

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
October 17, 2023, @ 10 a.m.

I Call to Order

Pledge of Allegiance

II Public Comment-

III Minutes: Approve September 19, 2023

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

VII. Old Business:

- FLEA contract (Executive Session)
- Annual financial (update)
- Service Plan (update )
- Scheduling application (update)
- Stephen Crane exhibit
- Bertha Howitt painting (update)
- Harrison Thune account was closed & a new account under NYLAF opened (Update)

VIII New Business:

- Zoom with Keli Liu
- Permanency for FT clerks
- New hire

IX Executive Session- FLEA contract; Personnel: New hires

X Adjournment: Next meeting- November 21, 2023 @ 10 a.m.

# Minutes of the Port Jervis Free Library Board of Trustees

September 19, 2023

10:00 a.m.

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

Public: Linda Birmingham, Antonia Marion, Taylor Sauschuck, Sarah Beth Skramstad, Connie Treuting, Susan Wade

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

**III Public Comment** – Sara Beth Skramstad asked whether there was any resolution to an email sent on June 21, 2023. She added that this Library is the only library that asks for a social security number when requesting to reserve a room. Carl stated that she should continue to work with the Director to resolve the issue.

## **IV Minutes (Attachment 1A-B)**

*Dick made a motion, seconded by Liz, to approve the minutes of the August 22 and August 28, 2023 meeting. Unanimously passed (Dolores abstained from the vote).*

## **V Correspondence** – none

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

*Liz made a motion, seconded by Dick, to approve the statistics, financial reports and bills as presented. Unanimously passed.* Susan reported that the receipt of the annual financial report (AFR) has been acknowledged by the State. Justin Wood will be invited to the October board meeting. Going forward, transfers to/from NYLAF will be documented in the board packet.

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

- Evelyn stated her intention to attend the NYLA conference which will be held November 1-4, and that some of the sessions might be useful to some of the staff.
- The new hire has decided not to pursue employment at the Library.
- Evelyn participated in an ADA webinar; the topic would be appropriate for a staff development day and the policy regarding access will be revisited.
- Evelyn will check with Ralph to see if the line painting machine for the parking lot is adequate for the job.
- Evelyn will be purchasing a new vacuum per Ralph's request.
- Staff evaluations have begun.
- Evelyn and Taylor will be reviewing information on scheduling programs recommended by other libraries. Liz stated that she will also seek recommendations from other sources.
- *Liz made a motion, seconded by Dick, to approve the Director's Report as submitted. Unanimously passed.*

## **VIII Old Business**

- *Liz made a motion, seconded by Dolores, to authorize the Director to sign the Service Plan contract with Casey Conlin dated September 19, 2023. Unanimously passed.* Initial planning will begin in the 4<sup>th</sup> quarter of 2023.

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

- ***Dick made a motion, seconded by Dolores, to accept the declination of employment by Kate Napolinano. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to close the TD Bank account for the Harrison-Thune funds and transfer these funds to a separate NYLAF account. Unanimously passed.*** The original intent of these funds will be researched.
- Carl reported that he had attended the Friends meeting as a dues-paying member, but spoke at the meeting in his role as Trustee. The Friends held their annual meeting and elected co-chairs, and approved recently-revised by-laws. Grace Riario from RCLS was also in attendance, and volunteered RCLS's help in updating the informational flyer. The Friends proposed a donation of \$3,000 to the Library. Carl suggested that they meet with the Director to compile a list of items/projects to be advanced with these funds. The next Friends meeting is October 3, 2023 at 11:30 a.m.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, October 17, 2023 at 10:00 a.m.

#### **XI Executive Session**

- ***Dick made a motion, seconded by Liz, to go into Executive Session at 10:27 a.m. to discuss contractual and personnel matters. Unanimously passed.*** Evelyn was invited to participate in the Executive Session. ***Liz made a motion, seconded by Dick, to come out of executive session at 11:13 a.m. Unanimously passed.***
- ***Dick made a motion, seconded by Dolores, to appoint Ariana Cortes and Tammy Calahan to the positions of per diem library clerk at a rate of minimum wage with a minimum probationary period of 8 weeks. Unanimously passed.***

**XII Adjournment** – ***Dolores made a motion, seconded by Dick, to adjourn the meeting at 11:14 a.m. Unanimously passed.***

Respectfully Submitted,  
Susan Wade, Board Secretary

	<u>Sep 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash Exchange	300.00
1005 · NYLAF	1,228,507.68
1006 · CHASE CHECKING	184,030.17
1007 · Chase Savings	1,196.76
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<b>Total Checking/Savings</b>	1,414,034.61
	<hr/>
<b>Total Current Assets</b>	1,414,034.61
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>1,414,034.61</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	14,314.40
	<hr/>
<b>Total Accounts Payable</b>	14,314.40
	<hr/>
<b>Other Current Liabilities</b>	
2200 · Federal Withholding Tax Payable	104.43
2210 · Social Security Tax Payable	23.19
2212 · Medicare Withholding Tax Payabl	-25.43
2220 · NYS Withholding Tax	16.98
2230 · NYS Retirement	11,874.48
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
	<hr/>
<b>Total Other Current Liabilities</b>	11,989.29
	<hr/>
<b>Total Current Liabilities</b>	26,303.69
	<hr/>
<b>Total Liabilities</b>	26,303.69
	<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	66,709.30
	<hr/>
<b>Total Equity</b>	1,387,730.92
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,414,034.61</u></b>
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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	285,397.88	1,143,257.00	-857,859.12	25.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	1,086.17	3,000.00	-1,913.83	36.2%
4001 · Fines	290.57	750.00	-459.43	38.7%
4002 · NonResident Fees	525.00	600.00	-75.00	87.5%
4003 · Copier Fees	3,360.14	9,338.00	-5,977.86	36.0%
<b>Total Charges for Services</b>	<b>5,261.88</b>	<b>13,688.00</b>	<b>-8,426.12</b>	<b>38.4%</b>
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
<b>Miscellaneous</b>				
4004 · Gifts	322.18	300.00	22.18	107.4%
4008 · Library Merchandise	5.00	0.00	5.00	100.0%
<b>Total Miscellaneous</b>	<b>327.18</b>	<b>300.00</b>	<b>27.18</b>	<b>109.1%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru RCLS	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>	<b>14,983.97</b>	<b>16,000.00</b>	<b>-1,016.03</b>	<b>93.6%</b>
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
<b>Total Income</b>	<b>313,467.91</b>	<b>1,310,579.00</b>	<b>-997,111.09</b>	<b>23.9%</b>
<b>Gross Profit</b>	<b>313,467.91</b>	<b>1,310,579.00</b>	<b>-997,111.09</b>	<b>23.9%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	18,127.06	67,000.00	-48,872.94	27.1%
6000 · Salaries Clerical FT	40,914.34	189,000.00	-148,085.66	21.6%
6001 · Salaries Clerical PT	57,621.94	263,800.00	-206,178.06	21.8%
6003 · Salaries Maintenance	14,418.40	52,525.00	-38,106.60	27.5%
<b>Total Personal Services</b>	<b>131,081.74</b>	<b>572,325.00</b>	<b>-441,243.26</b>	<b>22.9%</b>
<b>Contractual</b>				
6005 · Board Reporting	402.00	1,827.00	-1,425.00	22.0%
6030 · Books	7,087.31	25,000.00	-17,912.69	28.3%
6031 · Books Children	1,234.92	7,000.00	-5,765.08	17.6%
6032 · Book Friends	465.86	1,000.00	-534.14	46.6%
6035 · Periodicals	386.00	8,000.00	-7,614.00	4.8%
6038 · Audio Adult	963.29	4,500.00	-3,536.71	21.4%
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	7,091.56	15,000.00	-7,908.44	47.3%
6050 · Library Supplies	727.85	8,500.00	-7,772.15	8.6%
6055 · Ins/Fire, Liab, Comp	23,850.35	26,500.00	-2,649.65	90.0%
6060 · Utilities Electricity	3,719.86	17,000.00	-13,280.14	21.9%
6061 · Utilities Gas	144.10	11,000.00	-10,855.90	1.3%
6062 · Utilities Water	492.91	2,200.00	-1,707.09	22.4%
6065 · Utilities Telephone/Internet	1,577.97	6,000.00	-4,422.03	26.3%
6070 · Building Janitorial Supp	4,332.85	6,000.00	-1,667.15	72.2%
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	1,950.46	6,000.00	-4,049.54	32.5%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	25,273.00	65,000.00	-39,727.00	38.9%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	15,187.50	60,750.00	-45,562.50	25.0%
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	219.06	2,000.00	-1,780.94	11.0%
6125 · Programs	1,674.48	5,000.00	-3,325.52	33.5%
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>105,059.14</b>	<b>451,304.00</b>	<b>-346,244.86</b>	<b>23.3%</b>

1:26 PM

10/13/23

Accrual Basis

Port Jervis Free Library  
Profit & Loss Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Employee Benefits</b>				
6010 · Employer Social Security	8,127.06	45,000.00	-36,872.94	18.1%
6015 · Employer Medicare	1,900.69	9,250.00	-7,349.31	20.5%
6056 · Insurance Wkmns Comp	542.68	8,000.00	-7,457.32	6.8%
6057 · Insurance Disability	-153.58	4,500.00	-4,653.58	-3.4%
6085 · Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 · Benefits Health Ins	25,684.46	160,000.00	-134,315.54	16.1%
6132 · Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
<b>Total Employee Benefits</b>	<b>36,101.31</b>	<b>286,950.00</b>	<b>-250,848.69</b>	<b>12.6%</b>
6560 · Payroll Expenses	0.46			
<b>Total Expense</b>	<b>272,242.65</b>	<b>1,310,579.00</b>	<b>-1,038,336.35</b>	<b>20.8%</b>
<b>Net Ordinary Income</b>	<b>41,225.26</b>	<b>0.00</b>	<b>41,225.26</b>	<b>100.0%</b>
<b>Net Income</b>	<b>41,225.26</b>	<b>0.00</b>	<b>41,225.26</b>	<b>100.0%</b>

## Port Jervis Free Library Payroll Summary September 2023

	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director	90	30.30	0.00			0.00			0.00	
Salaries and Wages FT			1,350.88			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT			0.00	50	15.20	760.00	41	14.20	582.20	56
<b>Total Gross Pay</b>	<b>90</b>		<b>1,350.88</b>	<b>50</b>		<b>760.00</b>	<b>41</b>		<b>582.20</b>	<b>56</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
RetirementLoan			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>90</b>		<b>1,350.88</b>	<b>50</b>		<b>760.00</b>	<b>41</b>		<b>582.20</b>	<b>56</b>
<b>Taxes Withheld</b>										
Federal Withholding			-132.00			-1.00			-18.00	
Medicare Employee			-19.58			-11.02			-8.44	
Social Security Employee			-83.76			-47.12			-36.10	
NY - Withholding			-65.41			-8.97			-2.25	
NY - Disability Employee			-3.17			0.00			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
NY - City Resident			0.00			0.00			0.00	
NY - Paid Family Leave			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-303.92</b>			<b>-68.11</b>			<b>-67.19</b>	
<b>Net Pay</b>	<b>90</b>		<b>1,046.96</b>	<b>50</b>		<b>691.89</b>	<b>41</b>		<b>515.01</b>	<b>56</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			19.58			11.02			8.44	
Social Security Company			83.76			47.12			36.10	
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	
NY - MCTMT (Zone 2)			0.00			0.00			0.00	
NY - Re-employment Service Fund			0.00			0.00			0.00	
<b>Total Employer Taxes and Contributions</b>			<b>103.34</b>			<b>58.14</b>			<b>44.54</b>	

Port Jervis Free Library  
Payroll Summary  
September 2023

	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 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 MTNC	0.00			0.00			0.00			
Salaries and Wages PT	16.63	931.28	69	17.14	1,182.66	71.5	15.20	1,086.80	76	26.45
<b>Total Gross Pay</b>		931.28	69		1,182.66	71.5		1,086.80	76	
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			
Retirement	-27.94			0.00			0.00			
Retirement Loan	0.00			0.00			0.00			
<b>Total Deductions from Gross Pay</b>		-27.94			0.00			0.00		
<b>Adjusted Gross Pay</b>		903.34	69		1,182.66	71.5		1,086.80	76	
<b>Taxes Withheld</b>										
Federal Withholding	-50.00			-78.00			-4.00			
Medicare Employee	-13.51			-17.15			-15.76			
Social Security Employee	-57.74			-73.32			-67.39			
NY - Withholding	-29.36			-24.65			-20.71			
NY - Disability Employee	-2.40			-2.40			0.00			
Medicare Employee Addl Tax	0.00			0.00			0.00			
NY - City Resident	0.00			0.00			0.00			
NY - Paid Family Leave	0.00			0.00			0.00			
<b>Total Taxes Withheld</b>		-153.01			-195.52			-107.86		
<b>Net Pay</b>		750.33	69		987.14	71.5		978.94	76	
<b>Employer Taxes and Contributions</b>										
Medicare Company	13.51			17.15			15.76			
Social Security Company	57.74			73.32			67.39			
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			
NY - MCTMT (Zone 2)	0.00			0.00			0.00			
NY - Re-employment Service Fund	0.00			0.00			0.39			
<b>Total Employer Taxes and Contributions</b>		71.25			90.47			83.54		



## Port Jervis Free Library Payroll Summary September 2023

	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 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	2,010.20	59	28.84	1,701.56	57	18.90	1,077.30	27	31.52	851.04
<b>Total Gross Pay</b>	<b>2,010.20</b>	<b>59</b>		<b>1,701.56</b>	<b>57</b>		<b>1,077.30</b>	<b>27</b>		<b>851.04</b>
<b>Deductions from Gross Pay</b>										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			-51.05			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>-51.05</b>			<b>0.00</b>			<b>0.00</b>
<b>Adjusted Gross Pay</b>	<b>2,010.20</b>	<b>59</b>		<b>1,650.51</b>	<b>57</b>		<b>1,077.30</b>	<b>27</b>		<b>851.04</b>
<b>Taxes Withheld</b>										
Federal Withholding	-176.00			-163.00			-5.00			-55.00
Medicare Employee	-29.15			-24.67			-15.62			-12.34
Social Security Employee	-124.63			-105.50			-66.79			-52.77
NY - Withholding	-66.56			-63.06			-20.32			-41.28
NY - Disability Employee	-2.40			-2.40			-2.40			-2.40
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
NY - City Resident	0.00			0.00			0.00			0.00
NY - Paid Family Leave	0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>	<b>-398.74</b>			<b>-368.63</b>			<b>-110.13</b>			<b>-163.79</b>
<b>Net Pay</b>	<b>1,611.46</b>	<b>59</b>		<b>1,281.88</b>	<b>57</b>		<b>967.17</b>	<b>27</b>		<b>687.25</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company	29.15			24.67			15.62			12.34
Social Security Company	124.63			105.50			66.79			52.77
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
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00
NY - Re-employment Service Fund	0.00			0.00			0.00			0.00
<b>Total Employer Taxes and Contributions</b>	<b>153.78</b>			<b>130.17</b>			<b>82.41</b>			<b>65.11</b>

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

	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours
<b>Employee Wages, Taxes and Adjustments</b>										
<b>Gross Pay</b>										
Salaries and Wages Director			0.00	140	36.78	5,149.20			0.00	
Salaries and Wages FT			0.00			0.00			149.5	
Salaries and Wages MTNC			0.00			0.00			19.76	
Salaries and Wages PT	16	29.94	479.04			0.00			0.00	48
<b>Total Gross Pay</b>	<b>16</b>		<b>479.04</b>	<b>140</b>		<b>5,149.20</b>			<b>2,954.12</b>	<b>48</b>
<b>Deductions from Gross Pay</b>										
Health Insurance			0.00			0.00			-219.24	
Retirement			0.00			-231.72			-88.63	
Retirement Loan			0.00			0.00			0.00	
<b>Total Deductions from Gross Pay</b>			<b>0.00</b>			<b>-231.72</b>			<b>-307.87</b>	
<b>Adjusted Gross Pay</b>	<b>16</b>		<b>479.04</b>	<b>140</b>		<b>4,917.48</b>			<b>2,646.25</b>	<b>48</b>
<b>Taxes Withheld</b>										
Federal Withholding			-32.00			-300.00			-278.00	
Medicare Employee			-6.95			-74.66			-42.83	
Social Security Employee			-29.70			-319.25			-183.15	
NY - Withholding			0.00			-224.14			-113.60	
NY - Disability Employee			-2.40			-2.40			-2.40	
Medicare Employee Addl Tax			0.00			0.00			0.00	
NY - City Resident			0.00			0.00			0.00	
NY - Paid Family Leave			0.00			0.00			0.00	
<b>Total Taxes Withheld</b>			<b>-71.05</b>			<b>-920.45</b>			<b>-619.98</b>	
<b>Net Pay</b>	<b>16</b>		<b>407.99</b>	<b>140</b>		<b>3,997.03</b>			<b>2,026.27</b>	<b>48</b>
<b>Employer Taxes and Contributions</b>										
Medicare Company			6.95			74.66			42.83	
Social Security Company			29.70			319.25			183.15	
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	
NY - MCTMT (Zone 2)			0.00			0.00			0.00	
NY - Re-employment Service Fund			0.00			0.00			0.00	
<b>Total Employer Taxes and Contributions</b>			<b>36.65</b>			<b>393.91</b>			<b>225.98</b>	

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

	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 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		720	25.25	4,689.60		0.00
Salaries and Wages PT	15.63	750.24	79	17.88	1,412.52			0.00	423.75	16.45
<b>Total Gross Pay</b>		<b>750.24</b>	<b>79</b>		<b>1,412.52</b>	<b>720</b>		<b>4,689.60</b>	<b>423.75</b>	
<b>Deductions from Gross Pay</b>										
Health Insurance		0.00		0.00				-119.62		
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>-119.62</b>		
<b>Adjusted Gross Pay</b>		<b>750.24</b>	<b>79</b>		<b>1,412.52</b>	<b>720</b>		<b>4,569.98</b>	<b>423.75</b>	
<b>Taxes Withheld</b>										
Federal Withholding		-64.00			-104.00			-408.00		
Medicare Employee		-10.88			-20.48			-68.00		
Social Security Employee		-46.52			-87.58			-290.75		
NY - Withholding		-17.24			-34.68			-187.02		
NY - Disability Employee		-2.40			-2.40			-3.60		
Medicare Employee Addl Tax		0.00			0.00			0.00		
NY - City Resident		0.00			0.00			0.00		
NY - Paid Family Leave		0.00			0.00			0.00		
<b>Total Taxes Withheld</b>		<b>-141.04</b>			<b>-249.14</b>			<b>-957.37</b>		
<b>Net Pay</b>		<b>609.20</b>	<b>79</b>		<b>1,163.38</b>	<b>720</b>		<b>3,612.61</b>	<b>423.75</b>	
<b>Employer Taxes and Contributions</b>										
Medicare Company		10.88			20.48			68.00		
Social Security Company		46.52			87.58			290.75		
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		
NY - MCTMT (Zone 2)		0.00			0.00			0.00		
NY - Re-employment Service Fund		0.00			0.00			0.00		
<b>Total Employer Taxes and Contributions</b>		<b>57.40</b>			<b>108.06</b>			<b>358.75</b>		

Port Jervis Free Library  
Payroll Summary  
September 2023

	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23	Hours	Rate	Sep 23
<b>Employee Wages, Taxes and Adjustments</b>													
Gross Pay													
Salaries and Wages Director	0.00			0.00			0.00	140.00					5,149.20
Salaries and Wages FT	0.00	140	34.35	4,809.00	141.5	16.66	2,357.39	521.00					11,471.39
Salaries and Wages MTNC	0.00			0.00			0.00	720.00					4,689.60
Salaries and Wages PT	2,458.99			0.00			0.00	1,073.25					15,283.83
<b>Total Gross Pay</b>	<b>2,458.99</b>	<b>140</b>		<b>4,809.00</b>	<b>141.5</b>		<b>2,357.39</b>	<b>2,454.25</b>					<b>36,594.02</b>
<b>Deductions from Gross Pay</b>													
Health Insurance	0.00			-317.58			0.00						-656.44
Retirement	-73.78			0.00			-70.73						-543.85
Retirement, oan	0.00			0.00			0.00						0.00
<b>Total Deductions from Gross Pay</b>	<b>-73.78</b>			<b>-317.58</b>			<b>-70.73</b>						<b>-1,200.29</b>
<b>Adjusted Gross Pay</b>	<b>2,385.21</b>	<b>140</b>		<b>4,491.42</b>	<b>141.5</b>		<b>2,286.66</b>	<b>2,454.25</b>					<b>35,393.73</b>
<b>Taxes Withheld</b>													
Federal Withholding	-134.00			-608.00			-209.00						-2,819.00
Medicare Employee	-35.66			-69.73			-34.19						-530.62
Social Security Employee	-152.46			-298.16			-146.16						-2,268.85
NY - Withholding	-79.24			-220.50			-81.77						-1,300.76
NY - Disability Employee	0.00			-2.40			-2.40						-40.37
Medicare Employee Addl Tax	0.00			0.00			0.00						0.00
NY - City Resident	0.00			0.00			0.00						0.00
NY - Paid Family Leave	0.00			0.00			0.00						0.00
<b>Total Taxes Withheld</b>	<b>-401.36</b>			<b>-1,198.79</b>			<b>-473.52</b>						<b>-6,959.60</b>
<b>Net Pay</b>	<b>1,983.85</b>	<b>140</b>		<b>3,292.63</b>	<b>141.5</b>		<b>1,813.14</b>	<b>2,454.25</b>					<b>28,434.13</b>
<b>Employer Taxes and Contributions</b>													
Medicare Company	35.66			69.73			34.19						530.62
Social Security Company	152.46			298.16			146.16						2,268.85
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
NY - MCTMT (Zone 2)	0.00			0.00			0.00						0.00
NY - Re-employment Service Fund	0.00			0.00			0.00						0.39
<b>Total Employer Taxes and Contributions</b>	<b>188.12</b>			<b>367.89</b>			<b>180.35</b>						<b>2,799.86</b>

Port Jervis Free Library  
 Chase checking account activity  
 September 12 to October 13, 2023

Details	Posting Date	Description	Amount	Type
DEBIT	10/11/2023	ORIG CO NAME:NYS DTF WT	(634.46)	ACH_DEBIT
DEBIT	10/11/2023	ORIG CO NAME:IRS	(4,459.46)	ACH_DEBIT
DEBIT	10/10/2023	Online ACH Payment 11110907291 To Cheshire (#####5530)	(1,025.00)	ACH_PAYMENT
DEBIT	10/10/2023	Online ACH Payment 11110761999 To TAMMII (#####0438)	(196.70)	ACH_PAYMENT
DEBIT	10/10/2023	Online ACH Payment 11110762000 To Kyle (#####2433)	(427.70)	ACH_PAYMENT
DEBIT	10/10/2023	Online ACH Payment 11110761997 To Kalista (#####6097)	(482.95)	ACH_PAYMENT
DEBIT	10/10/2023	Online ACH Payment 11110752044 To Katelyn (#####7795)	(983.74)	ACH_PAYMENT
DEBIT	10/10/2023	Online ACH Payment 11110752047 To Evelyn (#####9708)	(1,998.51)	ACH_PAYMENT
DEBIT	10/10/2023	Online Payment 18667928259 To TOSHIBA FINANCIAL SERVICES (ELEC 10/10)	(450.50)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667925901 To PORT JERVIS WATER DEPT 10/10	(492.91)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667900199 To PITNEY BOWES GLOBAL FINANCIAL SV 10/10	(219.06)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667895971 To ORANGE & ROCKLAND UTILITIES 10/10	(1,311.67)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667887216 To Neversink Lumber Co. Inc 10/10	(12.28)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667894191 To CARDMEMBER SERVICE 10/10	(1,933.58)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667893189 To Brodat Co 10/10	(125.17)	BILLPAY
DEBIT	10/10/2023	Online Payment 18667891684 To Baker and Taylor 10/10	(82.39)	BILLPAY
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752042 to #####0649	(84.80)	BILLPAY
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761995 to #####7064	(356.05)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761993 to #####3260	(387.38)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761994 to #####9748	(304.60)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752041 to #####7671	(527.36)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752039 to #####1601	(1,527.48)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752045 to #####0031	(677.92)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752048 to #####1376	(805.72)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752046 to #####4263	(377.54)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752040 to #####7051	(927.58)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761998 to #####0937	(117.38)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110752043 to #####2902	(381.35)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761991 to #####2761	(945.27)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761996 to #####5734	(1,646.31)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761991 to #####2761	(299.60)	BASIC_PAYROLL
DEBIT	10/10/2023	Basic Online Payroll Payment 11110761996 to #####5734	(595.40)	BASIC_PAYROLL

DEBIT	10/4/2023	SERVICE CHARGES FOR THE MONTH OF SEPTEMBER	(34.90)	FEE_TRANSACTION
DEBIT	10/4/2023	Online Payment 18630901284 To Frontier-111182-4 10/04	(4.96)	BILLPAY
DEBIT	10/4/2023	Online Payment 18630901281 To Time Warner Cable 10/04	(203.87)	BILLPAY
DEBIT	10/4/2023	Online Payment 18630901282 To Frontier 10/04	(55.32)	BILLPAY
DEBIT	10/4/2023	Online Payment 18630901287 To Time Warner Cable 10/04	(129.99)	BILLPAY
DEBIT	10/3/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymn	(37.70)	ACH_DEBIT
DEBIT	10/3/2023	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:231003 CO ENTRY DESCR:CONS	(543.85)	ACH_DEBIT
DEBIT	10/3/2023	Basic Online Payroll Payment 1111010100655 to #####0031	(76.00)	BASIC_PAYROLL
DEBIT	10/3/2023	Basic Online Payroll Payment 11110099538 to #####9692	(165.80)	BASIC_PAYROLL
DEBIT	10/3/2023	Basic Online Payroll Payment 11110099536 to #####4726	(165.80)	BASIC_PAYROLL
DEBIT	10/3/2023	Basic Online Payroll Payment 11110095327 to #####2214	(165.80)	BASIC_PAYROLL
DEBIT	10/3/2023	Basic Online Payroll Payment 11110099537 to #####7906	(165.80)	BASIC_PAYROLL
DEBIT	10/3/2023	Basic Online Payroll Payment 11110095326 to #####3325	(5,062.50)	ACH_PAYMENT
DEBIT	10/2/2023	Online ACH Payment 11110095325 To SusanWade (#####0178)	(119.60)	DEPOSIT
DSLIP	10/2/2023	DEPOSIT ID NUMBER 672732	1,754.58	DEPOSIT
DSLIP	10/2/2023	DEPOSIT ID NUMBER 672733	(3,526.48)	ACH_DEBIT
DEBIT	9/29/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:092923 CO ENTRY DESCR:USATAXPVA	(2,650.00)	CHECK_PAID
CHECK	9/28/2023	CHECK 1124	(638.19)	ACH_DEBIT
DEBIT	9/27/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymn	(4,109.72)	ACH_DEBIT
DEBIT	9/27/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:092723 CO ENTRY DESCR:USATAXPVA	(50,000.00)	ACH_DEBIT
DEBIT	9/27/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:	(630.00)	CHECK_PAID
CHECK	9/26/2023	CHECK 1105	(495.37)	ACH_PAYMENT
DEBIT	9/26/2023	Online ACH Payment 11109409430 To Kalista (#####6097)	(510.98)	ACH_PAYMENT
DEBIT	9/26/2023	Online ACH Payment 11109409432 To Kylie (#####2433)	(929.54)	ACH_PAYMENT
DEBIT	9/26/2023	Online ACH Payment 11109409431 To Katelyn (#####7795)	(1,998.52)	ACH_PAYMENT
DEBIT	9/26/2023	Online ACH Payment 11109400897 To Evelyn (#####9708)	(50,000.00)	ACH_DEBIT
DEBIT	9/26/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:	(204.00)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400893 to #####2761	(1,646.32)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400892 to #####2902	(488.44)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409429 to #####4522	(527.37)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409427 to #####9748	(945.28)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409433 to #####0937	(1,527.48)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409428 to #####7671	(349.75)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409425 to #####7064	(444.34)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400895 to #####1376	(561.13)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400896 to #####5734	(915.56)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400894 to #####4263		

DEBIT	9/26/2023	Basic Online Payroll Payment 11109400889 to #####3260	(304.60)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400891 to #####0649	(356.05)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409426 to #####1601	(719.39)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109400890 to #####7051	(217.73)	BASIC_PAYROLL
DEBIT	9/26/2023	Basic Online Payroll Payment 11109409434 to #####0031	(805.74)	BASIC_PAYROLL
CHECK	9/22/2023	CHECK 1106	(542.68)	CHECK_PAID
CHECK	9/21/2023	CHECK 1103	(23,668.35)	CHECK_PAID
DEBIT	9/21/2023	Online ACH Payment 11109120107 To NYLAF (#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	9/20/2023	Online ACH Payment 11108997478 To NYLAF (#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	9/20/2023	Online ACH Payment 11108978592 To SusanWade (#####0178)	(109.00)	ACH_PAYMENT
DEBIT	9/20/2023	Online Payment 18493378420 To Brodart Co 09/20	(51.79)	BILLPAY
DEBIT	9/19/2023	Online Payment 18490152006 To BLACKSTONE PUBLISHING 09/19	(473.81)	BILLPAY
DEBIT	9/19/2023	Online Payment 18490129080 To BLACKSTONE PUBLISHING 09/19	(35.99)	BILLPAY
DEBIT	9/19/2023	Online Payment 18490119917 To TOSHIBA FINANCIAL SERVICES (ELEC 09/19	(598.96)	BILLPAY
DSLIP	9/19/2023	DEPOSIT ID NUMBER 672731	285,497.88	DEPOSIT
DEBIT	9/14/2023	ORIG CO NAME:NY S DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymn	(27.06)	ACH_DEBIT
DEBIT	9/14/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:091423 CO ENTRY DESCR:USATAXPYA	(205.62)	ACH_DEBIT
CREDIT	9/14/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:	75,000.00	ACH_CREDIT
DEBIT	9/13/2023	ORIG CO NAME:NY S DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:Tax Paymn	(635.51)	ACH_DEBIT
DEBIT	9/13/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:091323 CO ENTRY DESCR:USATAXPYA	(4,102.60)	ACH_DEBIT
CHECK	9/12/2023	CHECK 1104	(175.00)	CHECK_PAID
DEBIT	9/12/2023	Online ACH Payment 11108166727 To Katelyn (#####7795)	(62.21)	ACH_PAYMENT
DEBIT	9/12/2023	Online ACH Payment 11108160833 To Kalista (#####6097)	(196.52)	ACH_PAYMENT
DEBIT	9/12/2023	Online ACH Payment 11108160832 To Kylie (#####2433)	(467.96)	ACH_PAYMENT
DEBIT	9/12/2023	Online ACH Payment 11108166356 To Katelyn (#####7795)	(992.10)	ACH_PAYMENT
DEBIT	9/12/2023	Online ACH Payment 11108160831 To Evelyn (#####9708)	(1,998.51)	ACH_PAYMENT
DEBIT	9/12/2023	Online Payment 18420486411 To Time Warner Cable 09/12	(203.87)	BILLPAY
DEBIT	9/12/2023	Online Payment 18420502335 To Frontier 09/12	(55.32)	BILLPAY
DEBIT	9/12/2023	Online Payment 18420501694 To Frontier 111182-4 09/12	(4.96)	BILLPAY
DEBIT	9/12/2023	Online Payment 18420494270 To Baker and Taylor 09/12	(292.16)	BILLPAY
DEBIT	9/12/2023	Basic Online Payroll Payment 11108161172 to #####4522	(83.47)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108161173 to #####7671	(557.65)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166357 to #####1376	(522.83)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166353 to #####5734	(602.25)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160828 to #####9748	(459.77)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166347 to #####1601	(572.49)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160825 to #####2902	(1,646.31)	BASIC_PAYROLL

DEBIT	9/12/2023	Basic Online Payroll Payment 11108166349 to #####7051	(297.28)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166354 to #####0031	(805.72)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166355 to #####0937	(1,080.99)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160829 to #####7671	(1,527.48)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166350 to #####0649	(331.20)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160830 to #####7064	(400.58)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160834 to #####4263	(897.58)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166351 to #####2761	(203.99)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108166352 to #####3260	(304.60)	BASIC_PAYROLL
DEBIT	9/12/2023	Basic Online Payroll Payment 11108160827 to #####4522	(475.05)	BASIC_PAYROLL





**NYLAF Monthly Statement**  
Port Jervis Free Library

**Please Note:**  
THE FUND WILL BE CLOSED OCTOBER 9TH IN OBSERVANCE OF THE  
COLUMBUS DAY HOLIDAY

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

9/1/2023 - 9/30/2023

<b>Investment Pool Summary</b>	<b>MAX</b>
Beginning Balance	\$1,123,734.14
Dividends	\$4,773.54
Purchases	\$200,000.00
Redemptions	(\$100,000.00)
Ending Balance	\$1,228,507.68
Average Monthly Rate	5.266%
Share Price	\$1.000
Total	\$1,228,507.68
<b>Total Fixed Income</b>	<b>\$0.00</b>
<b>Account Total</b>	<b>\$1,228,507.68</b>

**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 9/1/2023 - 9/30/2023

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10667730	09/01/2023	09/01/2023	Online ACH Redemption	(\$25,000.00)	\$0.00	\$1.000	(25,000.000)
10695410	09/14/2023	09/14/2023	Online ACH Redemption	(\$75,000.00)	\$0.00	\$1.000	(75,000.000)
10694833	09/21/2023	09/25/2023	Bank ACH Purchase, ACH CREDIT 09/21	\$0.00	\$50,000.00	\$1.000	50,000.000
10694836	09/22/2023	09/25/2023	Bank ACH Purchase, ACH CREDIT 09/22	\$0.00	\$50,000.00	\$1.000	50,000.000
10695114	09/26/2023	09/26/2023	Online ACH Purchase	\$0.00	\$50,000.00	\$1.000	50,000.000
10695112	09/27/2023	09/27/2023	Online ACH Purchase	\$0.00	\$50,000.00	\$1.000	50,000.000
10702829	09/30/2023	09/30/2023	Dividend Reinvest	\$0.00	\$4,773.54	\$1.000	4,773.540
				(\$100,000.00)	\$204,773.54		104,773.540

Beginning Balance: \$1,123,734.14 | Ending Balance: \$1,228,507.68



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

September 01, 2023 through September 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



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**CONSOLIDATED BALANCE SUMMARY**

**ASSETS**

**Checking & Savings**

ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking [REDACTED]	\$81,008.07	\$165,542.02
Chase Business Premier Savings [REDACTED]	1,996.51	1,996.59
<b>Total</b>	<b>\$83,004.58</b>	<b>\$167,538.61</b>
<b>TOTAL ASSETS</b>	<b>\$83,004.58</b>	<b>\$167,538.61</b>

**CHASE PLATINUM BUSINESS CHECKING**

PORT JERVIS FREE LIBRARY

Account Number: [REDACTED]

**CHECKING SUMMARY**

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$81,008.07</b>
Deposits and Additions	5	387,453.51
Checks Paid	6	-27,749.85
Electronic Withdrawals	84	-275,138.26
Fees	1	-31.45
<b>Ending Balance</b>	<b>96</b>	<b>\$165,542.02</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.



America's Most Convenient Bank®



T STATEMENT OF ACCOUNT

MB 01 039840 23474 H 94 C  
PORT JERVIS FREE LIBRARY  
HARRISON-THORNE ACCT  
138 PIKE ST  
PORT JERVIS NY 12771-1879

Page: 1 of 2  
Statement Period: Sep 01 2023-Sep 30 2023  
Cust Ref #: 6755345519-502-T-0  
Primary Account #: [REDACTED]



**Public Funds Savings**

PORT JERVIS FREE LIBRARY  
HARRISON-THORNE ACCT

Account # [REDACTED]

**ACCOUNT SUMMARY**

Beginning Balance	7,346.96	Interest Earned This Period	2.52
Other Credits	2.52	Interest Paid Year-to-Date	23.50
Other Withdrawals	7,349.48	Annual Percentage Yield Earned	0.50%
Ending Balance	0.00	Days in Period	25

**DAILY ACCOUNT ACTIVITY**

**Other Credits**

POSTING DATE	DESCRIPTION	AMOUNT
09/26	INTEREST PAID	2.52
Subtotal:		2.52

**Other Withdrawals**

POSTING DATE	DESCRIPTION	AMOUNT
09/26	CLOSEOUT	7,349.48
Subtotal:		7,349.48

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

## Director's Report

Port Jervis Free Library

October 6, 2023

Evelyn Rogers

Updates from September

Maintenance- Ralph has refreshed a lot of the lines and arrows in the parking lot. There are several containers of hand sanitizer, Ralph had asked if we can donate it or get rid of it because it is taking up space and not being used as it was in the previous years. There is also a five gallon container of paint and top coat, Ralph said it's old and can we get rid of that as well?

DASNY- Nothing new to report

GED- Still on pause.

The Hub- The hours have changed and expanded to Wednesday through Saturday.

New Hires- Tammi K. has started, she seems to enjoy being here and has picked up quickly the procedures of the circulation desk. I contacted Julie S., she is interested and says her hand is fine. She says she is scheduled to return to her daytime job on the 19<sup>th</sup>, so if she is approved for hire here, I can start her the following week of the 23<sup>rd</sup>. Alyssa M. is another candidate that I did a Zoom interview with, she is available for the day shifts.

This month I began meeting with the full time staff as a check in, topics discussed were schedules, purchases, trainings, programs, and off desk work. The meeting was productive, we shared a lot of information and talked about how to support each other's work such as programs and scheduling. We will have these meetings each month at the beginning of the month.

I believe Casey and I will have a phone call before the next board meeting, I can give more information then.

## Program Statistics for September 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	33	3 Sessions; all ages
Wednesdays	Mixed Story Time	In Person	17 kids + 11 adults	3 Session; Ages 0-5
Sept. 16	Kids' Comic Club	In Person	0	Graphic Novel Book Discussion; primarily for middle grades
Sept. 29	Hispanic Heritage Story Time	In Person	4	Ages 5 & up
all month	YA Lit Kits	Take home	0	For grades 7 & up
Sept. 12	TAG	In Person	2	Teen Advisory Group
Sept. 19	YA Book Discussion	In Person	1	For grades 7 & up
Sept. 28	YA Heartstopper Mirrors	In Person	2	YA craft program
Sept. 22	Aromatherapy Bags	In Person	0	YA & Adult craft program
Thursdays	Fiber Crafts (adult program)	In Person	40	4 Sessions
Sept. 21	Adult Book Discussion	In Person	8	1 Session in afternoon; evening session canceled
Sept. 27	Tea Tasting	In Person	4	Adult program
All month	Adult Lit Kits	Take home	0	For adults
Sept. 14	Genealogy Workshop	In Person	5	Adult program
Sept. 26	Bullet Journal Workshop	In Person	3	Adult program
Sept. 11	Learn to Play: Castle Panic	In Person	0	All ages
Sept. 12	From Bach to Rock	In Person	5	All ages, musical performance
Sept. 23	NY School of Music	In Person	42	All ages, musical performance
Sept. 25	Learn to Play: Haunted Mansion	In Person	0	All ages
Sept. 28	Cemetery Walk	In Person, Off Site	40	Guided walk through Laurel Grove Cemetery with Local Historian Mike Worden.
Ongoing	DVD Bundles	Take home	0	Adult program
Mon & Thurs nights	Ulster Orange GED Program	In Person	On Pause	Outside Group
Thursdays afternoons	Artful Gardeners	In Person	Didn't collect stats	Outside Group
Tuesday nights	AIAnon	In Person	Didn't collect stats	Outside Group
Thursday afternoons	Mahjong	In Person	Didn't collect stats	Outside Group