be secured in the office of the Director whenever it is not in use.
3. The card is restricted to business use only.
4. Any purchases made with the card must adhere to the Library's procurement policies.
5. The card is not to be kept for longer than one business day after use and must be returned to the Director.
6. Receipts substantiating purchases made with the card must be returned with the card.
7. Misuse of the card by any employee will result in disciplinary action, up to and including dismissal.

DRAFT – FOR DISCUSSION ONLY

Port Jervis Free Library Petty Cash Policy

1. Port Jervis Free Library (the Library) collects cash from book sales, collection of fines, fax/photocopier use, sales of merchandise, and donations.
2. The cash is recorded when collected by means of the cash register at the main circulation desk.
3. Employees are to be trained how to properly enter the cash collection in the cash register.
4. Periodically (no less than twice a week, currently Tuesday and Friday) the cash will be counted, compared to the register tape and the totals verified by two employees assigned to the task.
5. The totals by category are to be entered into the cash ledger kept at the main circulation desk.
6. The cash is to be secured in a locker in the break room. The receipt tape is included in the envelope with the cash.
7. The combination to the lock on the locker is restricted to the Bookkeeper and to employees designated by the Director.
8. The Bookkeeper independently verifies the total recorded in the cash ledger.
9. Deposits of cash into Chase Bank are to be made on a timely basis.