

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
August 15, 2023, 10 a.m.

I Call to Order  
Pledge of Allegiance

II Public Comment-

III Minutes: Approve July 18, 2023

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI. Action Items

Firearms policy

Salary increase for non bargaining unit employee

Retiree's appointment, rate of pay and maximum hours

VII. Old Business:

-Firearms policy

-FLEA contract (Executive Session)

- Annual financial (update)

- Service Plan (contract)

- Civil Service hires

- Retiree's appointment, rate of pay and maximum hours

VIII New Business:

- Salary increase for non bargaining unit employee

IX Executive Session- Contractual: Service Plan; FLEA contract;  
Personnel: Civil Service hires

X Adjournment: Next meeting-September 19, 2023 @ 10am

# Minutes of the Port Jervis Free Library Board of Trustees

July 18, 2023

10:00 a.m.

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

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:03 a.m.

III Public Comment – none

## IV Minutes (Attachment 1A-B)

- *Dick made a motion, seconded by Liz, to approve the minutes of the June 20, 2023 meeting. Unanimously passed.*
- *Dolores made a motion, seconded by Dick, to approve the minutes of the July 1, 2023 reorganization meeting. Unanimously passed.*

V Correspondence – none

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

*Valerie made a motion, seconded by Dick, to approve the statistics, financial reports and bills as presented. Unanimously passed.* Carl noted that George Cheshire identified a sump pump in need of replacement; the work will be done as soon as possible.

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

- Evelyn reported that the Civil Service list had been received. There are three people on the list.
- Evelyn reported that Stacy has been working with Katelyn as the "Train the Trainer", and that they reviewed several of the Digital Navigator links which provide assistance to low-income patrons. It was noted that much of the technology information is already outdated.
- The Discover book bins are in place in the parking lot, which collect donated books that cannot be used indoors. Evelyn will contact the responsible parties when the bins need to be emptied. The contents are being monitored to assure that Library books are not being placed in the bins.
- Evelyn will send an email to the Laurel Grove Cemetery Association about the proposed Cemetery Walk.
- Connie gave a verbal overview of the children's programs that have occurred.
- *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

## VIII Old Business

- The FLEA contract is still in progress.
- *Dick made a motion, seconded by Dolores, to approve the expenditure of \$2,650 for the preparation of the AUD by Nugent & Haeussler, PC prior to its due date of September 30, 2023. Unanimously passed.*

#### **IX New Business (Attachment 4)**

- There will be a DRI outreach on August 15 at the Library. It was noted that August 15 will be a busy day at the Library with the Board meeting, last day of Summer Reading Program, and a Reptile program.
- ***Dick made a motion, seconded by Dolores, to accept the 2022-23 budget adjustments as proposed and to acknowledge an increase in the fund balance of \$368,598 for the fiscal year. Unanimously passed.***
- Paperwork to update the list of signers and Authorized Representative for the Chase accounts was completed and will be forwarded to the bank's representative.
- The RCLS Board will be touring the Library on July 19. Carl will be present for the meeting. Town contracts will be a likely topic of discussion. Taylor pulled together the statistics related to the Town contracts. There were about 500 patrons from the four towns; there has not been a significant change in circulation; questions and complaints related to the cessation of service have lessened.
- Carl will reach out to Minisink and Wawayanda in the 4<sup>th</sup> quarter.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, August 15, 2023 at 10:00 a.m.

#### **XI Executive Session**

- ***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:31 a.m. to discuss contractual and personnel matters. Unanimously passed. Dick made a motion, seconded by Valerie to come out of executive session at 11:21 a.m. Unanimously passed.***
- ***Liz made a motion, seconded by Valerie, to approve and award the "Proposal for Service" for the PJFL Service Plan to Casey Conlin in the amount of \$15,000 with the contract to be entered into on or after August 7, 2023. Unanimously passed.***

**XII Adjournment** – ***Liz made a motion, seconded by Valerie, to adjourn the meeting at 11:25 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

Port Jervis Free Library  
**Balance Sheet**  
As of July 31, 2023

	<u>Jul 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash Exchange	300.00
Savings-TD Bank	7,343.85
1005 · NYLAF	1,143,742.70
1006 · CHASE CHECKING	147,695.90
1007 · Chase Savings	1,196.52
	<hr/>
<b>Total Checking/Savings</b>	1,300,278.97
	<hr/>
<b>Total Current Assets</b>	1,300,278.97
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>1,300,278.97</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	2,245.93
	<hr/>
<b>Total Accounts Payable</b>	2,245.93
	<hr/>
<b>Other Current Liabilities</b>	
2200 · Federal Withholding Tax Paya...	4,676.56
2210 · Social Security Tax Payable	5,820.63
2212 · Medicare Withholding Tax Pay...	1,330.43
2220 · NYS Withholding Tax	1,991.47
2230 · NYS Retirement	11,004.67
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
	<hr/>
<b>Total Other Current Liabilities</b>	24,819.40
	<hr/>
<b>Total Current Liabilities</b>	27,065.33
	<hr/>
<b>Total Liabilities</b>	27,065.33
	<hr/>
<b>Equity</b>	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,030.85
Net Income	-47,807.98
	<hr/>
<b>Total Equity</b>	1,273,213.64
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,300,278.97</u></b>

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	0.00	1,143,257.00	-1,143,257.00	0.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	302.55	3,000.00	-2,697.45	10.1%
4001 · Fines	131.92	750.00	-618.08	17.6%
4002 · NonResident Fees	75.00	600.00	-525.00	12.5%
4003 · Copier Fees	1,111.10	9,338.00	-8,226.90	11.9%
<b>Total Charges for Services</b>	<b>1,620.57</b>	<b>13,688.00</b>	<b>-12,067.43</b>	<b>11.8%</b>
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
<b>Miscellaneous</b>				
4004 · Gifts	33.23	300.00	-266.77	11.1%
<b>Total Miscellaneous</b>	<b>33.23</b>	<b>300.00</b>	<b>-266.77</b>	<b>11.1%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	0.00	5,000.00	-5,000.00	0.0%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%
<b>Total Operating Grants</b>	<b>0.00</b>	<b>18,000.00</b>	<b>-18,000.00</b>	<b>0.0%</b>
<b>Interest Income</b>	<b>5,213.12</b>	<b>16,000.00</b>	<b>-10,786.88</b>	<b>32.6%</b>
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
<b>Total Income</b>	<b>9,716.92</b>	<b>1,310,579.00</b>	<b>-1,300,862.08</b>	<b>0.7%</b>
<b>Gross Profit</b>	<b>9,716.92</b>	<b>1,310,579.00</b>	<b>-1,300,862.08</b>	<b>0.7%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	5,254.06	67,000.00	-61,745.94	7.8%
6000 · Salaries Clerical FT	10,944.28	189,000.00	-178,055.72	5.8%
6001 · Salaries Clerical PT	16,887.80	263,800.00	-246,912.20	6.4%
6003 · Salaries Maintenance	3,854.40	52,525.00	-48,670.60	7.3%
<b>Total Personal Services</b>	<b>36,940.54</b>	<b>572,325.00</b>	<b>-535,384.46</b>	<b>6.5%</b>
<b>Contractual</b>				
6005 · Board Reporting	184.00	1,827.00	-1,643.00	10.1%
6030 · Books	1,390.44	25,000.00	-23,609.56	5.6%
6031 · Books Children	501.90	7,000.00	-6,498.10	7.2%
6032 · Book Friends	194.32	1,000.00	-805.68	19.4%
6035 · Periodicals	0.00	8,000.00	-8,000.00	0.0%
6038 · Audio Adult	225.55	4,500.00	-4,274.45	5.0%
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	9,309.32	15,000.00	-5,690.68	62.1%
6050 · Library Supplies	37.79	8,500.00	-8,462.21	0.4%
6055 · Ins/Fire, Liab, Comp	182.00	26,500.00	-26,318.00	0.7%
6060 · Utilities Electricity	0.00	17,000.00	-17,000.00	0.0%
6061 · Utilities Gas	0.00	11,000.00	-11,000.00	0.0%
6062 · Utilities Water	0.00	2,200.00	-2,200.00	0.0%
6065 · Utilities Telephone/Internet	523.03	6,000.00	-5,476.97	8.7%
6070 · Building Janitorial Supp	439.59	6,000.00	-5,560.41	7.3%
6071 · Building Maintenance	2,800.00	24,977.00	-22,177.00	11.2%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	450.50	6,000.00	-5,549.50	7.5%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	4,777.00	65,000.00	-60,223.00	7.3%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	5,062.50	60,750.00	-55,687.50	8.3%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	217.00	700.00	-483.00	31.0%
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	0.00	2,000.00	-2,000.00	0.0%
6125 · Programs	1,354.48	5,000.00	-3,645.52	27.1%
6126 · Programs Children	1,250.00	5,000.00	-3,750.00	25.0%
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%
<b>Total Contractual</b>	<b>32,280.23</b>	<b>451,304.00</b>	<b>-419,023.77</b>	<b>7.2%</b>

Port Jervis Free Library  
**Profit & Loss Budget vs. Actual**

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Employee Benefits</b>				
6010 - Employer Social Security	2,290.28	45,000.00	-42,709.72	5.1%
6015 - Employer Medicare	535.62	9,250.00	-8,714.38	5.8%
6056 - Insurance Wkmns Comp	0.00	8,000.00	-8,000.00	0.0%
6057 - Insurance Disability	-47.07	4,500.00	-4,547.07	-1.0%
6085 - Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 - Benefits Health Ins	9,334.13	160,000.00	-150,665.87	5.8%
6132 - Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
<b>Total Employee Benefits</b>	<b>12,112.96</b>	<b>286,950.00</b>	<b>-274,837.04</b>	<b>4.2%</b>
<b>Total Expense</b>	<b>81,333.73</b>	<b>1,310,579.00</b>	<b>-1,229,245.27</b>	<b>6.2%</b>
<b>Net Ordinary Income</b>	<b>-71,616.81</b>	<b>0.00</b>	<b>-71,616.81</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-71,616.81</b>	<b>0.00</b>	<b>-71,616.81</b>	<b>100.0%</b>

## Port Jervis Free Library Payroll Summary July 2023

	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 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	981	27.25	573.23			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	33	23.68	781.44			0.00	8	15.20	121.60	25
<b>Total Gross Pay</b>	<b>33</b>		<b>781.44</b>	<b>981</b>		<b>573.23</b>	<b>8</b>		<b>121.60</b>	<b>25</b>
<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>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>	
<b>Adjusted Gross Pay</b>	<b>33</b>		<b>781.44</b>	<b>981</b>		<b>573.23</b>	<b>8</b>		<b>121.60</b>	<b>25</b>
<b>Taxes Withheld</b>										
Federal Withholding			-61.00			-48.00			0.00	
Medicare Employee			-11.33			-8.31			-1.76	
Social Security Employee			-48.45			-35.54			-7.54	
NY - Withholding			-21.07			-34.84			0.00	
NY - Disability Employee			-1.20			-1.68			-0.61	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-143.05</b>			<b>-128.37</b>			<b>-9.91</b>	
<b>Net Pay</b>	<b>33</b>		<b>638.39</b>	<b>981</b>		<b>444.86</b>	<b>8</b>		<b>111.69</b>	<b>25</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			11.33			8.31			1.76	
Social Security Company			48.45			35.54			7.54	
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>59.78</b>			<b>43.85</b>			<b>9.30</b>	

Port Jervis Free Library  
Payroll Summary  
July 2023

	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director		0.00		0.00		0.00		0.00		0.00
Salaries and Wages FT		0.00		0.00		0.00		0.00		0.00
Salaries and Wages MTNC		0.00		0.00		0.00		0.00		0.00
Salaries and Wages PT	16.63	415.75	9	17.14	154.26	38	17.14	651.32	38	26.45
<b>Total Gross Pay</b>		<b>415.75</b>	<b>9</b>	<b>154.26</b>	<b>154.26</b>	<b>38</b>		<b>651.32</b>	<b>38</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance		0.00		0.00		0.00		0.00		0.00
Retirement		-12.47		-4.63		0.00		0.00		0.00
Retirement Loan		0.00		0.00		0.00		0.00		0.00
<b>Total Deductions from Gross Pay</b>		<b>-12.47</b>		<b>-4.63</b>				<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>403.28</b>	<b>9</b>	<b>149.63</b>		<b>38</b>		<b>651.32</b>	<b>38</b>	
<b>Taxes Withheld</b>										
Federal Withholding		-20.00		0.00		-45.00		-9.44		-9.44
Medicare Employee		-6.02		-2.23		-9.44		-40.38		40.38
Social Security Employee		-25.78		-9.56		-40.38		0.00		0.00
NY - Withholding		-12.75		-16.00		-14.87		-1.20		0.00
NY - Disability Employee		-1.20		-0.77		-1.20		0.00		0.00
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-65.75</b>		<b>-28.56</b>		<b>-110.89</b>		<b>540.43</b>		<b>38</b>
<b>Net Pay</b>		<b>337.53</b>	<b>9</b>	<b>121.07</b>		<b>38</b>		<b>49.82</b>		
<b>Employer Taxes and Contributions</b>										
Medicare Company		6.02		2.23		9.44		40.38		40.38
Social Security Company		25.78		9.56		40.38		0.00		0.00
NY - Disability Company		0.00		0.00		0.00		0.00		0.00
NY - Unemployment		0.00		0.00		0.00		0.00		0.00
NY - MCTMT (Transit Tax)		0.00		0.00		0.00		0.00		0.00
<b>Total Employer Taxes and Contributions</b>		<b>31.80</b>		<b>11.79</b>		<b>49.82</b>				



## Port Jervis Free Library Payroll Summary July 2023

	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
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	1,005.10	32	28.84	922.88	25	17.60	440.00	32	18.90	604.80
<b>Total Gross Pay</b>	<b>1,005.10</b>	<b>32</b>		<b>922.88</b>	<b>25</b>		<b>440.00</b>	<b>32</b>		<b>604.80</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			-27.69			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>-27.69</b>			<b>0.00</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>1,005.10</b>	<b>32</b>		<b>895.19</b>	<b>25</b>		<b>440.00</b>	<b>32</b>		<b>604.80</b>
<b>Taxes Withheld</b>										
Federal Withholding	-88.00			-90.00			0.00			-7.00
Medicare Employee	-14.57			-13.38			-6.38			-8.77
Social Security Employee	-62.31			-57.21			-27.28			-37.50
NY - Withholding	-33.28			-35.24			-2.29			-12.81
NY - Disability Employee	-1.20			-1.20			-1.20			-1.20
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-199.36</b>			<b>-197.03</b>			<b>-37.15</b>			<b>-67.28</b>
<b>Net Pay</b>	<b>805.74</b>	<b>32</b>		<b>698.16</b>	<b>25</b>		<b>402.85</b>	<b>32</b>		<b>537.52</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	14.57			13.38			6.38			8.77
Social Security Company	62.31			57.21			27.28			37.50
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>76.88</b>			<b>70.59</b>			<b>33.66</b>			<b>46.27</b>

## Port Jervis Free Library Payroll Summary July 2023

	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	168
Salaries and Wages FT			0.00			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	14	31.52	441.28	12	29.94	359.28	24	15.63	375.12	
<b>Total Gross Pay</b>	<b>14</b>		<b>441.28</b>	<b>12</b>		<b>359.28</b>	<b>24</b>		<b>375.12</b>	<b>168</b>
<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>			<b>0.00</b>			<b>0.00</b>			<b>0.00</b>	
<b>Adjusted Gross Pay</b>	<b>14</b>		<b>441.28</b>	<b>12</b>		<b>359.28</b>	<b>24</b>		<b>375.12</b>	<b>168</b>
<b>Taxes Withheld</b>										
Federal Withholding			-29.00			-28.00			-17.00	
Medicare Employee			-6.40			-5.21			-5.44	
Social Security Employee			-27.36			-22.28			-23.25	
NY - Withholding			-21.27			-2.99			-3.62	
NY - Disability/Employee			-1.20			-1.20			-1.20	
Medicare Employee Addl Tax			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-85.23</b>			<b>-59.68</b>			<b>-50.51</b>	
<b>Net Pay</b>	<b>14</b>		<b>356.05</b>	<b>12</b>		<b>299.60</b>	<b>24</b>		<b>324.61</b>	<b>168</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			6.40			5.21			5.44	
Social Security Company			27.36			22.28			23.25	
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>33.76</b>			<b>27.49</b>			<b>28.69</b>	

Port Jervis Free Library  
Payroll Summary  
July 2023

	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	1.07	2,679.46								
Salaries and Wages FT		0.00	70	19.76	1,383.20			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT		0.00			0.00	32.5	15.63	507.98	38	17.88
<b>Total Gross Pay</b>		<b>2,679.46</b>	<b>70</b>		<b>1,383.20</b>	<b>32.5</b>		<b>507.98</b>	<b>38</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance		0.00			-109.62			0.00		
Retirement		-120.58			-41.50			0.00		
Retirement Loan		0.00			0.00			0.00		
<b>Total Deductions from Gross Pay</b>		<b>-120.58</b>			<b>-151.12</b>			<b>0.00</b>		
<b>Adjusted Gross Pay</b>		<b>2,558.88</b>	<b>70</b>		<b>1,232.08</b>	<b>32.5</b>		<b>507.98</b>	<b>38</b>	
<b>Taxes Withheld</b>										
Federal Withholding		-162.00			-128.00			-46.00		
Medicare Employee		-38.85			-20.06			-7.36		
Social Security Employee		-166.13			-85.76			-31.49		
NY - Withholding		-117.58			-51.79			-13.93		
NY - Disability Employee		-1.20			-1.20			-1.20		
Medicare Employee Addl Tax		0.00			0.00			0.00		
<b>Total Taxes Withheld</b>		<b>-485.76</b>			<b>-286.81</b>			<b>-99.98</b>		
<b>Net Pay</b>		<b>2,073.12</b>	<b>70</b>		<b>945.27</b>	<b>32.5</b>		<b>408.00</b>	<b>38</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company		38.85			20.06			7.36		
Social Security Company		166.13			85.76			31.49		
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>204.98</b>			<b>105.82</b>			<b>38.85</b>		

## Port Jervis Free Library Payroll Summary July 2023

	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 23	Hours	Rate	Jul 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			2,404.50
Salaries and Wages MTNC	0.00	80	24.09	1,927.20	45	15.20	684.00			0.00
Salaries and Wages PT	679.44			0.00			684.00			0.00
<b>Total Gross Pay</b>	<b>679.44</b>	<b>80</b>		<b>1,927.20</b>	<b>45</b>		<b>684.00</b>	<b>70</b>		<b>2,404.50</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			-59.81			0.00			-158.79
Retirement	0.00			0.00			-20.52			0.00
RetirementLoan	0.00			0.00			0.00			0.00
<b>Total Deductions from Gross Pay</b>	<b>0.00</b>			<b>-59.81</b>			<b>-20.52</b>			<b>-158.79</b>
<b>Adjusted Gross Pay</b>	<b>679.44</b>	<b>80</b>		<b>1,867.39</b>	<b>45</b>		<b>663.48</b>	<b>70</b>		<b>2,245.71</b>
<b>Taxes Withheld</b>										
Federal Withholding	-49.00			-179.00			-3.00			-304.00
Medicare Employee	-9.85			-27.95			-9.92			-34.86
Social Security Employee	-42.13			-119.49			-42.40			-149.08
NY - Withholding	-16.13			-81.88			-9.49			-110.25
NY - Disability Employee	-1.20			-1.20			0.00			-1.20
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-118.31</b>			<b>-409.52</b>			<b>-64.81</b>			<b>-599.39</b>
<b>Net Pay</b>	<b>561.13</b>	<b>80</b>		<b>1,457.87</b>	<b>45</b>		<b>598.67</b>	<b>70</b>		<b>1,646.32</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	9.85			27.95			9.92			34.86
Social Security Company	42.13			119.49			42.40			149.08
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>51.98</b>			<b>147.44</b>			<b>62.32</b>			<b>183.94</b>

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

	TOTAL		TOTAL	
	Hours	Rate	Hours	Rate
<b>Employee Wages, Taxes and Adjustments</b>				
Gross Pay				
Salaries and Wages Director				
Salaries and Wages FT	70	16.66	168.00	2,679.46
Salaries and Wages MTNC		0.00	80.00	5,527.13
Salaries and Wages PT		0.00	405.50	1,927.20
<b>Total Gross Pay</b>	<b>70</b>	<b>1,166.20</b>	<b>1,844.50</b>	<b>8,144.25</b>
Deductions from Gross Pay				
Health Insurance		0.00		-328.22
Retirement		-34.99		-262.38
Retirement Loan		0.00		0.00
<b>Total Deductions from Gross Pay</b>		<b>-34.99</b>		<b>-590.60</b>
<b>Adjusted Gross Pay</b>	<b>70</b>	<b>1,131.21</b>	<b>1,844.50</b>	<b>17,687.44</b>
Taxes Withheld				
Federal Withholding		-103.00		-1,407.00
Medicare Employee		-16.91		-265.00
Social Security Employee		-72.31		-1,133.23
NY - Withholding		-40.22		-652.30
NY - Disability Employee		-1.20		-23.46
Medicare Employee Addl Tax		0.00		0.00
<b>Total Taxes Withheld</b>		<b>-233.64</b>		<b>-3,480.99</b>
<b>Net Pay</b>	<b>70</b>	<b>897.57</b>	<b>1,844.50</b>	<b>14,206.45</b>
<b>Employer Taxes and Contributions</b>				
Medicare Company		16.91		265.00
Social Security Company		72.31		1,133.23
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>		<b>89.22</b>		<b>1,398.23</b>

PORT JERVIS FREE LIBRARY

CHASE ACTIVITY - July 13, 2023 to August 8, 2023

Details	Posting Date	Description	CO ENTRY DESCR:	CONS COLL SEC:	PPD	OI	Amount	Type
DEBIT	8/8/2023	ORIG CO NAME:9102716322	CO ENTRY DESCR:	CONS COLL SEC:	PPD	OI	(262.38)	ACH_DEBIT
DEBIT	8/7/2023	Online Payment 18105290708	To Time Warner Cable	08/07			(129.99)	BILLPAY
DEBIT	8/7/2023	Online Payment 18105259555	To PN FIRE AND ALARM	08/07			(276.00)	BILLPAY
DEBIT	8/7/2023	Online Payment 18105270460	To ORANGE & ROCKLAND UTILITIES	08/07			(1,405.67)	BILLPAY
DEBIT	8/3/2023	SERVICE CHARGES FOR THE MONTH OF JULY					(31.45)	FEE_TRANSACTION
DEBIT	8/3/2023	ORIG CO NAME:NYS DTF WT	ORIG ID:S146013200	DESC DATE:	CO ENTRY DE:		(656.42)	ACH_DEBIT
DEBIT	8/2/2023	ORIG CO NAME:IRS	ORIG ID:3387702000	DESC DATE:080223	CO ENTRY DES:		(4,320.60)	ACH_DEBIT
DEBIT	8/2/2023	Basic Online Payroll Payment 11026167713	to #####7906				(164.90)	BASIC_PAYROLL
DEBIT	8/2/2023	Basic Online Payroll Payment 11026167710	to #####3325				(164.90)	BASIC_PAYROLL
DEBIT	8/2/2023	Basic Online Payroll Payment 11026167712	to #####9692				(164.90)	BASIC_PAYROLL
DEBIT	8/2/2023	Basic Online Payroll Payment 11026167711	to #####4726				(164.90)	BASIC_PAYROLL
DEBIT	8/2/2023	Basic Online Payroll Payment 11026167709	to #####2214				(164.90)	BASIC_PAYROLL
DSLIP	8/2/2023	DEPOSIT ID NUMBER 872914					1,603.88	DEPOSIT
DSLIP	8/2/2023	DEPOSIT ID NUMBER 872915					2,899.92	DEPOSIT
DEBIT	8/1/2023	Online Payment 18050016323	To SCHINDLER ELEVATOR CORPORATION	08/01			(2,132.81)	BILLPAY
DEBIT	8/1/2023	Online Payment 18050014327	To HOME DEPOT CREDIT SERVICES	08/01			(130.03)	BILLPAY
DEBIT	8/1/2023	Online Payment 18050004375	To CARDMEMBER SERVICE	08/01			(1,849.78)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049984510	To Brodart Co	08/01			(161.80)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049983161	To Brodart Co	08/01			(111.59)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049990914	To BLACKSTONE PUBLISHING	08/01			(197.59)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049949276	To BLACKSTONE PUBLISHING	08/01			(27.96)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049948429	To Baker and Taylor	08/01			(128.14)	BILLPAY
DEBIT	8/1/2023	Online Payment 18049976028	To Baker and Taylor	08/01			(239.85)	BILLPAY
DEBIT	8/1/2023	Online ACH Payment 11026245848	To Evelyn (#####9708)				(84.48)	ACH_PAYMENT
DEBIT	8/1/2023	Online ACH Payment 11026167339	To SusanWade (#####0178)				(5,062.50)	ACH_PAYMENT
DEBIT	8/1/2023	Online ACH Payment 11026038682	To Katelyn (#####7795)				(503.60)	ACH_PAYMENT
DEBIT	8/1/2023	Online ACH Payment 11026038674	To Evelyn (#####9708)				(1,998.52)	ACH_PAYMENT
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038665	to #####8241				(527.25)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038672	to #####2761				(533.89)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038679	to #####4263				(897.58)	BASIC_PAYROLL

DEBIT	8/1/2023	Basic Online Payroll Payment 11026038680 to #####0937	(945.28)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038667 to #####3260	(304.60)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038673 to #####1376	(394.24)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038677 to #####5734	(561.14)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038666 to #####7051	(149.16)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038664 to #####4522	(362.32)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038675 to #####7671	(1,457.89)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038670 to #####0649	(356.05)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038678 to #####0031	(805.72)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038662 to #####2902	(1,646.32)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038676 to #####7258	(221.83)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038663 to #####5804	(404.37)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038668 to #####7064	(438.23)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038681 to #####9748	(540.41)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038669 to #####7419	(638.40)	BASIC_PAYROLL
DEBIT	8/1/2023	Basic Online Payroll Payment 11026038671 to #####1601	(823.53)	BASIC_PAYROLL
DEBIT	7/31/2023	Online ACH Payment 11026040195 To Katelyn (#####7795)	(95.08)	ACH_PAYMENT
CHECK	7/28/2023	CHECK 1101	(603.00)	CHECK_PAID
CHECK	7/28/2023	CHECK 1120	(320.00)	CHECK_PAID
CHECK	7/26/2023	CHECK 1096 07/26	(250.00)	CHECK_PAID
CREDIT	7/26/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCF	50,000.00	ACH_CREDIT
CHECK	7/25/2023	CHECK 1094	(44.45)	CHECK_PAID
CHECK	7/21/2023	CHECK 1098	(194.32)	CHECK_PAID
CHECK	7/20/2023	CHECK 1100	(182.00)	CHECK_PAID
DEBIT	7/20/2023	Online ACH Payment 11025105501 To Cheshire (#####5530)	(2,800.00)	ACH_PAYMENT
DEBIT	7/20/2023	Basic Online Payroll Payment 11025077351 to #####4522	(70.49)	BASIC_PAYROLL
DEBIT	7/19/2023	Online ACH Payment 11024987634 To SusanWade (#####0178)	(221.79)	ACH_PAYMENT
DEBIT	7/19/2023	ORIG CO NAME:NYV DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DE:	(638.30)	ACH_DEBIT
DEBIT	7/19/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:071923 CO ENTRY DES	(4,168.44)	ACH_DEBIT
DEBIT	7/19/2023	Basic Online Payroll Payment 11024893044 to #####4263	(62.10)	BASIC_PAYROLL
CHECK	7/18/2023	CHECK 1080	(13.00)	CHECK_PAID
DEBIT	7/18/2023	Online ACH Payment 11024892920 To GreenwaldDohertyLLP (#####5637)	(4,777.00)	ACH_PAYMENT
DEBIT	7/18/2023	Online Payment 17919843703 To RCLS 07/18	(2,230.00)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919842865 To RCLS 07/18	(7,030.50)	BILLPAY

DEBIT	7/18/2023	Online Payment 17919849721 To RCLS 07/18	(48.82)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919830838 To Brodart Co 07/18	(58.46)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919815356 To Brodart Co 07/18	(107.95)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919799097 To Baker and Taylor 07/18	(532.53)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919812887 To Baker and Taylor 07/18	(436.47)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919412767 To Rotary Club of Port Jervis NY 07/18	(217.00)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919411631 To Tri State Paper and Cleaning 07/18	(309.56)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919388561 To Time Warner Cable 07/18	(202.74)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919391830 To Time Warner Cable 07/18	(129.99)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919391167 To PN FIRE AND ALARM 07/18	(369.00)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919378643 To Frontier 07/18	(55.35)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919389740 To TOSHIBA FINANCIAL SERVICES (ELEC 07/18	(450.50)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919366966 To Frontier 111182-4 07/18	(4.96)	BILLPAY
DEBIT	7/18/2023	Online Payment 17919358078 To Baker and Taylor 07/18	(53.45)	BILLPAY
DEBIT	7/18/2023	Online ACH Payment 11024784797 To Katelyn (_#####7795)	(503.59)	ACH_PAYMENT
DEBIT	7/18/2023	Online ACH Payment 11024784796 To Evelyn (_#####9708)	(2,073.12)	ACH_PAYMENT
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784782 to #####8241	(402.85)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784785 to #####9748	(540.43)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784792 to #####5734	(561.13)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784793 to #####4263	(897.57)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784774 to #####0649	(356.05)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784787 to #####1376	(537.52)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784780 to #####7419	(638.39)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784786 to #####0031	(805.74)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784789 to #####2761	(299.60)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784775 to #####3260	(408.00)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784781 to #####1601	(698.16)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784788 to #####0937	(945.27)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784777 to #####7051	(111.69)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784791 to #####7258	(121.07)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784779 to #####5804	(324.61)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784776 to #####7064	(337.53)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784783 to #####4522	(374.37)	BASIC_PAYROLL
DEBIT	7/18/2023	Basic Online Payroll Payment 11024784790 to #####7671	(1,457.87)	BASIC_PAYROLL



DEBIT	7/18/2023	Basic Online Payroll Payment 11024784778 to #####2902	(1,646.32)	BASIC_PAYROLL
CHECK	7/17/2023	CHECK 1097	(1,000.00)	CHECK_PAID
CREDIT	7/13/2023	ORIG CO NAME:NYLAF	50,000.00	ACH_CREDIT

ORIG ID:1113470543 DESC DATE:

CO ENTRY DESCF



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED SEPTEMBER 4TH IN OBSERVANCE OF THE  
LABOR DAY HOLIDAY

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

7/1/2023 - 7/31/2023

Investment Pool Summary	MAX
Beginning Balance	\$1,238,532.70
Dividends	\$5,210.00
Purchases	\$0.00
Redemptions	(\$100,000.00)
Ending Balance	\$1,143,742.70
Average Monthly Rate	5.120%
Share Price	\$1.000
Total	\$1,143,742.70
Total Fixed Income	\$0.00

Account Total **\$1,143,742.70**

**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**  
Mike Marino  
(845) 305-4044  
mmarino@pmanetwork.com



**NYLAF Monthly Statement**  
Port Jervis Free Library

**Transaction Activity** **General Account**

MAX 7/1/2023 - 7/31/2023

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10624591	07/13/2023	07/13/2023	Online ACH Redemption	(\$50,000.00)	\$0.00	\$1.000	(50,000.000)
10633042	07/26/2023	07/26/2023	Online ACH Redemption	(\$50,000.00)	\$0.00	\$1.000	(50,000.000)
10637042	07/31/2023	07/31/2023	Dividend Reinvest	\$0.00	\$5,210.00	\$1.000	5,210.000
				(\$100,000.00)	\$5,210.00		(94,790.000)

Beginning Balance: \$1,238,532.70 | Ending Balance: \$1,143,742.70



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

July 01, 2023 through July 31, 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

00005261 DRI 802 141 21523 NNNNNNNNNNNN P 1 000000000 D2 0000  
 PORT JERVIS FREE LIBRARY  
 138 PIKE STREET  
 PORT JERVIS NY 12771



**We're discontinuing Text Banking**

Starting on October 15, 2023, we'll no longer offer our Text Banking service. This change doesn't affect any Account Alerts you receive by text. There are other ways you can manage your account from your mobile phone or computer.

Access your accounts with the Chase Mobile® app<sup>1</sup> and on [chase.com](http://chase.com), where you can:

- View your transactions, transfer money and make payments.
- Sign up for Account Alerts — get alerts about your balance, spending and more. Choose the alerts you want in **Profile and Settings**.

If you have questions, please call the number on this statement. We accept operator relay calls.

<sup>1</sup>Chase Mobile® app is available for select mobile devices. Message and data rates may apply.

**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$118,441.58	\$137,207.36
Chase Business Premier Savings	[REDACTED]	1,996.35	1,996.43
<b>Total</b>		<b>\$120,437.93</b>	<b>\$139,203.79</b>
<b>TOTAL ASSETS</b>		<b>\$120,437.93</b>	<b>\$139,203.79</b>



**Bank**

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STATEMENT OF ACCOUNT

AB 01 032882 60864 H 78 A  
PORT JERVIS FREE LIBRARY  
HARRISON-THORNE ACCT  
138 PIKE ST  
PORT JERVIS NY 12771-1879

Page: 1 of 2  
Statement Period: Jul 01 2023-Jul 31 2023  
Cust Ref #: 6755345519-502-T-0  
Primary Account #: [REDACTED]



**Public Funds Savings**

PORT JERVIS FREE LIBRARY  
HARRISON-THORNE ACCT

Account # 00006755345519

**ACCOUNT SUMMARY**

Beginning Balance	7,340.73	Interest Earned This Period	3.12
Other Credits	3.12	Interest Paid Year-to-Date	17.87
Ending Balance	7,343.85	Annual Percentage Yield Earned	0.50%
		Days in Period	31

**DAILY ACCOUNT ACTIVITY**

**Other Credits**

POSTING DATE	DESCRIPTION	AMOUNT
07/31	INTEREST PAID	3.12
	Subtotal:	3.12

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Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender

August 4, 2023

Director's Report

Submitted by Evelyn Rogers

Port Jervis Free Library

Follow-up from July 2023

DASNY- Nothing new to report, status still the same.

GED- Have not heard back from Ulster Orange BOCES of having program return but Literacy Connections has a teacher that is willing to provide program in Port Jervis if there is interest.

Computers/Hub- Computers are in, flooring is being replaced due to water damage during COVID, tiles had buckled from water and humidity.

Summer Reading Program- Will end on August 15, 2023 with presenter from Hudson Valley Reptile and Rescue, this is an education program with live animals.

August

The Summer Youth Employment Program ends August 4, 2023, one of three participants finished to the end. Participant was approached about possibly joining the staff in September, participant will discuss with family and if it fits school schedule.

The library now has two bins from Discover Books, these are for book donations that we don't have space for, the bins have worked well so far.

The ad for the part time Library Clerk has been added to the library website and the RCLS website, it was also sent to Student Services and the Library at SUNY Orange.

See Attachments, included;

2 Letters of Interest

Volunteer Resume

Resume of former applicant

Resignation Letter