

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
May 17, 2022, 10 A.M.

I Call to Order
Pledge of Allegiance

II Public Comment

III Minutes: Approve April 19, 2022

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

Action Items

Approve background check policy

VI. Old Business:

- Director search
- Background check policy

VII New Business:

VIII Executive Session: Personnel - Director search

IX. Adjournment Next Meeting- June 21, 2022

Minutes of the Port Jervis Free Library Board of Trustees

April 19, 2022

10:00 AM

Present: Beverly Arlequeeuw, Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Joan Wagner

Public: Barbara Cassidy, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:01 a.m.

III Public Comment - none

IV Minutes (Attachment 1)

Valerie made a motion, seconded by Joan, to approve the minutes of the March 15, 2022 meeting. Unanimously passed.

V Correspondence – None

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

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

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

- National Library Week was celebrated April 3-9.
- Several staff members were recognized for 5, 25 and 30-year service awards.
- A Naloxbox will be installed at the Library to dispense NARCAN. The County Department of Health will install the box and maintain the supply of product. Carl asked whether staff was trained in NARCAN use. Beverly responded that initial training had been taken but collectively the staff did not want to administer the product. Carl stated that he would like the staff to be qualified to administer if necessary.
- Civil service tests for Library Director and Senior Library Clerk will be available on April 30 and May 14, respectively.
- The County Board of Elections has been notified about the annual vote for the list of absentee voters. To date, one teller has agreed to serve.
- The two outstanding construction grants have been completed and submitted to the State.

VIII Old Business

- Carl reported that seven applications for the Library Director position have been received. Zoom interviews will be conducted within the next two weeks with the search process targeted for a mid-May completion.
- Beverly will contact the Town of Wawayanda Town Clerk about the proposed changes to their service contract.

- Beverly will contact the Friends regarding the use of funds from the gift they have offered to the Library.

IX New Business – (Attachment 4)

- A draft background check policy had been distributed to the Trustees. Grace Riario from RCLS stated that the proposed policy pertains to current employees and does not address future employees. No libraries responded to a request to forward copies of their policies. Carl stated that the policy's emphasis should be on new employees, and suggested that the policy be forwarded to the Labor Attorney on retainer for her review and comments.
- Two retirees passed away in March; Ruth Carrington and Henrietta Towne. Refunds will be made for the nine months of medical insurance premiums that had been paid in advance.

X Next Meeting – A budget workshop meeting is scheduled for Wednesday, May 4, 2022 at 5 PM.

The next regularly scheduled meeting will take place Tuesday, May 17, 2022 at 10:00 a.m.

XI Executive Session – *Valerie made a motion, seconded by Joan, to go into Executive Session at 10:19 a.m. to discuss contract and personnel matters. Unanimously passed. Valerie made a motion, seconded by Joan, to come out of Executive Session at 10:45 a.m. Unanimously passed.*

XIII Adjournment – *Valerie made a motion, seconded by Joan, to adjourn the meeting at 10:45 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade
Board Secretary

Port Jervis Free Library
Balance Sheet
As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
Checking - TD Bank	76,378.44
Savings-TD Bank	7,320.22
1005 · NYLAF	1.80
1006 · CHASE CHECKING	199,155.41
1007 · Chase Savings	812,587.31
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Total Checking/Savings	1,095,743.18
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Total Current Assets	1,095,743.18
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TOTAL ASSETS	<u>1,095,743.18</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,940.62
	<hr/>
Total Accounts Payable	9,940.62
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	107.56
2210 · Social Security Tax Payable	105.40
2212 · Medicare Withholding Tax Payabl	24.65
2220 · NYS Withholding Tax	18.54
2230 · NYS Retirement	13,426.42
2233 · Deferred comp withheld	-1.49
	<hr/>
Total Other Current Liabilities	13,681.08
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Total Current Liabilities	23,621.70
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Total Liabilities	23,621.70
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	187,756.18
Net Income	328,374.53
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Total Equity	1,072,121.48
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TOTAL LIABILITIES & EQUITY	<u>1,095,743.18</u>

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,084,955.30	1,098,864.00	-13,908.70	98.7%
PILOT	2,005.27	0.00	2,005.27	100.0%
Charges for Services				
4000 - Book Sales	2,264.19	0.00	2,264.19	100.0%
4001 - Fines	909.94	0.00	909.94	100.0%
4002 - NonResident Fees	900.00	0.00	900.00	100.0%
4003 - Copier Fees	3,666.67	338.00	3,328.67	1,084.8%
Total Charges for Services	7,740.80	338.00	7,402.80	2,290.2%
4055 - Services to Other Governments	30,675.00	10,000.00	20,675.00	306.8%
Miscellaneous				
4004 - Gifts	306.64	500.00	-193.36	61.3%
4008 - Library Merchandise	49.00			
Total Miscellaneous	355.64	500.00	-144.36	71.1%
Operating Grants				
4023 - Local Public Funds OLA	0.00	4,500.00	-4,500.00	0.0%
4025 - State Aid LLSA	4,998.00	5,000.00	-2.00	100.0%
4026 - RCLS Grnts & St. Aid thru RCLS	0.00	3,000.00	-3,000.00	0.0%
Total Operating Grants	4,998.00	12,500.00	-7,502.00	40.0%
Interest Income	109.75	1,000.00	-890.25	11.0%
State Aid Construction	67,813.00	50,000.00	17,813.00	135.6%
Total Income	1,198,652.76	1,173,202.00	25,450.76	102.2%
Gross Profit	1,198,652.76	1,173,202.00	25,450.76	102.2%
Expense				
Discrepancies between bank statements and company rec...	611.80			
Personal Services				
6002 - Salaries Director	65,842.00	77,250.00	-11,408.00	85.2%
6000 - Salaries Clerical FT	104,834.78	127,000.00	-22,165.22	82.5%
6001 - Salaries Clerical PT	171,224.13	220,000.00	-48,775.87	77.8%
6003 - Salaries Maintenance	41,208.00	48,925.00	-7,717.00	84.2%
Total Personal Services	383,108.91	473,175.00	-90,066.09	81.0%
Contractual				
6005 - Board Reporting	806.50	1,827.00	-1,020.50	44.1%
6030 - Books	19,464.80	25,000.00	-5,535.20	77.9%
6031 - Books Children	4,464.37	7,000.00	-2,535.63	63.8%
6032 - Book Friends	524.00	1,000.00	-476.00	52.4%
① 6035 - Periodicals	7,003.99	4,200.00	2,803.99	166.8%
6038 - Audio Adult	2,963.19	4,500.00	-1,536.81	65.8%
6039 - Video Adult	1,774.95	4,650.00	-2,875.05	38.2%
6040 - Video Children	344.70	1,500.00	-1,155.30	23.0%
6041 - ANSER	29,413.60	50,000.00	-20,586.40	58.8%
② 6045 - Computer Eqpt/Software	5,024.14	4,000.00	1,024.14	125.6%
6050 - Library Supplies	6,020.11	8,500.00	-2,479.89	70.8%
③ 6055 - Ins/Fire, Liab, Comp	20,090.83	20,000.00	90.83	100.5%
6060 - Utilities Electricity	8,952.48	14,000.00	-5,047.52	63.9%
6061 - Utilities Gas	6,385.88	8,000.00	-1,614.12	79.8%
6062 - Utilities Water	724.83	1,700.00	-975.17	42.6%
6065 - Utilities Telephone/Internet	4,009.94	5,500.00	-1,490.06	72.9%
6070 - Building Janitorial Supp	1,528.22	6,000.00	-4,471.78	25.5%
④ 6071 - Building Maintenance	11,437.63	20,000.00	-8,562.37	57.2%
6072 - Building Improvements	104,773.19	100,000.00	4,773.19	104.8%
6075 - Copier Maintenance	4,172.42	5,000.00	-827.58	83.4%
⑤ 6081 - Microfilm	725.88	750.00	-24.12	96.8%
6086 - Professional Services	15,265.00	10,000.00	5,265.00	152.7%
6087 - HUB	0.00	45,000.00	-45,000.00	0.0%
6088 - Bookkeeping	45,833.30	55,000.00	-9,166.70	83.3%
6090 - Advertising	0.00	500.00	-500.00	0.0%
6095 - Conferences	42.40	1,200.00	-1,157.60	3.5%
6100 - Dues	170.00	600.00	-430.00	28.3%
6120 - Postage	1,419.65	1,500.00	-80.35	94.6%
6125 - Programs	2,718.79	5,000.00	-2,281.21	54.4%
6126 - Programs Children	1,359.66	5,000.00	-3,640.34	27.2%
6133 - Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 - Elevator	3,242.52	6,000.00	-2,757.48	54.0%

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,590.96	2,000.00	-409.04	79.5%
Total Contractual	312,247.93	426,427.00	-114,179.07	73.2%
Employee Benefits				
6010 · Employer Social Security	24,015.38	30,000.00	-5,984.62	80.1%
6015 · Employer Medicare	5,592.07	7,000.00	-1,407.93	79.9%
6056 · Insurance Wkmns Comp	2,725.44	5,000.00	-2,274.56	54.5%
6057 · Insurance Disability	1,330.16	400.00	930.16	332.5%
6085 · Civil Service	1,435.18	2,200.00	-764.82	65.2%
6131 · Benefits Health Ins	105,307.10	170,000.00	-64,692.90	61.9%
6132 · Benefits Retirement	56,070.00	59,000.00	-2,930.00	95.0%
Total Employee Benefits	196,475.33	273,600.00	-77,124.67	71.8%
6560 · Payroll Expenses	130.05			
Total Expense	892,574.02	1,173,202.00	-280,627.98	76.1%
Net Ordinary Income	306,078.74	0.00	306,078.74	100.0%
Net Income	306,078.74	0.00	306,078.74	100.0%

- ① Periodicals - includes order for 2022-23
- ② Quickbooks software costs greater than anticipated
- ③ Insurance premiums higher than anticipated
- ④ Unanticipated electrical expenditures
- ⑤ Appraisal costs (every 5 yrs) and unanticipated legal expenditures
- ⑥ Long-term "prior year" credits used up

Port Jervis Free Library Payroll Summary April 2022

	Arhequeuw, Beverly		Broller, David		Cassidy, Barbara M.		Conklin,...
	Hours	Rate	Hours	Rate	Hours	Rate	
Employee Wages, Taxes and Adjustments							
Gross Pay	140	40.92	75	21.05	140	27.45	68.25
Salaries and Wages Director		5,728.80		0.00		0.00	
Salaries and Wages FT		0.00		0.00		3,843.00	
Salaries and Wages MTNC		0.00		0.00		0.00	
Salaries and Wages PT		0.00		1,578.75		0.00	
Total Gross Pay	140	5,728.80	75	1,578.75	140	3,843.00	68.25
Deductions from Gross Pay							
Deferred comp		-286.44		0.00		0.00	
Health Insurance		-276.38		0.00		0.00	
Retirement		0.00		0.00		0.00	
RetirementLoan		0.00		0.00		0.00	
Total Deductions from Gross Pay		-562.82		0.00		0.00	
Adjusted Gross Pay	140	5,165.98	75	1,578.75	140	3,843.00	68.25
Taxes Withheld							
Federal Withholding		-536.00		-133.00		-358.00	
Medicare Employee		-83.06		-22.89		-55.73	
Social Security Employee		-355.19		-97.89		-238.27	
NY - Withholding		-278.42		-42.98		-200.60	
NY - Disability Employee		-2.40		-2.40		-2.40	
Medicare Employee Addl Tax		0.00		0.00		0.00	
Total Taxes Withheld		-1,255.07		-299.16		-855.00	
Net Pay	140	3,910.91	75	1,279.59	140	2,988.00	68.25
Employer Taxes and Contributions							
Medicare Company		83.06		22.89		55.73	
Social Security Company		355.19		97.89		238.27	
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		438.25		120.78		294.00	

**Port Jervis Free Library
Payroll Summary
April 2022**

	Conklin, Matthew J.		Conklin, Michael		DeLorenzo, Danielle		Fedoruk, Olga	
	Rate	Apr 22	Hours	Rate	Apr 22	Hours	Rate	Apr 22
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		41	15.45	633.45
Salaries and Wages M/TNC	0.00			0.00				0.00
Salaries and Wages PT	14.20	969.15	19	15.67	297.73			0.00
Total Gross Pay		969.15	19		297.73	41		633.45
Deductions from Gross Pay								
Deferred comp	0.00			0.00				0.00
Health Insurance	0.00			0.00				-119.62
Retirement	-29.08			-8.93				-19.00
RetirementLoan	0.00			0.00				0.00
Total Deductions from Gross Pay		-29.08		-8.93				-138.62
Adjusted Gross Pay		940.07	19		288.80	41		494.83
Taxes Withheld								
Federal Withholding	-61.00			-3.00				-12.00
Medicare Employee	-14.05			-4.32				-9.19
Social Security Employee	-60.09			-18.46				-39.27
NY - Withholding	-30.83			-32.00				-10.12
NY - Disability Employee	-2.40			-1.49				-1.20
Medicare Employee Addl Tax	0.00			0.00				0.00
Total Taxes Withheld		-168.37		-59.27				-71.78
Net Pay		771.70	19		229.53	41		423.05
Employer Taxes and Contributions								
Medicare Company	14.05			4.32				9.19
Social Security Company	60.09			18.46				39.27
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		74.14		22.78				48.46

Port Jervis Free Library Payroll Summary April 2022

	Fedoruk...		Joergle-Gildea, Stacy		Kroger, Alberta J.		Leimer, Barbara	
	Apr 22	Hours	Rate	Apr 22	Hours	Rate	Apr 22	Hours
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 M/TNC	0.00			0.00			0.00	
Salaries and Wages PT	1,081.23	76	24.71	1,877.96	55.5	27.03	1,500.17	29
Total Gross Pay	1,081.23	76		1,877.96	55.5		1,500.17	29
Deductions from Gross Pay								
Deferred comp	0.00			0.00			0.00	
Health Insurance	0.00			0.00			0.00	
Retirement	0.00			0.00			45.00	
Retirement Loan	0.00			0.00			0.00	
Total Deductions from Gross Pay	0.00			0.00			45.00	
Adjusted Gross Pay	1,081.23	76		1,877.96	55.5		1,455.17	29
Taxes Withheld								
Federal Withholding	-75.00			-170.00			-149.00	0.00
Medicare Employee	-15.68			-27.23			-21.75	-6.78
Social Security Employee	-67.04			-116.43			-93.01	-28.98
NY - Withholding	-20.48			-60.12			-53.32	0.00
NY - Disability Employee	-2.40			-2.40			-2.40	-2.33
Medicare Employee Addl Tax	0.00			0.00			0.00	0.00
Total Taxes Withheld	-180.60			-376.18			-319.48	-38.09
Net Pay	900.63	76		1,501.78	55.5		1,135.69	29
Employer Taxes and Contributions								
Medicare Company	15.68			27.23			21.75	6.78
Social Security Company	67.04			116.43			93.01	28.98
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	82.72			143.66			114.76	35.76

Port Jervis Free Library Payroll Summary April 2022

	Marion, Antonia		Mohan-Neves, Sherry		Penner, Darren		Penner, ...			
	Hours	Rate	Apr 22	Hours	Rate	Apr 22	Hours			
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00		0.00					
Salaries and Wages FT			0.00		0.00					
Salaries and Wages MTNC			0.00		0.00					
Salaries and Wages PT	60.5	16.41	992.81	48	15.67	752.16	36.5	1.00	824.14	20
Total Gross Pay	60.5		992.81	48		752.16	36.5		824.14	20
Deductions from Gross Pay										
Deferred comp			0.00		0.00				0.00	
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	60.5		992.81	48		752.16	36.5		824.14	20
Taxes Withheld										
Federal Withholding			0.00		-42.00				-59.00	
Medicare Employee			-14.39		-10.91				-11.95	
Social Security Employee			-61.56		-46.64				-51.09	
NY - Withholding			-16.95		-7.32				-20.20	
NY - Disability Employee			-2.40		-2.40				-2.40	
Medicare Employee Addl Tax			0.00		0.00				0.00	
Total Taxes Withheld			-95.30		-109.27				-144.64	
Net Pay	60.5		897.51	48		642.89	36.5		679.50	20
Employer Taxes and Contributions										
Medicare Company			14.39		10.91				11.95	
Social Security Company			61.56		46.64				51.09	
NY - Disability Company			0.00		0.00				0.00	
NY - Unemployment			0.00		0.00				0.00	
NY - MCTIMT (Transit Tax)			0.00		0.00				0.00	
Total Employer Taxes and Contributions			75.95		57.55				63.04	

**Port Jervis Free Library
Payroll Summary
April 2022**

	Penner, Sharon M.		Roach, Aedan J		Sauschuck, Taylor		Sommers, Diane M.	
	Rate	Apr 22	Hours	Rate	Apr 22	Hours	Rate	Apr 22
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	28.10	562.00	69.5	14.20	986.90	27.75	17.24	478.41
Total Gross Pay		562.00	69.5		986.90	27.75		478.41
Deductions from Gross Pay								
Deferred comp	0.00			0.00			0.00	
Health Insurance	0.00			0.00			0.00	
Retirement	0.00			0.00			-14.36	
RetirementLoan	0.00			0.00			0.00	
Total Deductions from Gross Pay		0.00			0.00		-14.36	
Adjusted Gross Pay		562.00	69.5		986.90	27.75		464.05
Taxes Withheld								
Federal Withholding	-47.00			-65.00			-13.00	
Medicare Employee	-8.15			-14.31			-6.94	
Social Security Employee	-34.84			-61.19			-29.66	
NY - Withholding	-2.10			-16.71			0.00	
NY - Disability Employee	-2.32			-2.40			-2.23	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld		-94.41			-159.61		-51.83	
Net Pay		467.59	69.5		827.29	27.75		412.22
Employer Taxes and Contributions								
Medicare Company	8.15			14.31			6.94	
Social Security Company	34.84			61.19			29.66	
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		42.99			75.50			36.60

Port Jervis Free Library Payroll Summary April 2022

	Somme...		Thiele, Diane M		Tidd, Ralph		Treuting, Connie	
	Apr 22	Hours	Rate	Apr 22	Hours	Rate	Apr 22	Hours
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			4,533.20	
Salaries and Wages MTNC	0.00			0.00	160	22.42	3,587.20	
Salaries and Wages PT	752.60	76	15.42	1,171.92			0.00	
Total Gross Pay	752.60	76		1,171.92	160		3,587.20	140
Deductions from Gross Pay								
Deferred comp	0.00			0.00			0.00	
Health Insurance	0.00			0.00			-119.62	
Retirement	0.00			0.00			0.00	
RetirementLoan	0.00			0.00			0.00	
Total Deductions from Gross Pay	0.00			0.00			-119.62	140
Adjusted Gross Pay	752.60	76		1,171.92	160		3,467.58	140
Taxes Withheld								
Federal Withholding	-72.00			-84.00			-334.00	
Medicare Employee	-10.91			-16.99			-52.01	
Social Security Employee	-46.66			-72.66			-222.41	
NY - Withholding	-17.34			-24.10			-155.62	
NY - Disability Employee	-2.40			-2.40			-2.40	
Medicare Employee Addl Tax	0.00			0.00			0.00	
Total Taxes Withheld	-149.31			-200.15			-766.44	
Net Pay	603.29	76		971.77	160		2,701.14	140
Employer Taxes and Contributions								
Medicare Company	10.91			16.99			52.01	
Social Security Company	46.66			72.66			222.41	
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	57.57			89.65			274.42	

Port Jervis Free Library
Payroll Summary
April 2022

	Williams, Starr R.		TOTAL	
	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salaries and Wages Director				5,728.80
Salaries and Wages FT				9,009.65
Salaries and Wages MTNC				3,587.20
Salaries and Wages PT	62	14.20		15,173.81
Total Gross Pay	62			33,499.46
Deductions from Gross Pay				
Deferred comp				-286.44
Health Insurance				-792.00
Retirement				-116.37
Retirement loan				0.00
Total Deductions from Gross Pay				-1,194.81
Adjusted Gross Pay	62			32,304.65
Taxes Withheld				
Federal Withholding				-2,854.00
Medicare Employee				-485.74
Social Security Employee				-2,076.98
NY - Withholding				-1,217.12
NY - Disability Employee				-47.97
Medicare Employee Addl Tax				0.00
Total Taxes Withheld				-6,681.81
Net Pay	62			25,622.84
Employer Taxes and Contributions				
Medicare Company				12.77
Social Security Company				54.59
NY - Disability Company				0.00
NY - Unemployment				0.00
NY - MCTMT (Transit Tax)				0.00
Total Employer Taxes and Contributions				67.36
				2,562.72

PORT JERVIS FREE LIBRARY
 Chase account activity
 April 8 to May 6, 2022

Details	Posting Date	Description	Amount	Type	Balance
DEBIT	5/6/2022	ONLINE PAYMENT TO KANOPY 05/06	(98.00)	BILLPAY	179,045.12
DEBIT	5/5/2022	Online Payment 14274767413 To RCLS 05/05	(454.00)	BILLPAY	179,499.12
DEBIT	5/5/2022	Online Payment 14274764212 To RCLS 05/05	(243.26)	BILLPAY	179,742.38
DEBIT	5/5/2022	Online Payment 14274572636 To Time Warner Cable 05/05	(129.99)	BILLPAY	179,872.37
DEBIT	5/5/2022	Online Payment 14274568152 To Frontier 05/05	(47.63)	BILLPAY	179,920.00
DEBIT	5/5/2022	Online Payment 14274565122 To DEMCO 05/05	(65.90)	BILLPAY	179,985.90
DEBIT	5/5/2022	Online Payment 14274561926 To CARDMEMBER SERVICE 05/05	(1,200.85)	BILLPAY	181,186.75
DEBIT	5/5/2022	Online Payment 14274557833 To Baker and Taylor 05/05	(160.26)	BILLPAY	181,347.01
CHECK	5/5/2022	CHECK 1052	(20.00)	CHECK_PAID	181,367.01
DEBIT	5/4/2022	SERVICE CHARGES FOR THE MONTH OF APRIL	(28.60)	FEE_TRANSACTION	181,395.61
DEBIT	5/3/2022	Basic Online Payroll Payment 5333452626 to #####5585	(4.70)	BASIC_PAYROLL	181,400.31
DEBIT	5/3/2022	Basic Online Payroll Payment 5333435061 to #####3325	(170.10)	BASIC_PAYROLL	181,570.41
DEBIT	5/3/2022	Basic Online Payroll Payment 5333435062 to #####7906	(170.10)	BASIC_PAYROLL	181,740.51
DEBIT	5/3/2022	Basic Online Payroll Payment 5333435059 to #####4214	(170.10)	BASIC_PAYROLL	182,080.71
DEBIT	5/3/2022	Basic Online Payroll Payment 5333435060 to #####9692	(6,262.47)	BILLPAY	188,343.18
DEBIT	5/2/2022	Online Payment 14247937683 To RCLS 05/02	(58.50)	BILLPAY	188,401.68
DEBIT	5/2/2022	Online Payment 14247927521 To Baker and Taylor 05/02	(75.67)	BILLPAY	188,477.35
DEBIT	5/2/2022	Online Payment 14247922792 To Baker and Taylor 05/02	(43.12)	BILLPAY	188,520.47
DEBIT	5/2/2022	Online Payment 14247919275 To Baker and Taylor 05/02	(298.57)	BILLPAY	188,819.04
DEBIT	5/2/2022	Online Payment 14247915885 To Baker and Taylor 05/02	(485.71)	BILLPAY	189,304.75
DEBIT	5/2/2022	Online Payment 14246966485 To LAURA WOOSTER 05/02	(170.10)	BILLPAY	189,474.85
DEBIT	5/2/2022	Online ACH Payment 5333435131 To SusanWade (#####0178)	(4,583.33)	ACH_PAYMENT	194,058.18
DEBIT	4/29/2022	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:042922 CO ENTRY DESCR	(195.09)	ACH_DEBIT	194,253.27
DEBIT	4/27/2022	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:220427 CO ENTRY D	(143.84)	ACH_DEBIT	194,397.11
DEBIT	4/27/2022	ORIG CO NAME:NVS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR	(626.11)	ACH_DEBIT	195,023.22
DEBIT	4/27/2022	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:042722 CO ENTRY DESCR	(4,127.24)	ACH_DEBIT	199,150.46
DEBIT	4/26/2022	Online ACH Payment 5332404334 To NYSDeferredComp (#####4895)	(143.22)	ACH_PAYMENT	199,293.68
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403708 to #####7258	(67.54)	BASIC_PAYROLL	199,361.22
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403717 to #####0937	(231.40)	BASIC_PAYROLL	199,592.62
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403711 to #####2761	(279.11)	BASIC_PAYROLL	199,871.73
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403713 to #####1977	(321.45)	BASIC_PAYROLL	200,193.18
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403716 to #####4263	(404.73)	BASIC_PAYROLL	

DEBIT	4/26/2022	Basic Online Payroll Payment 5332403714 to #####1376	(452.38)	BASIC_PAYROLL	200,597.91
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403712 to #####9748	(468.58)	BASIC_PAYROLL	201,050.29
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403715 to #####5734	(485.89)	BASIC_PAYROLL	201,518.87
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403710 to #####0031	(750.89)	BASIC_PAYROLL	202,004.76
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403709 to #####7671	(1,350.58)	BASIC_PAYROLL	202,755.65
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403718 to #####5585	(1,955.45)	BASIC_PAYROLL	204,106.23
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403707 to #####8241	(222.10)	BASIC_PAYROLL	206,061.68
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403706 to #####3260	(318.47)	BASIC_PAYROLL	206,283.78
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403698 to #####0649	(348.19)	BASIC_PAYROLL	206,602.25
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403705 to #####5804	(411.02)	BASIC_PAYROLL	206,950.44
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403700 to #####3603	(423.05)	BASIC_PAYROLL	207,361.46
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403699 to #####7064	(427.38)	BASIC_PAYROLL	207,784.51
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403701 to #####1601	(642.12)	BASIC_PAYROLL	208,211.89
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403703 to #####7419	(647.46)	BASIC_PAYROLL	208,854.01
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403704 to #####4522	(1,494.00)	BASIC_PAYROLL	209,501.47
DEBIT	4/26/2022	Basic Online Payroll Payment 5332403702 to #####2902	(1,553.10)	BASIC_PAYROLL	210,995.47
DEBIT	4/25/2022	Online ACH Payment 5332405258 To NYSDeferredComp (#####4895)	(143.22)	ACH_PAYMENT	212,548.57
DEBIT	4/20/2022	Online Payment 14154077855 To Brodart Co 04/20	(44.38)	BILLPAY	212,691.79
DEBIT	4/20/2022	Online Payment 14154073655 To Brodart Co 04/20	(452.81)	BILLPAY	212,736.17
DEBIT	4/20/2022	Online Payment 14154068862 To Baker and Taylor 04/20	(109.60)	BILLPAY	213,188.98
DEBIT	4/20/2022	Online Payment 14154066836 To Baker and Taylor 04/20	(237.94)	BILLPAY	213,298.58
DEBIT	4/19/2022	Online ACH Payment 5331748848 To SusanWade (#####0178)	(96.04)	ACH_PAYMENT	213,536.52
DEBIT	4/19/2022	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:220419 CO ENTRY D	(94.91)	ACH_DEBIT	213,632.56
DEBIT	4/19/2022	DEPOSIT ID NUMBER 675336	164.99	DEPOSIT	213,727.47
DEBIT	4/19/2022	DEPOSIT ID NUMBER 202060	1,974.36	DEPOSIT	213,562.48
CHECK	4/18/2022	CHECK 1048	(150.00)	CHECK_PAID	211,588.12
DEBIT	4/15/2022	Online ACH Payment 5331407731 To GreenwaldDohertyLLP (#####7737)	(680.00)	ACH_PAYMENT	211,738.12
DEBIT	4/15/2022	Online Payment 14124119348 To Brodart Co 04/15	(103.22)	BILLPAY	212,418.12
DEBIT	4/15/2022	Online Payment 14124052088 To TOSHIBA FINANCIAL SERVICES (ELEC 04/15	(431.25)	BILLPAY	212,521.34
DEBIT	4/15/2022	Online Payment 14124047161 To ORANGE & ROCKLAND UTILITIES 04/15	(1,779.11)	BILLPAY	212,952.59
DEBIT	4/15/2022	Online Payment 14124038745 To Baker and Taylor 04/15	(50.47)	BILLPAY	214,731.70
DEBIT	4/15/2022	Online Payment 14124034281 To Baker and Taylor 04/15	(14.36)	BILLPAY	214,782.17
DEBIT	4/15/2022	Online Payment 14124031412 To Baker and Taylor 04/15	(107.50)	BILLPAY	214,796.53
CREDIT	4/15/2022	Online Transfer from MMA...1162 transaction#: 14118476784	150,000.00	ACCT_XFER	214,904.03
DEBIT	4/13/2022	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCF	(591.01)	ACH_DEBIT	64,904.03
DEBIT	4/13/2022	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:041322 CO ENTRY DESCR	(3,852.20)	ACH_DEBIT	65,495.04
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276210 to #####7258	(161.99)	BASIC_PAYROLL	69,347.24
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276221 to #####0937	(180.82)	BASIC_PAYROLL	69,509.23

DEBIT	4/12/2022	Basic Online Payroll Payment 5330276218 to #####2761	(188.48)	BASIC_PAYROLL	69,690.05
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276207 to #####8241	(207.29)	BASIC_PAYROLL	69,878.53
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276215 to #####3260	(284.82)	BASIC_PAYROLL	70,085.82
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276223 to #####1977	(321.44)	BASIC_PAYROLL	70,370.64
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276209 to #####0649	(331.31)	BASIC_PAYROLL	70,692.08
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276224 to #####4263	(338.46)	BASIC_PAYROLL	71,023.39
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276213 to #####7064	(344.32)	BASIC_PAYROLL	71,361.85
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276208 to #####5804	(416.27)	BASIC_PAYROLL	71,706.17
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276225 to #####9748	(432.05)	BASIC_PAYROLL	72,122.44
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276217 to #####1376	(445.13)	BASIC_PAYROLL	72,554.49
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276219 to #####5734	(485.88)	BASIC_PAYROLL	72,999.62
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276211 to #####1601	(493.57)	BASIC_PAYROLL	73,485.50
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276212 to #####7419	(632.13)	BASIC_PAYROLL	73,979.07
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276226 to #####0031	(750.89)	BASIC_PAYROLL	74,611.20
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276222 to #####7671	(1,350.56)	BASIC_PAYROLL	75,362.09
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276214 to #####4522	(1,494.00)	BASIC_PAYROLL	76,712.65
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276206 to #####2902	(1,553.08)	BASIC_PAYROLL	78,206.65
DEBIT	4/12/2022	Basic Online Payroll Payment 5330276220 to #####5585	(1,955.46)	BASIC_PAYROLL	79,759.73
DEBIT	4/8/2022	Online Payment 14073546537 To NY ST DEPT CIVL SVC-AGENCY PMT 04/08	(9,422.18)	BILLPAY	81,715.19
DEBIT	4/8/2022	Online Payment 14073532296 To Tri State Paper and Cleaning 04/08	(266.90)	BILLPAY	91,137.37
DEBIT	4/8/2022	Online Payment 14073528165 To Time Warner Cable 04/08	(200.44)	BILLPAY	91,404.27
DEBIT	4/8/2022	Online Payment 14073524702 To Time Warner Cable 04/08	(129.99)	BILLPAY	91,604.71
DEBIT	4/8/2022	Online Payment 14073514523 To RCLS 04/08	(244.61)	BILLPAY	91,734.70
DEBIT	4/8/2022	Online Payment 14073507758 To Neversink Lumber Co. Inc 04/08	(1,374.10)	BILLPAY	91,979.31
DEBIT	4/8/2022	Online Payment 14073511180 To RCLS 04/08	(781.38)	BILLPAY	93,353.41
DEBIT	4/8/2022	Online Payment 14073507758 To Neversink Lumber Co. Inc 04/08	(20.00)	BILLPAY	94,134.79
DEBIT	4/8/2022	Online Payment 14073504520 To Kanopy 04/08	(54.00)	BILLPAY	94,154.79
DEBIT	4/8/2022	Online Payment 14073500775 To Frontier 111182-4 04/08	(4.96)	BILLPAY	94,208.79
DEBIT	4/8/2022	Online Payment 14073497779 To Frontier 04/08	(43.88)	BILLPAY	94,213.75
DEBIT	4/8/2022	Online Payment 14073494059 To CARDMEMBER SERVICE 04/08	(4,015.31)	BILLPAY	94,257.63
DEBIT	4/8/2022	Online Payment 14073491206 To Brodart Co 04/08	(90.11)	BILLPAY	98,272.94
DEBIT	4/8/2022	Online Payment 14073488052 To Baker and Taylor 04/08	(365.13)	BILLPAY	98,363.05
DEBIT	4/8/2022	Online Payment 14073485310 To Baker and Taylor 04/08	(17.40)	BILLPAY	98,728.18
DEBIT	4/8/2022	Online Payment 14073481444 To Baker and Taylor 04/08	(33.48)	BILLPAY	98,745.58