

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
January 16, 2024, @ 10 a.m.

I Call to Order

Pledge of Allegiance

II Public Comment-

III Minutes: Approve December 19, 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 (update)
- Trustee training

VIII New Business:

- Management meeting

IX Executive Session- Personnel

X Adjournment: Next meeting- February 20, 2024 @ 10 a.m.

## **Minutes of the Port Jervis Free Library Board of Trustees**

**December 19, 2023**

**10:00 a.m.**

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

Public: Linda Birmingham, Toni Marion, 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)**

*Dick made a motion, seconded by Liz, to approve the minutes of the November 21 meeting, as amended. Unanimously passed.*

**V Correspondence** – none

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

*Liz made a motion, seconded by Valerie, to approve the statistics, financial reports and bills as presented. Unanimously passed.*

### **VII Director's Report (Attachment 3A-D)**

- Evelyn presented an invoice for 50% of the painting restoration.
- Evelyn also reported that only one person has expressed interest in a GED program. Valerie stated that she would like to continue to have names collected of anyone expressing interest. Reading programs such as Literacy Connections could lead to interest in the GED program.
- It was noted that some of the Youth programs had zero participation or were canceled due to lack of attendance. This led to a discussion of coordinating with the schools to generate interest in the after-school programs. A schedule of programs will be forwarded to the individual in charge of social media.
- All agreed that a youth representative would be a valuable addition to the Strategic Plan Committee.
- *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

### **VIII Old Business**

- Carl reported that the policy manual is in progress.
- The Strategic Plan update work will begin in earnest in January. Two employees, one patron and Linda Birmingham from the Friends have been enlisted to participate.
- The scheduling program is being utilized. Evelyn stated that a Zoom meeting is scheduled to follow up on some of the smaller details of the program.

- Additional projects cannot be added to the DASNY grant. The proposed work is subject to the Library's procurement policies as well as to the DASNY requirements for advertising the work via three distinct venues. ***Dick made a motion, seconded by Valerie, to place requests for bids in City Hall, the Post Office and the Library website. Unanimously passed.***

**IX New Business**

- Trustee harassment training should be completed by year end.
- The two-hour required Trustee training has been completed by all except Dolores.
- A management meeting will be held on January 9 at 10:00 a.m. Dick and Carl will meet with FLEA representatives.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, January 16, 2024 at 10:00 a.m.

**XI Executive Session** - none

**XII Adjournment** – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 10:26 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash Exchange	300.00
1005 - NYLAF	1,892,096.24
1006 - CHASE CHECKING	117,999.16
1007 - Chase Savings	1,197.01
1008 - NYLAF - Harrison Thune	7,416.62
<b>Total Checking/Savings</b>	<u>2,019,009.03</u>
<b>Total Current Assets</b>	<u>2,019,009.03</u>
<b>TOTAL ASSETS</b>	<u><b>2,019,009.03</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	4,823.84
<b>Total Accounts Payable</b>	<u>4,823.84</u>
<b>Other Current Liabilities</b>	
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	10,004.36
2231 - NYS Retirement Loans	-4.82
2233 - Deferred comp withheld	0.46
<b>Total Other Current Liabilities</b>	<u>8,680.27</u>
<b>Total Current Liabilities</b>	<u>13,504.11</u>
<b>Total Liabilities</b>	13,504.11
<b>Equity</b>	
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	684,427.60
<b>Total Equity</b>	<u>2,005,504.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,019,009.03</b></u>

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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%
<b>Charges for Services</b>				
4000 · Book Sales	1,971.52	3,000.00	-1,028.48	65.7%
4001 · Fines	560.62	750.00	-189.38	74.7%
4002 · NonResident Fees	675.00	600.00	75.00	112.5%
4003 · Copier Fees	6,324.09	9,338.00	-3,013.91	67.7%
<b>Total Charges for Services</b>	<b>9,531.23</b>	<b>13,688.00</b>	<b>-4,156.77</b>	<b>69.6%</b>
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
<b>Miscellaneous</b>				
4004 · Gifts	449.63	300.00	149.63	149.9%
4008 · Library Merchandise	35.00	0.00	35.00	100.0%
<b>Total Miscellaneous</b>	<b>484.63</b>	<b>300.00</b>	<b>184.63</b>	<b>161.5%</b>
<b>Operating Grants</b>				
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%
<b>Total Operating Grants</b>	<b>4,647.00</b>	<b>18,000.00</b>	<b>-13,353.00</b>	<b>25.8%</b>
<b>Interest Income</b>				
4060 · Use of Fund Balance	35,989.40	16,000.00	19,989.40	224.9%
	0.00	104,834.00	-104,834.00	0.0%
<b>Total Income</b>	<b>1,196,342.14</b>	<b>1,310,579.00</b>	<b>-114,236.86</b>	<b>91.3%</b>
<b>Gross Profit</b>	<b>1,196,342.14</b>	<b>1,310,579.00</b>	<b>-114,236.86</b>	<b>91.3%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	33,574.66	67,000.00	-33,425.34	50.1%
6000 · Salaries Clerical FT	80,062.57	189,000.00	-108,937.43	42.4%
6001 · Salaries Clerical PT	105,073.35	263,800.00	-158,726.65	39.8%
6003 · Salaries Maintenance	26,538.40	52,525.00	-25,986.60	50.5%
<b>Total Personal Services</b>	<b>245,248.98</b>	<b>572,325.00</b>	<b>-327,076.02</b>	<b>42.9%</b>
<b>Contractual</b>				
6005 · Board Reporting	754.00	1,827.00	-1,073.00	41.3%
6030 · Books	13,364.49	25,000.00	-11,635.51	53.5%
6031 · Books Children	2,178.36	7,000.00	-4,821.64	31.1%
6032 · Book Friends	465.86	1,000.00	-534.14	46.6%
6035 · Periodicals	4,173.00	8,000.00	-3,827.00	52.2%
6038 · Audio Adult	2,249.28	4,500.00	-2,250.72	50.0%
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	2,023.70	8,500.00	-6,476.30	23.8%
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	825.91	2,200.00	-1,374.09	37.5%
6065 · Utilities Telephone/Internet	2,505.27	6,000.00	-3,494.73	41.8%
6070 · Building Janitorial Supp	5,458.28	6,000.00	-541.72	91.0%
6071 · Building Maintenance	3,885.00	24,977.00	-21,092.00	15.6%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	2,982.02	6,000.00	-3,017.98	49.7%
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	30,375.00	60,750.00	-30,375.00	50.0%
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	438.12	2,000.00	-1,561.88	21.9%
6125 · Programs	2,484.36	5,000.00	-2,515.64	49.7%
6126 · Programs Children	1,397.02	5,000.00	-3,602.98	27.9%
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%
<b>Total Contractual</b>	<b>156,757.48</b>	<b>451,304.00</b>	<b>-294,546.52</b>	<b>34.7%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	15,205.42	45,000.00	-29,794.58	33.8%
6015 · Employer Medicare	3,556.09	9,250.00	-5,693.91	38.4%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-244.41	4,500.00	-4,744.41	-5.4%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	52,493.19	160,000.00	-107,506.81	32.8%
6132 · Benefits Retirement	44,872.00	55,000.00	-10,128.00	81.6%
<b>Total Employee Benefits</b>	<b>116,424.97</b>	<b>286,950.00</b>	<b>-170,525.03</b>	<b>40.6%</b>
6560 · Payroll Expenses	0.46			
<b>Total Expense</b>	<b>518,431.89</b>	<b>1,310,579.00</b>	<b>-792,147.11</b>	<b>39.6%</b>
<b>Net Ordinary Income</b>	<b>677,910.25</b>	<b>0.00</b>	<b>677,910.25</b>	<b>100.0%</b>
<b>Net Income</b>	<b>677,910.25</b>	<b>0.00</b>	<b>677,910.25</b>	<b>100.0%</b>

PORT JERVIS FREE LIBRARY

Chase Checking Account transactions December 12, 2023 - January 10, 2024

Details	Posting Date	Description	Amount	Type
DEBIT	1/8/2024	Online Payment 19505023209 To Time Warner Cable 01/08	(129.99)	BILLPAY
DEBIT	1/8/2024	Online Payment 19504999147 To PITNEY BOWES GLOBAL FINANCIAL SV 01/08	(219.06)	BILLPAY
DEBIT	1/8/2024	Online Payment 19504998323 To PORT JERVIS WATER DEPT 01/08	(333.00)	BILLPAY
DEBIT	1/8/2024	Online Payment 19504991921 To CARDMEMBER SERVICE 01/08	(3,694.63)	BILLPAY
DEBIT	1/8/2024	Online Payment 19504980291 To BLACKSTONE PUBLISHING 01/08	(248.35)	BILLPAY
DEBIT	1/8/2024	Online Payment 19504979689 To Baker and Taylor 01/08	(159.47)	BILLPAY
DEBIT	1/8/2024	Basic Online Payroll Payment 11119200690 to #####4263	(46.51)	BASIC_PAYROLL
DEBIT	1/8/2024	Basic Online Payroll Payment 11119200689 to #####0031	(96.00)	BASIC_PAYROLL
DEBIT	1/5/2024	Online Payment 19493185969 To Brodart Co 01/05	(51.82)	BILLPAY
DEBIT	1/5/2024	Online Payment 19493214526 To BLACKSTONE PUBLISHING 01/05	(27.99)	BILLPAY
DEBIT	1/5/2024	Online Payment 19493197553 To Baker and Taylor 01/05	(167.88)	BILLPAY
DEBIT	1/4/2024	SERVICE CHARGES FOR THE MONTH OF DECEMBER	(33.55)	FEE_TRANSACTION
DEBIT	1/3/2024	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:240103 CO ENTRY DESCR:CONS	(853.04)	ACH_DEBIT
DEBIT	1/3/2024	Basic Online Payroll Payment 11118751656 to #####2214	(174.70)	BASIC_PAYROLL
DEBIT	1/3/2024	Basic Online Payroll Payment 11118751655 to #####4726	(174.70)	BASIC_PAYROLL
DEBIT	1/3/2024	Basic Online Payroll Payment 11118759396 to #####9692	(174.70)	BASIC_PAYROLL
DEBIT	1/3/2024	Basic Online Payroll Payment 11118751654 to #####7906	(174.70)	BASIC_PAYROLL
DEBIT	1/3/2024	Basic Online Payroll Payment 11118759395 to #####3325	(273.40)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118664820 To JulieSoberg ( #####1730)	(287.39)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118669599 To TAMMI ( #####0438)	(302.22)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118664824 To MatthewConnelly ( #####6231)	(427.69)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118669596 To Kylie ( #####2433)	(625.76)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118664818 To Kalista ( #####6097)	(954.37)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118669595 To Katelyn ( #####7795)	(1,999.71)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118664819 To Evelyn ( #####9708)	(5,062.50)	ACH_PAYMENT
DEBIT	1/2/2024	Online ACH Payment 11118759394 To SusanWade ( #####0178)	(280.93)	BILLPAY
DEBIT	1/2/2024	Online Payment 19439203588 To Neversink Lumber Co. Inc 01/02	(658.92)	ACH_DEBIT
DEBIT	1/2/2024	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymn	(1,852.93)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669584 to #####2902	(511.49)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669593 to #####5734	(1,588.49)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669585 to #####7671	(313.57)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118664817 to #####3260	(1,085.78)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669592 to #####0937		

**Port Jervis Free Library  
Payroll Summary  
December 2023**

	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	33	31.21	1,028.93			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	91	0.71	64.61	155.25	31.21	603.35	100.5	15.20	1,527.60	60.5
<b>Total Gross Pay</b>	91		64.61	188.25		1,633.28	100.5		1,527.60	60.5
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
Retirement Loan			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			0.00			0.00			0.00	
<b>Adjusted Gross Pay</b>	91		64.61	188.25		1,633.28	100.5		1,527.60	60.5
<b>Taxes Withheld</b>										
Federal Withholding			0.00			-176.00			-18.00	
Medicare Employee			-0.93			-23.68			-22.15	
Social Security Employee			-4.00			-101.26			-94.71	
NY - Withholding			0.00			-79.54			-22.66	
NY - Disability Employee			-0.32			0.00			0.00	
Medicare Employee Addtl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			-5.25			-380.48			-157.52	
<b>Net Pay</b>	91		59.36	188.25		1,252.80	100.5		1,370.08	60.5
<b>Employer Taxes and Contributions</b>										
Medicare Company			0.93			23.68			22.15	
Social Security Company			4.00			101.26			94.71	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
<b>Total Employer Taxes and Contributions</b>			4.93			124.94			116.86	



Port Jervis Free Library  
Payroll Summary  
December 2023

	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
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 MITNC	0.00			0.00			0.00			
Salaries and Wages PT	15.66	947.43	363	17.13	1,944.28	44	0.51	22.44	422	17.65
<b>Total Gross Pay</b>		<b>947.43</b>	<b>363</b>		<b>1,944.28</b>	<b>44</b>		<b>22.44</b>	<b>422</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			
Retirement	0.00			-58.34			-0.67			
Retirement Loan	0.00			0.00			0.00			
<b>Total Deductions from Gross Pay</b>		<b>0.00</b>		<b>-58.34</b>			<b>-0.67</b>			
<b>Adjusted Gross Pay</b>		<b>947.43</b>	<b>363</b>		<b>1,885.94</b>	<b>44</b>		<b>21.77</b>	<b>422</b>	
<b>Taxes Withheld</b>										
Federal Withholding	-42.00			-118.00			0.00			
Medicare Employee	-13.74			-28.19			-0.33			
Social Security Employee	-58.74			-120.54			-1.40			
NY - Withholding	-13.75			-69.07			-16.00			
NY - Disability Employee	-2.81			-2.40			-0.11			
Medicare Employee Addl Tax	0.00			0.00			0.00			
<b>Total Taxes Withheld</b>		<b>-131.04</b>		<b>-338.20</b>			<b>-17.84</b>			
<b>Net Pay</b>		<b>816.39</b>	<b>363</b>		<b>1,547.74</b>	<b>44</b>		<b>3.93</b>	<b>422</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company	13.74			28.19			0.33			
Social Security Company	58.74			120.54			1.40			
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			
<b>Total Employer Taxes and Contributions</b>		<b>72.48</b>		<b>148.73</b>			<b>1.73</b>			

Port Jervis Free Library  
Payroll Summary  
December 2023

	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23
<b>Employee Wages, Taxes and Adjustments</b>										
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	1,792.10	105.75	15.20	1,607.40	456	27.24	3,375.54	81	14.20	1,150.20
<b>Total Gross Pay</b>	<b>1,792.10</b>	<b>105.75</b>		<b>1,607.40</b>	<b>456</b>		<b>3,375.54</b>	<b>81</b>		<b>1,150.20</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			0.00			0.00
Retirement Loan	0.00			0.00			0.00			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>1,792.10</b>	<b>105.75</b>		<b>1,607.40</b>	<b>456</b>		<b>3,375.54</b>	<b>81</b>		<b>1,150.20</b>
<b>Taxes Withheld</b>										
Federal Withholding	-101.00			-7.00			-283.00			0.00
Medicare Employee	-25.99			-23.31			-48.94			-16.68
Social Security Employee	-111.11			-99.66			-209.28			-71.31
NY - Withholding	-30.80			-30.14			-104.79			-11.86
NY - Disability Employee	-2.19			0.00			-2.40			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-271.09</b>			<b>-160.11</b>			<b>-648.41</b>			<b>-99.85</b>
<b>Net Pay</b>	<b>1,521.01</b>	<b>105.75</b>		<b>1,447.29</b>	<b>456</b>		<b>2,727.13</b>	<b>81</b>		<b>1,050.35</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	25.99			23.31			48.94			16.68
Social Security Company	111.11			99.66			209.28			71.31
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
<b>Total Employer Taxes and Contributions</b>	<b>137.10</b>			<b>122.97</b>			<b>258.22</b>			<b>87.99</b>

Port Jervis Free Library  
Payroll Summary  
December 2023

	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
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	375.5	29.71	2,605.05	111	0.53	58.83	326.25	19.47	1,594.02	165
<b>Total Gross Pay</b>	<b>375.5</b>		<b>2,605.05</b>	<b>111</b>		<b>58.83</b>	<b>326.25</b>		<b>1,594.02</b>	<b>165</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			-78.15			0.00			0.00	
Retirement Loan			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			<b>-78.15</b>			<b>0.00</b>			<b>0.00</b>	
<b>Adjusted Gross Pay</b>	<b>375.5</b>		<b>2,526.90</b>	<b>111</b>		<b>58.83</b>	<b>326.25</b>		<b>1,594.02</b>	<b>165</b>
<b>Taxes Withheld</b>										
Federal Withholding			-241.00			0.00			-11.00	
Medicare Employee			-37.77			-0.86			-23.11	
Social Security Employee			-161.51			-3.64			-98.83	
NY - Withholding			-92.51			0.00			-24.02	
NY - Disability Employee			-2.40			-0.29			-1.84	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-535.19</b>			<b>-4.79</b>			<b>-158.80</b>	
<b>Net Pay</b>	<b>375.5</b>		<b>1,991.71</b>	<b>111</b>		<b>54.04</b>	<b>326.25</b>		<b>1,435.22</b>	<b>165</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			37.77			0.86			23.11	
Social Security Company			161.51			3.64			98.83	
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	
<b>Total Employer Taxes and Contributions</b>			<b>199.28</b>			<b>4.50</b>			<b>121.94</b>	

Port Jervis Free Library  
Payroll Summary  
December 2023

	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director	0.00			0.00		210	36.78	7,723.80		887.25
Salaries and Wages FT	0.00			0.00				0.00		20.35
Salaries and Wages MTNC	0.00			0.00				0.00		
Salaries and Wages PT	32.47	1,449.07	130	30.84	745.74			0.00		
<b>Total Gross Pay</b>		<b>1,449.07</b>	<b>130</b>		<b>745.74</b>	<b>210</b>		<b>7,723.80</b>		<b>887.25</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00				0.00		
Retirement	0.00			0.00				-347.58		
Retirement Loan	0.00			0.00				0.00		
<b>Total Deductions from Gross Pay</b>		<b>0.00</b>	<b>130</b>		<b>0.00</b>	<b>210</b>		<b>-347.58</b>		<b>887.25</b>
<b>Adjusted Gross Pay</b>		<b>1,449.07</b>	<b>130</b>		<b>745.74</b>	<b>210</b>		<b>7,376.22</b>		<b>887.25</b>
<b>Taxes Withheld</b>										
Federal Withholding	-92.00			-60.00				-450.00		
Medicare Employee	-21.01			-10.81				-111.99		
Social Security Employee	-89.84			-46.24				-478.88		
NY - Withholding	-79.10			0.00				-336.21		
NY - Disability Employee	-2.40			-2.44				-2.40		
Medicare Employee Addl Tax	0.00			0.00				0.00		
<b>Total Taxes Withheld</b>		<b>-284.35</b>			<b>-119.49</b>			<b>-1,379.48</b>		
<b>Net Pay</b>		<b>1,164.72</b>	<b>130</b>		<b>626.25</b>	<b>210</b>		<b>5,996.74</b>		<b>887.25</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	21.01			10.81				111.99		
Social Security Company	89.84			46.24				478.88		
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		
<b>Total Employer Taxes and Contributions</b>		<b>110.85</b>			<b>57.05</b>			<b>590.87</b>		

**Port Jervis Free Library  
Payroll Summary  
December 2023**

12:37 PM  
12/30/23

	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	4,673.08			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	0.00	63.5	15.20	965.20	291	16.10	1,207.43	461	18.42	2,130.82
<b>Total Gross Pay</b>	<b>4,673.08</b>	<b>63.5</b>		<b>965.20</b>	<b>291</b>		<b>1,207.43</b>	<b>461</b>		<b>2,130.82</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	-328.86			0.00			0.00			0.00
Retirement	-140.21			0.00			0.00			0.00
RetirementPlan	0.00			0.00			0.00			0.00
<b>Total Deductions from Gross Pay</b>	<b>-469.07</b>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>4,204.01</b>	<b>63.5</b>		<b>965.20</b>	<b>291</b>		<b>1,207.43</b>	<b>461</b>		<b>2,130.82</b>
<b>Taxes Withheld</b>										
Federal Withholding	-418.00			-40.00			-109.00			-135.00
Medicare Employee	-67.76			-13.99			-17.51			-30.90
Social Security Employee	-289.73			-59.84			-74.86			-132.12
NY - Withholding	-166.12			-4.45			-29.96			-43.91
NY - Disability Employee	-1.19			0.00			-4.12			-1.98
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-942.80</b>			<b>-118.28</b>			<b>-235.45</b>			<b>-343.91</b>
<b>Net Pay</b>	<b>3,261.21</b>	<b>63.5</b>		<b>846.92</b>	<b>291</b>		<b>971.98</b>	<b>461</b>		<b>1,786.91</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	67.76			13.99			17.51			30.90
Social Security Company	289.73			59.84			74.86			132.12
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
<b>Total Employer Taxes and Contributions</b>	<b>357.49</b>			<b>73.83</b>			<b>92.37</b>			<b>163.02</b>

Port Jervis Free Library  
Payroll Summary  
December 2023

	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours	Rate	Dec 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	350	16.94	3,626.00	892.75	35.38	8,133.03	856.75
Salaries and Wages MTNC	240	25.25	6,060.00			0.00			0.00	
Salaries and Wages PT			0.00			0.00			0.00	
<b>Total Gross Pay</b>	<b>240</b>		<b>6,060.00</b>	<b>350</b>		<b>3,626.00</b>	<b>892.75</b>		<b>8,133.03</b>	<b>856.75</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			-119.62			0.00			-476.37	
Retirement			0.00			-108.77			0.00	
Retirement Loan			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			<b>-119.62</b>			<b>-108.77</b>			<b>-476.37</b>	
<b>Adjusted Gross Pay</b>	<b>240</b>		<b>5,940.38</b>	<b>350</b>		<b>3,517.23</b>	<b>892.75</b>		<b>7,656.66</b>	<b>856.75</b>
<b>Taxes Withheld</b>										
Federal Withholding			-570.00			-198.00			-1,012.00	
Medicare Employee			-87.87			-52.57			-117.93	
Social Security Employee			-375.72			-224.81			-504.25	
NY - Withholding			-260.94			-117.45			-359.83	
NY - Disability Employee			-1.18			0.00			-1.20	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-1,295.71</b>			<b>-592.83</b>			<b>-1,995.21</b>	
<b>Net Pay</b>	<b>240</b>		<b>4,644.67</b>	<b>350</b>		<b>2,924.40</b>	<b>892.75</b>		<b>5,661.45</b>	<b>856.75</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			87.87			52.57			117.93	
Social Security Company			375.72			224.81			504.25	
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	
<b>Total Employer Taxes and Contributions</b>			<b>463.59</b>			<b>277.38</b>			<b>622.18</b>	

**Port Jervis Free Library  
Payroll Summary  
December 2023**

12:37 PM  
12/30/23

	TOTAL	
	Dec 23	Dec 23
<b>Employee Wages, Taxes and Adjustments</b>		
Gross Pay	210.00	7,723.80
Salaries and Wages Director	3,019.75	21,439.00
Salaries and Wages FT	240.00	6,060.00
Salaries and Wages MTNC	3,802.25	23,791.11
Salaries and Wages PT		
<b>Total Gross Pay</b>	<u>7,272.00</u>	<u>59,013.91</u>
Deductions from Gross Pay		
Health Insurance	0.00	-924.85
Retirement	-119.32	-853.04
Retirement Loan	0.00	0.00
<b>Total Deductions from Gross Pay</b>	<u>-119.32</u>	<u>-1,777.89</u>
<b>Adjusted Gross Pay</b>	<u>7,272.00</u>	<u>57,236.02</u>
Taxes Withheld		
Federal Withholding	-338.00	-4,419.00
Medicare Employee	-57.66	-855.68
Social Security Employee	-246.57	-3,658.85
NY - Withholding	-130.09	-2,023.20
NY - Disability Employee	-2.41	-34.08
Medicare Employee Addl Tax	0.00	0.00
<b>Total Taxes Withheld</b>	<u>-774.73</u>	<u>-10,990.81</u>
<b>Net Pay</b>	<u>3,082.91</u>	<u>46,245.21</u>
<b>Employer Taxes and Contributions</b>		
Medicare Company	57.66	855.68
Social Security Company	246.57	3,658.85
NY - Disability Company	0.00	0.00
NY - Unemployment	0.00	0.00
NY - MCTMT (Transit Tax)	0.00	0.00
<b>Total Employer Taxes and Contributions</b>	<u>304.23</u>	<u>4,514.53</u>

DEBIT	1/2/2024	Basic Online Payroll Payment 11118669589 to #####2761	(211.72)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669586 to #####0649	(368.01)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669591 to #####1376	(407.03)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669587 to #####1601	(568.67)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669594 to #####0031	(829.00)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 111186664816 to #####9748	(474.39)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669588 to #####7064	(302.23)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669583 to #####7051	(521.53)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669582 to #####4522	(374.73)	BASIC_PAYROLL
DEBIT	1/2/2024	Basic Online Payroll Payment 11118669590 to #####4263	(924.19)	BASIC_PAYROLL
DSLP	1/2/2024	DEPOSIT ID NUMBER 228919	1,612.15	DEPOSIT
DEBIT	12/29/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:122923 CO ENTRY DESCR:USATAXPVN	(4,380.76)	ACH_DEBIT
DEBIT	12/28/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paym	(88.42)	ACH_DEBIT
DEBIT	12/28/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:122823 CO ENTRY DESCR:USATAXPVN	(681.84)	ACH_DEBIT
DEBIT	12/27/2023	Online ACH Payment 11118152963 To MatthewConnelly (_#####6231)	(64.25)	ACH_PAYMENT
DEBIT	12/27/2023	Online ACH Payment 11118144750 To Katelyn (_#####7795)	(68.60)	ACH_PAYMENT
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144751 to #####2761	(98.10)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144753 to #####5734	(192.11)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118152960 to #####4522	(127.40)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118152964 to #####0937	(399.58)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144748 to #####7258	(22.44)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118152962 to #####9748	(168.30)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118152961 to #####2902	(703.23)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144747 to #####8241	(58.83)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144743 to #####3260	(104.58)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144749 to #####1376	(143.50)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118152959 to #####1601	(257.96)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144754 to #####0031	(270.18)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144752 to #####4263	(321.88)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144746 to #####7064	(64.25)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144745 to #####7419	(64.61)	BASIC_PAYROLL
DEBIT	12/27/2023	Basic Online Payroll Payment 11118144744 to #####0649	(117.80)	BASIC_PAYROLL
DEBIT	12/21/2023	Online ACH Payment 11117824381 To SusanWade (_#####0178)	(140.31)	ACH_PAYMENT
DEBIT	12/20/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paym	(658.70)	ACH_DEBIT
DEBIT	12/20/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:122023 CO ENTRY DESCR:USATAXPVN	(4,335.50)	ACH_DEBIT
DEBIT	12/19/2023	Online ACH Payment 11117582925 To GreenwaldDohertyLLP (_#####5637)	(135.00)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117520252 To MatthewConnelly (_#####6231)	(231.99)	ACH_PAYMENT



DEBIT	12/19/2023	Online ACH Payment 11117516975 To Julesoberg (_#####1730)	(273.40)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117516976 To TAMMI (_#####0438)	(387.75)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117520248 To Kalista (_#####6097)	(402.37)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117520246 To Kyle (_#####2433)	(517.69)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117520249 To Katelyn (_#####7795)	(954.37)	ACH_PAYMENT
DEBIT	12/19/2023	Online ACH Payment 11117520247 To Evelyn (_#####9708)	(1,998.52)	ACH_PAYMENT
DEBIT	12/19/2023	Online Payment 19331321440 To NECO FIRE & SAFETY 12/19	(60.00)	BILLPAY
DEBIT	12/19/2023	Online Payment 19331307751 To Tri State Paper and Cleaning 12/19	(345.89)	BILLPAY
DEBIT	12/19/2023	Online Payment 19331322812 To Time Warner Cable 12/19	(207.43)	BILLPAY
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520239 to #####7064	(232.00)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520240 to #####2761	(235.13)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520251 to #####5734	(527.94)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520242 to #####2902	(1,694.14)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520244 to #####7051	(186.98)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516970 to #####9748	(486.99)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520250 to #####1376	(567.24)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516969 to #####7671	(1,528.68)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516972 to #####4522	(422.99)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516974 to #####4263	(960.23)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516971 to #####3260	(319.69)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520243 to #####0649	(366.81)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520241 to #####1601	(696.59)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117516973 to #####0031	(827.81)	BASIC_PAYROLL
DEBIT	12/19/2023	Basic Online Payroll Payment 11117520245 to #####0937	(976.16)	BASIC_PAYROLL
DEBIT	12/12/2023	Online Payment 19269405267 To TOSHIBA FINANCIAL SERVICES (ELEC 12/12	(581.06)	BILLPAY
DEBIT	12/12/2023	Online Payment 19269412491 To Frontier 111182-4 12/12	(4.96)	BILLPAY
DEBIT	12/12/2023	Online Payment 19269371354 To Baker and Taylor 12/12	(127.93)	BILLPAY
DEBIT	12/12/2023	Online Payment 19269361404 To Baker and Taylor 12/12	(18.94)	BILLPAY



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED JANUARY 15TH IN OBSERVANCE OF THE  
MARTIN LUTHER KING, JR. HOLIDAY

**Activity Summary** ██████████ **General Account**

12/1/2023 - 12/31/2023

**Investment Pool Summary**

	MAX
Beginning Balance	\$1,883,651.06
Dividends	\$8,445.18
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$1,892,096.24
Average Monthly Rate	5.279%
Share Price	\$1.000
<b>Total</b>	<b>\$1,892,096.24</b>

**Total Fixed Income**

\$0.00

**Account Total**

\$1,892,096.24

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



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

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



**NYLAF Monthly Statement**  
Port Jervis Free Library

Please Note:  
THE FUND WILL BE CLOSED JANUARY 15TH IN OBSERVANCE OF THE  
MARTIN LUTHER KING, JR. HOLIDAY

**Activity Summary**  Harrison-Thune

12/1/2023 - 12/31/2023

**Investment Pool Summary**

	MAX
Beginning Balance	\$7,383.45
Dividends	\$33.17
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,416.62
Average Monthly Rate	5.279%
Share Price	\$1.000
<b>Total</b>	<b>\$7,416.62</b>

Total Fixed Income

\$0.00

Account Total

\$7,416.62

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



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

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



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

December 01, 2023 through December 29, 2023

Primary Account # [REDACTED]

**CUSTOMER SERVICE INFORMATION**

Web site: [www.Chase.com](http://www.Chase.com)  
 Service Center: 1-877-425-8100  
 Para Espanol: 1-888-622-4273  
 International Calls: 1-713-262-1679  
 We accept operator relay calls



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PORT JERVIS FREE LIBRARY  
 138 PIKE STREET  
 PORT JERVIS NY 12771

**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$241,420.15	\$132,128.85
Chase Business Premier Savings	[REDACTED]	1,996.76	1,996.84
<b>Total</b>		<b>\$243,416.91</b>	<b>\$134,125.69</b>
<b>TOTAL ASSETS</b>		<b>\$243,416.91</b>	<b>\$134,125.69</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$241,420.15</b>
Deposits and Additions	1	1,091.20
Electronic Withdrawals	96	-110,351.05
Fees	1	-31.45
<b>Ending Balance</b>	<b>98</b>	<b>\$132,128.85</b>

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.

Director's Report

Port Jervis Free Library

January 5, 2024

GED – Nothing new to report. Outreach plans for the GED will begin this month.

Strategic Plan- set to begin the week of January 22, 2024

Online schedule – trial extended to January 28, 2024

The Hub – This month we are having a Microsoft Q&A for patrons on the 11<sup>th</sup> and Resumes and Cover Letters Q&A on the 25<sup>th</sup>. Katelyn is reaching out to Newburgh Free Library, they also have a Hub with a list of specialists in tech courses to try to offer more courses here. Some crafts are being done in the Hub to bring people in to see if there is a rise in attendance. Crafts will only be for a temporary period in the Hub.

The Director's meeting is next week, I will update Board on any information from the system at the Board meeting.

Town of Minisink is wanting to renew the contract for their community. I said to Sally, the town clerk, I will be in touch after the library board meeting to let them know what we are doing and to let residents know that their cards will be extended until the end of the month and probably to the end of February or when we have an official contract. Sally seemed pleased with this information.

Will there be an Executive Session this meeting? I have a few personnel topics to discuss.

Submitted by

Evelyn Rogers

## Program Statistics for December 2023

Date Posted	Topic	Type of Post or Program	Attendance/ Participation	Notes
all month	JJ Lit Kits	Take home	0	For Preschoolers
all month	J Lit Kits	Take home	0	For grades K-6
Mondays	Maker Mondays	In Person, Drop in	44	3 Sessions; all ages
Wednesdays	Mixed Story Time	In Person	26 kids + 15 adults	3 Session; Ages 0-5 Stories, songs, interactive activities
Nov. 14	STEM program	In Person	7	Grades K & up. Ornament making
all month	YA Lit Kits	Take home	0	For grades 7 & up
	TAG	In Person		No meeting this month
	YA Book Discussion	In Person		No meeting this month.
Dec. 8	YA No Bake Desserts	In Person	1	Teen cooking program. Peppermint Bark cookies & Cookie Dough dip.
Dec. 15	YA No Bake Desserts	In Person	2	Teen cooking program. Wreath cookies & Monster Bark cups.
Dec. 11	Gnome Ornaments	In Person	3	YA & adult craft program.
Dec. 14	Card Making	In Person	2	YA & adult craft program.
Dec. 18	Nutcracker Ornaments	In Person	4	YA & adult craft program.
Dec. 21	Hot Cocoa Bombs	In Person	9	YA & adult craft program
Thursdays	Fiber Crafts (adult program)	In Person	46	Adult program. 4 Sessions
	Adult Book Discussion	In Person		No meetings this month
All month	Adult Lit Kits	Take home	0	For adults
	Genealogy Workshop	In Person		Adult program; didn't meet this month
Dec. 14	Bullet Journal Workshop	In Person	2	Adult program
Dec. 27	Tea Tasting	In Person	6	Adult program
Dec. 4	That's a Wrap	In Person	0	Adult gift-wrapping program.
Dec. 4 & 5	Winter Wreath Making	In Person	24	Adult craft program. 2 different time slots.
Dec. 16	Saturday Movie: Elf	In Person	0	All ages
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

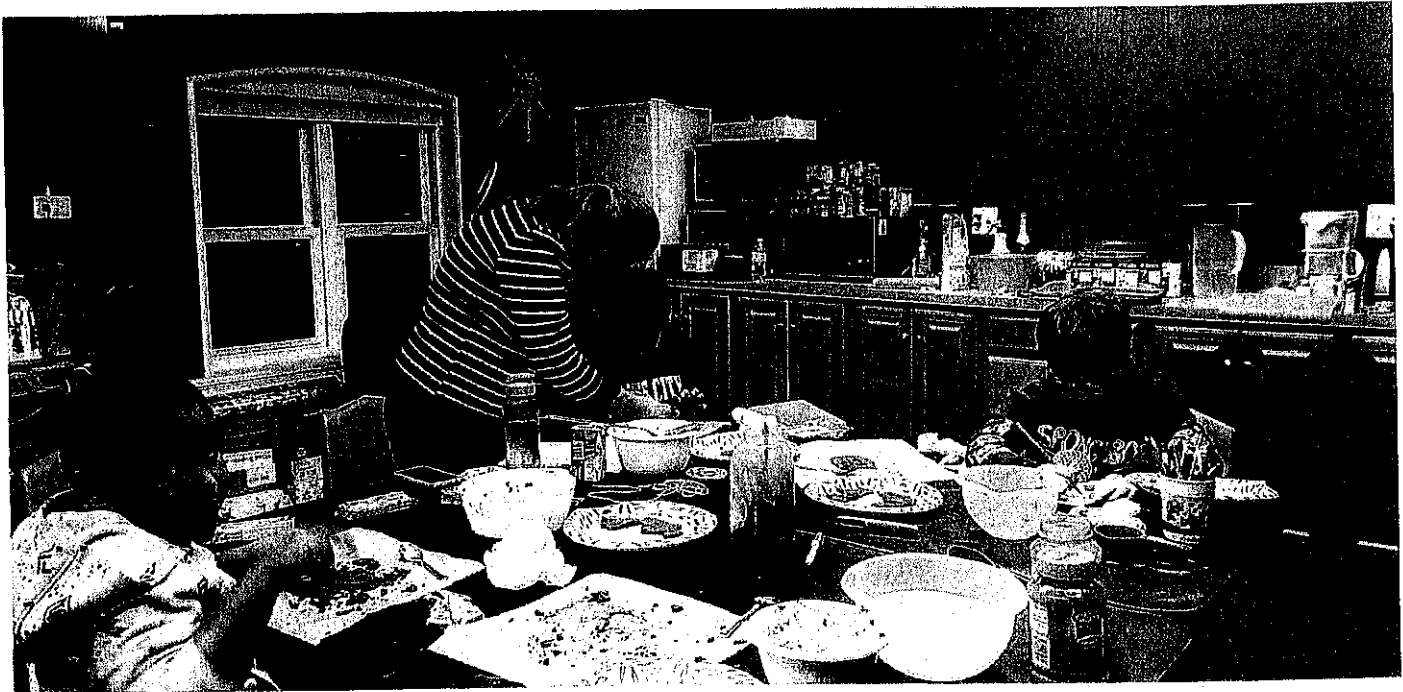
## Program Statistics for December 2023



Winter Wreath Program (Teen & adult program)



Hot Cocoa Bombs (Teen & adult program)



STEM Program: Making ornaments using cinnamon and applesauce. (Ages kindergarten & up)