PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
November 10, 2026 @ 6 PM

I Call to Order / Pledge of Allegiance
II Public Comment – Agenda Items Only
III Minutes: Approve Meeting October 13, 2026
IV Approval of Statistics, Financial reports, and Bills
V Director Report
VI Action Items for Consideration:
-Sustainable Libraries Initiative Certification Program
-Part-time hire
-Personnel/Contractual

VII Old Business
VIII New Business: -Sustainable Libraries Initiative Certification Program
-Part-time hire
-Personnel/Contractual
IX Public Comment
X Adjournment: Next regular meeting December 8, 2026 @ 6 PM

Minutes of the Port Jervis Free Library Board of Trustees
October 13, 2026
6:00 PM

Present: Dolores Carnosa, Carl Hendrick, Liz Miller, Dick Roberts, Dan Schaaf, Beth Wolpert.

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:00 PM.

II Public Comment – agenda – none

III Minutes

- *Dick made a motion, seconded by Carl, to approve the minutes from the September 8, 2026 meeting. Dolores, Carl and Dick voted in the affirmative. Liz and Dan abstained as they were not present at the meeting.*
- *Dolores made a motion, seconded by Dick, to approve the minutes from the September 23, 2026 special meeting. Unanimously passed.*

IV Correspondence - None

V Approval of Statistics and Financial Reports

Carl made a motion, seconded by Dan, to approve the financial reports as presented. Unanimously passed.

VI Director's Report

- Beth reviewed her written report previously submitted and provided the following updates:
  - The boiler system flush and routine maintenance was completed.
  - The shut-off switches in the HVAC drain pans were extended as contemplated.
  - The meeting with the architect and manufacturer's representative occurred as scheduled for the window replacements. Documentation should be available to forward to SHPO for approval by the end of the month so that the grant can move forward.
  - The Statement on Hateful Conduct and list of prohibited items will be posted on the website in addition to their being posted within the Library.
- *Dick made a motion, seconded by Dolores, to approve the Director's Report as presented. Unanimously passed.*

VII Unfinished Business - none

VIII New Business - none

IX Public Comment -- A patron/Friends group member asked if the Library would consider being a drop-off point for collection of food for the various food pantries in town. Beth responded that a diaper drive is in progress but additional space is limited. The patron stated that the Friends storage area could be used to alleviate the problem. She also asked if additional childrens' chairs could be added. It was agreed that this would be done.

X Next Meeting

The next regular meeting is scheduled for November 10, 2026 at 6 PM.

XI Adjournment

Dick made a motion, seconded by Carl, to adjourn the meeting at 6:22 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Port Jervis Free Library
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,399,029.44
1006 · CHASE CHECKING	26,318.61
1007 · Chase Savings	1,998.17
1008 · NYLAF - Harrison Thune	8,346.97
Total Checking/Savings	1,435,993.19
Total Current Assets	1,435,993.19
TOTAL ASSETS	**1,435,993.19**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-7,081.10
Total Accounts Payable	-7,081.10
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	5,400.09
2210 · Social Security Tax Payable	-679.04
2212 · Medicare Withholding Tax Pay...	-158.80
2220 · NYS Withholding Tax	-906.65
MTA Tax Payable	31.20
2230 · NYS Retirement	13,736.96
Total Other Current Liabilities	17,423.76
Total Current Liabilities	10,342.66
Total Liabilities	10,342.66
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,208,779.05
Net Income	-338,263.76
Total Equity	1,425,650.53
TOTAL LIABILITIES & EQUITY	**1,435,993.19**

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
Real Property Taxes	1,231,531.60	1,232,269.00	-737.40		99.9%
Charges for Services					
4000 · Book Sales	1,444.70	4,000.00	-2,555.30	36.1%	
4001 · Fines	456.29	750.00	-293.71	60.8%	
4002 · NonResident Fees	675.00	1,000.00	-325.00	67.5%	
4003 · Copier Fees	3,831.33	9,500.00	-5,668.67	40.3%	
Total Charges for Services	6,407.32	15,250.00	-8,842.68		42.0%
Miscellaneous					
4004 · Gifts	526.03				
4008 · Library Merchandise	50.00				
Total Miscellaneous	576.03				
Operating Grants					
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%	
4025 · State Aid LLSA	4,958.00	5,500.00	-542.00	90.1%	
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%	
Total Operating Grants	4,958.00	18,500.00	-13,542.00		26.8%
Interest Income	14,076.65	55,000.00	-40,923.35		25.6%
4060 · Use of Fund Balance	0.00	186,013.00	-186,013.00		0.0%
Total Income	1,257,549.60	1,507,032.00	-249,482.40		83.4%
Gross Profit	1,257,549.60	1,507,032.00	-249,482.40		83.4%
Expense					
Personal Services					
6002 · Salaries Director	69,760.10	143,250.00	-73,489.90	48.7%	
6000 · Salaries Clerical FT	99,895.57	267,000.00	-167,104.43	37.4%	
6001 · Salaries Clerical PT	83,879.17	232,800.00	-148,920.83	36.0%	
6003 · Salaries Maintenance	21,432.00	56,885.00	-35,453.00	37.7%	
Total Personal Services	274,966.84	699,935.00	-424,968.16		39.3%
Contractual					
6005 · Board Reporting	697.50	2,827.00	-2,129.50	24.7%	
6030 · Books	1,032.65	25,000.00	-23,967.35	4.1%	
6031 · Books Children	1,535.36	7,000.00	-5,464.64	21.9%	
6032 · Book Friends	199.23	1,000.00	-800.77	19.9%	
6035 · Periodicals	3,709.00	13,000.00	-9,291.00	28.5%	
6038 · Audio Adult	1,483.28	4,500.00	-3,016.72	33.0%	
6039 · Video Adult	379.09	4,650.00	-4,270.91	8.2%	
6040 · Video Children	0.00	750.00	-750.00	0.0%	
6041 · ANSER	20,594.00	44,000.00	-23,406.00	46.8%	
6045 · Computer Eqpt/Software	2,062.07	20,000.00	-17,937.93	10.3%	
6050 · Library Supplies	1,295.58	10,000.00	-8,704.42	13.0%	
6055 · Ins/Fire, Liab, Comp	29,860.91	30,000.00	-139.09	99.5%	
6060 · Utilities Electricity	7,523.43	17,000.00	-9,476.57	44.3%	
6061 · Utilities Gas	87.52	6,000.00	-5,912.48	1.5%	
6062 · Utilities Water	0.00	2,000.00	-2,000.00	0.0%	
6065 · Utilities Telephone/Internet	2,385.72	6,000.00	-3,614.28	39.8%	
6070 · Building Janitorial Supp	825.94	6,000.00	-5,174.06	13.8%	
6071 · Building Maintenance	5,895.82	37,977.00	-32,081.18	15.5%	
6072 · Building Improvements	17,000.00	33,218.00	-16,218.00	51.2%	
6075 · Copier Maintenance	1,899.63	6,000.00	-4,100.37	31.7%	
6081 · Microfilm	0.00	750.00	-750.00	0.0%	
6086 · Professional Services	32,496.67	114,250.00	-81,753.33	28.4%	
6087 · HUB	0.00	1,000.00	-1,000.00	0.0%	
6088 · Bookkeeping	16,500.00	66,000.00	-49,500.00	25.0%	
6090 · Advertising	0.00	500.00	-500.00	0.0%	
6095 · Conferences	4,995.71	700.00	4,295.71	713.7%	
6100 · Dues	0.00	200.00	-200.00	0.0%	
6120 · Postage	438.12	2,500.00	-2,061.88	17.5%	
6125 · Programs	1,403.73	6,000.00	-4,596.27	23.4%	
6126 · Programs Children	1,843.78	5,000.00	-3,156.22	36.9%	
6133 · Library Election	0.00	1,600.00	-1,600.00	0.0%	
6134 · Elevator	2,461.37	14,500.00	-12,038.63	17.0%	
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%	
6137 · Security System	2,145.50	2,800.00	-654.50	76.6%	
Total Contractual	160,751.61	493,222.00	-332,470.39		32.6%

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2026 through June 2027

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
Employee Benefits				
6010 · Employer Social Security	17,047.95	45,000.00	-27,952.05	37.9%
6015 · Employer Medicare	3,987.00	10,550.00	-6,563.00	37.8%
6056 · Insurance Wkmns Comp	3,023.83	6,500.00	-3,476.17	46.5%
6057 · Insurance Disability	0.00	1,500.00	-1,500.00	0.0%
6085 · Civil Service	0.00	4,500.00	-4,500.00	0.0%
6131 · Benefits Health Ins	42,385.01	180,825.00	-138,439.99	23.4%
6132 · Benefits Retirement	0.00	65,000.00	-65,000.00	0.0%
Total Employee Benefits	66,443.79	313,875.00	-247,431.21	21.2%
Total Expense	502,162.24	1,507,032.00	-1,004,869.76	33.3%
Net Ordinary Income	755,387.36	0.00	755,387.36	100.0%
Net Income	755,387.36	0.00	755,387.36	100.0%

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]			[redacted]			[redacted]			[redacted]
	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	140	20.81	2,913.40			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	37	36.52	1,351.24			0.00	7	19.56	136.92	65
Total Gross Pay	37		1,351.24	140		2,913.40	7		136.92	65
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			-87.40			-6.16	
Total Deductions from Gross Pay			0.00			-87.40			-6.16	
Adjusted Gross Pay	37		1,351.24	140		2,826.00	7		130.76	65
Taxes Withheld										
Federal Withholding			-338.00			-172.00			0.00	
Medicare Employee			-19.59			-42.25			-1.99	
Social Security Employee			-83.78			-180.63			-8.49	
NY - Withholding			-57.28			-109.18			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-498.65			-504.06			-10.48	
Net Pay	**37**		**852.59**	**140**		**2,321.94**	**7**		**120.28**	**65**
Employer Taxes and Contributions										
Medicare Company			19.59			42.25			1.99	
Social Security Company			83.78			180.63			8.49	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			**103.37**			**222.88**			**10.48**	

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]		[redacted]		[redacted]		[redacted]		[redacted]
	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00	11	500.00	4,670.00		
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	19.56	1,271.40	37	19.81	732.97			0.00	52	23.15
Total Gross Pay		1,271.40	37		732.97	11		4,670.00	52	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-38.14			-21.99			0.00		
Total Deductions from Gross Pay		-38.14			-21.99			0.00		
Adjusted Gross Pay		1,233.26	37		710.98	11		4,670.00	52	
Taxes Withheld										
Federal Withholding		-16.00			0.00			-533.00		
Medicare Employee		-18.44			-10.63			-67.72		
Social Security Employee		-78.83			-45.45			-289.54		
NY - Withholding		-27.05			-6.89			-314.66		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-140.32			-62.97			-1,204.92		
Net Pay		**1,092.94**	**37**		**648.01**	**11**		**3,465.08**	**52**	
Employer Taxes and Contributions										
Medicare Company		18.44			10.63			67.72		
Social Security Company		78.83			45.45			289.54		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		**97.27**			**56.08**			**357.26**		

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]			[redacted]			[redacted]			[redacted]
	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00	140	32.31	4,523.40			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	1,203.80	4	19.56	78.24			0.00	77.5	19.56	1,515.90
Total Gross Pay	1,203.80	4		78.24	140		4,523.40	77.5		1,515.90
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			0.00			-45.47
Total Deductions from Gross Pay	0.00			0.00			0.00			-45.47
Adjusted Gross Pay	1,203.80	4		78.24	140		4,523.40	77.5		1,470.43
Taxes Withheld										
Federal Withholding	-63.00			0.00			-462.00			-44.40
Medicare Employee	-17.45			-1.13			-65.59			-21.98
Social Security Employee	-74.63			-4.85			-280.45			-93.99
NY - Withholding	-24.93			0.00			-200.84			-36.99
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-180.01			-5.98			-1,008.88			-197.36
Net Pay	**1,023.79**	**4**		**72.26**	**140**		**3,514.52**	**77.5**		**1,273.07**
Employer Taxes and Contributions										
Medicare Company	17.45			1.13			65.59			21.98
Social Security Company	74.63			4.85			280.45			93.99
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	**92.08**			**5.98**			**346.04**			**115.97**

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]			[redacted]			[redacted]			[redacted]
	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	140	39.62	5,546.80			0.00			0.00	
Salaries and Wages FT			0.00	140	25.01	3,501.40			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT			0.00			0.00	60	35.93	2,155.80	56
Total Gross Pay	140		5,546.80	140		3,501.40	60		2,155.80	56
Deductions from Gross Pay										
Health Insurance			-733.76			0.00			0.00	
Retirement			-249.60			-105.04			-64.67	
Total Deductions from Gross Pay			-983.36			-105.04			-64.67	
Adjusted Gross Pay	140		4,563.44	140		3,396.36	60		2,091.13	56
Taxes Withheld										
Federal Withholding			-486.00			-320.00			-193.00	
Medicare Employee			-80.43			-50.77			-31.26	
Social Security Employee			-343.90			-217.08			-133.66	
NY - Withholding			-242.62			-139.98			-85.49	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,152.95			-727.83			-443.41	
Net Pay	140		3,410.49	140		2,668.53	60		1,647.72	56
Employer Taxes and Contributions										
Medicare Company			80.43			50.77			31.26	
Social Security Company			343.90			217.08			133.66	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			424.33			267.85			164.92	

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]		[redacted]			[redacted]			[redacted]	
	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00		
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	19.81	1,109.36	28	37.86	1,060.08	84	19.81	1,664.04	41	19.56
Total Gross Pay		1,109.36	28		1,060.08	84		1,664.04	41	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		0.00			0.00			0.00		
Total Deductions from Gross Pay		0.00			0.00			0.00		
Adjusted Gross Pay		1,109.36	28		1,060.08	84		1,664.04	41	
Taxes Withheld										
Federal Withholding		0.00			-58.00			-111.00		
Medicare Employee		-16.08			-15.38			-24.13		
Social Security Employee		-68.78			-65.72			-103.17		
NY - Withholding		-15.07			-49.14			-46.59		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-99.93			-188.24			-284.89		
Net Pay		**1,009.43**	**28**		**871.84**	**84**		**1,379.15**	**41**	
Employer Taxes and Contributions										
Medicare Company		16.08			15.38			24.13		
Social Security Company		68.78			65.72			103.17		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		**84.86**			**81.10**			**127.30**		

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]			[redacted]			[redacted]			[redacted]
	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00	160	26.79	4,286.40
Salaries and Wages PT	801.96	65	19.82	1,288.30	51	22.96	1,170.96			0.00
Total Gross Pay	801.96	65		1,288.30	51		1,170.96	160		4,286.40
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			-161.14
Retirement	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			0.00			-161.14
Adjusted Gross Pay	801.96	65		1,288.30	51		1,170.96	160		4,125.26
Taxes Withheld										
Federal Withholding	0.00			-5.00			-60.00			-386.00
Medicare Employee	-11.63			-18.68			-16.98			-62.15
Social Security Employee	-49.72			-79.87			-72.60			-265.76
NY - Withholding	-9.07			-68.37			-23.47			-183.88
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-70.42			-171.92			-173.05			-897.79
Net Pay	**731.54**	**65**		**1,116.38**	**51**		**997.91**	**160**		**3,227.47**
Employer Taxes and Contributions										
Medicare Company	11.63			18.68			16.98			62.15
Social Security Company	49.72			79.87			72.60			265.76
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	**61.35**			**98.55**			**89.58**			**327.91**

Port Jervis Free Library
Payroll Summary
September 2026

	[redacted]			[redacted]			[redacted]			TOTAL
	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours	Rate	Sep 26	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00	15	423.08	6,346.20	166.00
Salaries and Wages FT	140	41.94	5,871.60	210	23.64	3,309.60			0.00	770.00
Salaries and Wages MTNC			0.00			0.00			0.00	160.00
Salaries and Wages PT			0.00			0.00			0.00	664.50
Total Gross Pay	140		5,871.60	210		3,309.60	15		6,346.20	1,760.50
Deductions from Gross Pay										
Health Insurance			-366.38			0.00			-733.76	
Retirement			0.00			-99.29			0.00	
Total Deductions from Gross Pay			-366.38			-99.29			-733.76	
Adjusted Gross Pay	140		5,505.22	210		3,210.31	15		5,612.44	1,760.50
Taxes Withheld										
Federal Withholding			-758.00			-282.00			-761.00	
Medicare Employee			-85.13			-47.99			-92.02	
Social Security Employee			-364.04			-205.20			-393.46	
NY - Withholding			-273.64			-123.51			-302.44	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,480.81			-658.70			-1,548.92	-
Net Pay	140		4,024.41	210		2,551.61	15		4,063.52	1,760.50
Employer Taxes and Contributions										
Medicare Company			85.13			47.99			92.02	
Social Security Company			364.04			205.20			393.46	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			449.17			253.19			485.48	

Port Jervis Free Library
Payroll Summary
September 2026

	TOTAL	
	Rate	Sep 26
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salaries and Wages Director		16,563.00
Salaries and Wages FT		20,119.40
Salaries and Wages MTNC		4,286.40
Salaries and Wages PT		15,540.97
Total Gross Pay		56,509.77
Deductions from Gross Pay		
Health Insurance		-1,995.04
Retirement		-717.76
Total Deductions from Gross Pay		-2,712.80
Adjusted Gross Pay		53,796.97
Taxes Withheld		
Federal Withholding		-5,048.40
Medicare Employee		-819.40
Social Security Employee		-3,503.60
NY - Withholding		-2,341.09
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-11,712.49
Net Pay		**42,084.48**
Employer Taxes and Contributions		
Medicare Company		819.40
Social Security Company		3,503.60
NY - Unemployment		0.00
NY - MCTMT (Transit Tax)		0.00
Total Employer Taxes and Contributions		**4,323.00**

Port Jervis Free Library
Chase checking account activity
Month of September 2026

Details	Posting Date	Description	Amount	Type
DEBIT	9/28/2026	Online Payment 30995274312 To Brodart Co 09/28	(281.84)	BILLPAY
DEBIT	9/28/2026	Online Payment 30995268091 To TOSHIBA FINANCIAL SERVICES 09/28	(431.56)	BILLPAY
DEBIT	9/28/2026	Online Payment 30995260239 To TIME WARNER CABLE 09/28	(130.00)	BILLPAY
DEBIT	9/28/2026	Online Payment 30995257324 To ORANGE & ROCKLAND UTILITIES 09/28	(2,741.31)	BILLPAY
CHECK	9/28/2026	CHECK 1221	(8,500.00)	CHECK_PAID
DEBIT	9/28/2026	Online Payment 30988307714 To NY ST DEPT CIVIL SVC-AGENCY PMT 09/28	(7,327.58)	BILLPAY
DEBIT	9/28/2026	ORIG CO NAME:INTUIT ORIG ID:0000756346 DESC DATE:260927 CO ENTRY DESCR:8004IN	(59.50)	ACH_DEBIT
DEBIT	9/24/2026	Online Payment 30941806082 To Greenwald Doherty LLP 09/24	(157.50)	BILLPAY
DEBIT	9/24/2026	Online Payment 30941778668 To PITNEY BOWES GLOBAL FINANCIAL SV 09/24	(219.06)	BILLPAY
DEBIT	9/24/2026	Online Payment 30941801440 To BLACKSTONE PUBLISHING 09/24	(44.80)	BILLPAY
DEBIT	9/24/2026	Online Payment 30941760349 To HOME DEPOT CREDIT SERVICES 09/24	(94.84)	BILLPAY
DEBIT	9/24/2026	Basic Online Payroll Payment 11238127095 to ######4263	(29.68)	BASIC_PAYROLL
DEBIT	9/23/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYI	(1,018.87)	ACH_DEBIT
DEBIT	9/23/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:092326 CO ENTRY DESCR:USATAXP	(6,285.82)	ACH_DEBIT
DSLIP	9/23/2026	DEPOSIT ID NUMBER 259662	10,985.09	DEPOSIT
DEBIT	9/22/2026	Online Payment 30919857735 To NY ST DEPT CIVIL SVC-AGENCY PMT 09/22	(11,765.13)	BILLPAY
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594269 to #####6097	(120.28)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588813 to ######0782	(230.10)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594261 to ######5536	(250.00)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588806 to ######5536	(250.00)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594271 to ####9409	(304.17)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588809 to ##########1948	(391.72)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588803 to #####0649	(435.92)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594258 to ######4522	(442.36)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594262 to ######9748	(475.53)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594264 to ######5734	(508.11)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588814 to ##########4789	(522.23)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594267 to ######1730	(534.54)	BASIC_PAYROLL

DEBIT	9/22/2026	Basic Online Payroll Payment 11237588810 to #####6713	(566.12)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588804 to ########2769	(630.09)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594265 to ########0690	(680.16)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594257 to ######1601	(745.70)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588811 to ####0937	(1,084.26)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588808 to #####9139	(1,160.98)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594266 to ######4263	(1,265.61)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237588807 to ########2173	(1,455.25)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594254 to ######7671	(1,613.73)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594256 to ####0031	(1,757.27)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594255 to ######2902	(2,012.21)	BASIC_PAYROLL
DEBIT	9/22/2026	Basic Online Payroll Payment 11237594260 to #####2318	(2,738.19)	BASIC_PAYROLL
CHECK	9/21/2026	CHECK 1220	(2,384.21)	CHECK_PAID
DEBIT	9/21/2026	Online Payment 30904128253 To AMAZON CAPITAL SERVICES 09/21	(139.19)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904117882 To AMAZON CAPITAL SERVICES 09/21	(37.39)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904115996 To AMAZON CAPITAL SERVICES 09/21	(225.27)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904108356 To AMAZON CAPITAL SERVICES 09/21	(84.68)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904122168 To BLACKSTONE PUBLISHING 09/21	(27.99)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904111275 To AMAZON CAPITAL SERVICES 09/21	(36.99)	BILLPAY
DEBIT	9/21/2026	Online Payment 30904000399 To BLACKSTONE PUBLISHING 09/21	(239.96)	BILLPAY
DEBIT	9/21/2026	Basic Online Payroll Payment 11237587045 to #####6097	(30.00)	BASIC_PAYROLL
CREDIT	9/21/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS	30,000.00	ACH_CREDIT
DEBIT	9/14/2026	Online Payment 30788688210 To Frontier 111182-4 09/14	(4.96)	BILLPAY
DEBIT	9/14/2026	Online Payment 30788687520 To TIME WARNER CABLE 09/14	(70.30)	BILLPAY
DEBIT	9/14/2026	Online Payment 30788702493 To BLACKSTONE PUBLISHING 09/14	(339.56)	BILLPAY
DEBIT	9/14/2026	Online Payment 30788701729 To Frontier 09/14	(58.81)	BILLPAY
DEBIT	9/14/2026	Online Payment 30788675506 To AMAZON.CAPITAL SERVICES 09/14	(90.90)	BILLPAY
DEBIT	9/9/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYI	(1,322.22)	ACH_DEBIT
DEBIT	9/9/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:090926 CO ENTRY DESCR:USATAXP	(7,408.58)	ACH_DEBIT
DEBIT	9/8/2026	Basic Online Payroll Payment 11235799628 to ######4263	(109.45)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679684 to ########0690	(412.78)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235691750 to ######3288	(72.26)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235691749 to ##########1948	(339.82)	BASIC_PAYROLL

DEBIT	9/8/2026	Basic Online Payroll Payment 11235679687 to ######1730	(581.84)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679680 to ########2173	(1,455.24)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679682 to ######5536	(250.00)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679685 to ######0782	(417.91)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679672 to #####0649	(435.92)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679688 to ##########4789	(487.20)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235691751 to ######5734	(489.80)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679674 to ######9748	(548.26)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679686 to #####6713	(706.95)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679676 to ######1601	(902.02)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679683 to ####0937	(1,084.27)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679689 to #####9139	(1,160.96)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679681 to ######4263	(1,176.55)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679677 to ######7671	(1,613.74)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679673 to ####0031	(1,757.25)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679678 to ######5536	(250.00)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679679 to ######4522	(410.23)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235691748 to ########2769	(749.06)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235691747 to #####2318	(1,325.33)	BASIC_PAYROLL
DEBIT	9/8/2026	Basic Online Payroll Payment 11235679675 to ######2902	(2,012.20)	BASIC_PAYROLL
DSLIP	9/8/2026	DEPOSIT ID NUMBER 259661	887.22	DEPOSIT
CHECK	9/4/2026	CHECK 1218	(100.00)	CHECK_PAID
DEBIT	9/3/2026	ACCOUNT ANALYSIS SETTLEMENT CHARGE AUGUST	(130.50)	FEE_TRANSACTION
CREDIT	9/3/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS	50,000.00	ACH_CREDIT
DEBIT	9/2/2026	Online Payment 30655614632 To Brodart Co 09/02	(162.86)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655612430 To PN FIRE AND ALARM 09/02	(848.50)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655580750 To TIME WARNER CABLE 09/02	(130.00)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655594448 To TOSHIBA FINANCIAL SERVICES 09/02	(431.56)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655560038 To AMAZON CAPITAL SERVICES 09/02	(165.50)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655569167 To BLACKSTONE PUBLISHING 09/02	(224.00)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655573946 To Kanopy 09/02	(100.00)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655571996 To RCLS 09/02	(487.00)	BILLPAY
DEBIT	9/2/2026	Online Payment 30655539796 To CARDMEMBER SERVICE 09/02	(269.81)	BILLPAY

DEBIT	9/2/2026	Basic Online Payroll Payment 11234973977 to ######4263	(13.52)	BASIC_PAYROLL
DEBIT	9/1/2026	Basic Online Payroll Payment 11234729468 to ########2214	(202.90)	BASIC_PAYROLL
DEBIT	9/1/2026	Online ACH Payment 11234729465 To SusanWade (_######0178)	(5,500.00)	ACH_PAYMENT
DEBIT	9/1/2026	Basic Online Payroll Payment 11234729466 to #####7906	(202.90)	BASIC_PAYROLL
DEBIT	9/1/2026	Basic Online Payroll Payment 11234729467 to ######3325	(202.90)	BASIC_PAYROLL
DEBIT	9/1/2026	Basic Online Payroll Payment 11234729469 to #########9692	(202.90)	BASIC_PAYROLL
DSLIP	9/1/2026	DEPOSIT ID NUMBER 409708	1,361.16	DEPOSIT

CHASE

JPMorgan Chase Bank, N.A.
P O Box 44959
Indianapolis, IN 46244 - 4959

September 01, 2026 through September 30, 2026
Primary Accoun[redacted]

CUSTOMER SERVICE INFORMATION

Web site:	**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

00005763 DRI 802 141 27626 NNNNNNNNNNN P 1 000000000 D2 0000 AT 00
PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771

00057630401000000024

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[redacted]	$24,388.97	$17,735.52
Chase Business Premier Savings	[redacted]	1,998.14	1,998.17
Total		**$26,387.11**	**$19,733.69**
TOTAL ASSETS		**$26,387.11**	**$19,733.69**

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Numbe[redacted]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		**$24,388.97**
Deposits and Additions	5	93,233.47
Checks Paid	3	-10,984.21
Electronic Withdrawals	92	-88,772.21
Fees	1	-130.50
Ending Balance	**101**	**$17,735.52**

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 review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

NYCLASS

NYCLASS Monthly Statement

Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED OCTOBER 12TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

Activity Summary [redacted] General Account

9/1/2026 - 9/30/2026

Investment Pool Summary	NYCLASS
Beginning Market Balance	$1,474,783.49
Dividends YTD	$49,190.62
Dividends	$4,245.95
Purchases	$0.00
Redemptions	($80,000.00)
Ending Market Balance	$1,399,029.44
Average Monthly Rate	3.638%
NAV / Share Price	1.00
Total	**$1,399,029.44**

Total Fixed Income	**$0.00**

Account Total	**$1,399,029.44**

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

NYCLASS

NYCLASS Monthly Statement

Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED OCTOBER 12TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

Activity Summary [redacted] Harrison-Thune

9/1/2026 - 9/30/2026

Investment Pool Summary	NYCLASS
Beginning Market Balance	$8,322.03
Dividends YTD	$219.13
Dividends	$24.94
Purchases	$0.00
Redemptions	$0.00
Ending Market Balance	$8,346.97
Average Monthly Rate	3.638%
NAV / Share Price	1.00
Total	**$8,346.97**

Total Fixed Income	**$0.00**

Account Total	**$8,346.97**

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

Port Jervis Free Library
Phone: 845-856-7313

138 Pike St. Port Jervis NY, 12771
Web: www.portjervislibrary.org

November 10, 2026

Staff and Training

Two training courses were re-assigned for the Translate Live: Instant Language Assistant. This device is an excellent tool that we received through a grant in 2025. However, after meeting with Echo and Lourdes about restarting ESL classes, it came to my attention that it has been living in a closet. We retrieved it and performed all updates. It is ready to use at the first floor circ desk, enabling our staff to assist patrons in any language - including live interpretation in ASL. Additionally, staff will post the QR code to the device on our website, enabling speakers of other languages to reach the library and receive assistance from the comfort of their homes. They scan the code, the device will ring, and our staff can assist them in real time.

Training by Alex Carver from RCLS happened in person on Friday, October 30, and focused on Weeding with Koha. I will provide an assessment verbally, as this report is being written before the date of the training.

David Vinjamuri of Thirdway Space is officially booked for two training sessions on December 2nd.

Our staff development day is officially booked for December 17th. We have hired a bus and will be travelling to the New Providence Library and the Summit Free Library for tours of each, both of which have worked with David Vinjamuri and have seen fantastic results. We will then have lunch and travel back to the library.

We have hired a new part-time employee. We are interviewing another candidate on November 4th and another on November 9th. We have had other applicants as well. The goal is to find a total of three part-time employees. After three new employees are onboarded and trained, we will be able to achieve three very important ends

1) Reopen the Hub so that it is available to the community for all hours that the library is open

2) Fill in gaps in our current schedule that have been increasingly difficult to cover

3) Restrict the upstairs to children, teens, and adults with children (with a few important exceptions). This is in line with the best practices recommended by the ALA and RCLS and in keeping with best practices as enforced by our peers to safeguard the children in our community.

Facilities, Buildings, and Grounds

Weare working on installing a cover for the call button on the elevator, as I learned from a patron during my Monday night program that it is way too easy for children to call the fire department from our elevator. After ordering one and having to return it, I realize why this hasn't been done yet – we have very little flat space between the elevator buttons. We will keep trying!

We are in talks with both Spectrum and Frontier to improve our internet service and obtain a static IP address to achieve multiple goals (We are leaning toward shared fiber with the option to upgrade in the future to a dedicated circuit. This decision will be made by 10/30/26. I will verbally update during the meeting):

1) We want to implement the Swank Streaming service and have movie nights galore!
2) We are tired of the internet timing out in the middle of performing important work
3) We need to plan for success. Success involves more foot traffic, more patrons, and therefore more devices connected to our network.
4) We would like to enter the modern era in terms of technology. Our current internet is a pre-pandemic coaxial connection.

The solution search for relocating the lighting that is attached to the stacks on the first floor is ongoing. It looks promising, as we seem to have gotten past the perceived need for a drop ceiling, which was both complicated logistically and cost-prohibitive. Project ongoing....

Grants

Windows: I have received both the physical and digital sectioned drawings from the Architect on time and as promised and delivered payment to same. I sent the digital version of the drawings to Lisa at the State Historic Preservation Office (SHPO). At the time of this writing, we are awaiting a response. More about this grant shortly, as it also falls under the heading of RCLS.

Senator Skoufis' Crest Grant: More about this grant under RCLS heading as well, as they are coordinating a unified response. However, in general, this grant is tied to our participation in the Sustainable Libraries Initiative. While this requires investment in terms of money and time, it is in line with our independently set goals as this specific initiative is named in our Strategic Plan.

Part of the application process is stating what we plan to do with the money and providing a rough budget based on quotes and estimates. We are stalled here until we receive confirmation from Will Alexander from the Senator's Office, through RCLS, as to whether we can use this grant to help cover our portion of the Window Grant. It is frustrating to not have this confirmation, since it was stated explicitly in the joint meeting that Crest Grants are allowed to be used in conjunction with NYS Construction Aid for Libraries, while SAM grants are not, and that this is a Crest grant. I would like to apply this 50K to our share of the Window grant, which turned out to be more than anticipated. Again, to be continued.

Collection and Services

Collections: As mentioned in the Training section, we are preparing for a large weeding project. Small weeding projects are akin to kneeling in a flower bed and handpicking weeds on a regular basis. Large scale weeding is like acquiring an overgrown lot of property and hiring a landscaper to clear it so that you can see what you have and plan what you want. We are not hiring a book landscaper, we are doing this in house, so once we start, I will have collections updates as we move along.

Port Jervis Free Library
Phone: 845-856-7313

138 Pike St. Port Jervis NY, 12771
Web: www.portjervislibrary.org

Services: language assistance! As also mentioned in "Training," we brought back the ILA! This means we can provide service to speakers of any language and to the deaf community as well.

Services: technology! The impending Hub opening as discussed in "Staff and Training" means that our ability to provide technological assistance will soon increase by 46.5 hours per week.

RCLS

RCLS has announced that Microsoft has made a terribly unjust decision that no longer designates libraries as educational institutions. This will allow them to charge member libraries for each RCLS email address at a rate of $3 - $7 per month per email. We must review our addresses and make cuts where we can before December 15 of this year. RCLS will provide us with a list of emails/types/rates by November 13.

RCLS held a meeting with Senator Skoufis, Will Alexander, and those libraries that would like to qualify for the new $50,000 Crest Grant discussed at the last Board Meeting, which is tied to the Sustainable Libraries Initiative. They have codified the process as reflected in the motion included in today's agenda. Following the anticipated passage of said motion, I will follow the new protocol for officially cementing our qualification and participation for this grant and in this initiative.

RCLS has announced the awards for the Construction Aid to Libraries. Our window project has only been funded at 47% of the approximately $520K but was approved while contingent on SHPO clearance. I will review our options with Stephen and Joanna of RCLS once everyone is back from vacation and healthy.

Meetings Attended

Full timers meeting 10/23, 11/5
Directors Association Zoom 10/14
RCLS Senator Skoufis Zoom 10/15
RCLS Sustainability Initiative Zoom 11/9
Rose Chiocchi 11/5
Frontier & Stacy Zoom10/16, 10/23
Spectrum, phone10/23
George Cheshire 10/16
Kreck Construction 10/20
Meta & Starr 10/22
Candidate 1 10/22 (hired)
Candidate 2 11/4
Candidate 3 11/9
One on one meetings with staff members @ 1 hour each x 5

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Lourdes Desplantes & Echo 10/26
Liz, phone 10/23
Friends 10/27
Civil Service 10/27
Audit & Susan 10/29

Professional Development
RCLS Town Hall Session at Tuxedo Park 11/10

Budget and Elections
N/A at this time

Library Friends

We celebrated National Friends of the Library week October 18-24 with a new social media post each day featuring something we are grateful to the Friends for. Each post had good traction with likes and shares. We featured the luncheon, the fridge, the 3 D printer, etc.

We included the Friends Weekly meeting on our library's online calendar.

We are working with the Friends on book delivery and outreach for the Deerpark Senior Center. At Grace's suggestion we will purchase Friends stickers to place in each weeded book that we gift to the seniors to help promote the Friends.

Programming

Make it Make Sense Mondays has met 3 times on Mondays from 7-8:30 in the Community Room. It has been very successful, collaborative, and informative. We have started taking action on ideas brought to us from community members already, and plan to continue. It wasn't what I had planned exactly, but it morphed into what the community needs – and that was the whole point!

Tech Talk Tuesdays has also met 3 times on Tuesdays from 7-8:30 in the Hub. As with MIMS, the first weeks were a success with "repeat customers." The patrons from Tech Tuesday were grateful for the help I was able to provide but what they will be more grateful for is the Hub opening soon. I'm not "working any magic" specific to me – I'm doing what any other staff member could do. With the Hub open every day, they can not only get help more often, but with repetition they can learn to do it independently, and the Hub will be a supportive environment for that.

Anniversary/Family Fun Day/Meet the Director was October 17th from 11-4. It was a success. We had 4 cake contest entries, and everybody enjoyed eating the book cakes while the winners enjoyed their prizes from the Erie Hotel and Restaurant, Foundry 42, and the Grumpy Goat. The Parting Glass was excellent, as were the local history and Train Museum speakers. 3-D printing was a hit, as were crafts and games.

Upcoming programs include an Indigenous Peoples film series on Saturdays in November, and a little further out, we will have new programs growing out of MIMS Mondays that we will talk about more next month.

General Library Operations

Port Jervis Free Library
Phone: 845-856-7313

138 Pike St. Port Jervis NY, 12771
Web: www.portjervislibrary.org

Our Statement on Hateful Conduct and prohibited items list have both been posted on the Website as requested.

We have simplified the library card creation process so that it is less time consuming, less onerous, and so the cards themselves don't contribute in any way to potential identity theft (no more typed labels with name and address).

We have sent our events calendar to the local access TV station for posting.

Starr and I met to investigate our social media dilemma (we are currently unable to boost posts due to account ownership issues). It is an ongoing process that I will have to get to the bottom of and we may have to recreate our accounts in order to grow.

Respectfully,

Elizabeth Wolpert
Library Director

Program Statistics for October 2026

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	18	3 Sessions; all ages
Wednesdays	Toddler Story Time	14 kids + 13 adults	3 Sessions; Ages 0-3 Stories, songs, interactive activities
Wednesdays	Pre-K Story Time	2 kids + 1 adult	3 Sessions; Ages 3-5 Stories, songs, interactive activities
First Friday	Sensory PreK Play Day	4 kids + 4 adults	Open play time for toddlers & preschoolers, with a focus on sensory-based activities
Fridays	PreK Play Day	18 kids, 1 teen + 15 adults	5 Sessions; Open play time for toddlers & preschoolers
Oct 28	Preschool Halloween Story Time	6 kids + 8 adults	Halloween-themed stories, activities, and "trick-or-treating" for preschool kids.
Oct 2	Halt! Who Grows There?	4 kids + 3 adults	Science program on microbes for ages 8 & up.
Oct 5	Fall Treat Jars	2	Craft program for ages 8-17
Oct 6	Coffee Filter Bats	4 kids + 2 adults	Craft program for ages 7-12.
Oct 13	Make a Scarecrow	4 kids + 2 adults	Craft program for ages 7-11
Oct 23	Name Skeletons	1	Craft program for ages 8-12
Oct 27	Monster Story & a Snack	2 kids + 1 adult	Kids created monsters, using food, after hearing a story. For ages 6-9
Oct 28	Spooky Story Time	3 kids + 2 adults	Craft & "spooky" stories for ages 7 & up
Oct 29	Intro to Library Skills	5 kids + 2 adults	An informational program for kids ages 8 & up.
Oct 30	Creepy Cookie Pops	12	Cookie decorating program for ages 8-17
Oct 21	TAG	2	Teen Advisory Group
Oct 22 & 29	9th Grade English Class Visits	30 teens + 4 adults	Introduction to the library and its services. 2 classes.
Oct 23	Nerf Night	cancelled	Nerf program for teens, age 12 & up.
Oct 8	Create Your Own Giant Dandelion	1 teen + 5 adults	Craft program for teens and adults
Oct 22	Decorative Spell Book Journals	1 teen + 4 adults	Craft program for teens and adults
All month	Can You Find...?	16	A self-guided scavenger hunt throughout the Children's Room. All ages.
Oct 15	Journaling Workshop	0	All ages.
Oct 17	Cake Contest	4	Cakes decorated based on a literary theme. Open to all ages
Oct 17	3D Printing Demo	10 kids & 15 adults	Information & demo of 3D printing. Part of our anniversary celebration.
Oct 17	Fall Family Fun Day	13 kids & 16 adults	A variety of crafts and sensory activities for all ages. Part of our anniversary celebration.
Oct 17	History of Port Jervis	12	Lecture provided by Michael Worden. Part of our anniversary celebration.
Oct 17	Port Jervis and the Railroad	11	Lecture offered as part of our anniversary celebration.
Oct 17	Parting Glass Music	10	Music program offered as part of our anniversary celebration.
Oct 29	A Monster Vacation: Interactive Movie	4 kids + 1 adults	An interactive movie for all ages.
Oct 31	Drop-in Halloween Activities	7 kids, 3 teens + 6 adults	Assorted crafts and activities for all ages.

Program Statistics for October 2026

Oct 16	Homeschool Meetup	2	Informal meeting with homeschooling families. Aimed at parents but children are welcome.
All month	Adult Take & Makes	3	Craft activities for adults to take home to do.
Oct. 17-31	Friends of the Library Swag Bags	145	Promotional swag bags provided by the Friends.
Thursdays	Fiber Crafts	104	Adult program. 5 Sessions
Oct 7	Art & Audio	4	Adult program. Make a craft while listening to a short story.
Oct 26	Write Now	3	A writing group for ages 16 through adult. 1 session
Oct 9	Drop-By Drop Spindle Meetup	5	Adult program. Spinning yarn using drop spindles.
Oct 8	Book Discussion	5	Adult program
Oct 21	Genealogy Workshop	2	Adult program
Oct 14	Tea Tasting	9	Adult program
Oct 2	Senior Social	3	Adult social program
Oct 16	Coffee & Chat	2	Adult coffee tasting program.
Oct 17	Saturday Fiber Crafts	7	Adult program
Mondays	Make it Make Sense	5	Adult program. 3 sessions
Tuesdays	Tech Tuesdays	4	Adult tech-based program. 3 sessions.
Oct 1	Papier Mache Pumpkins	2	Adult craft program; second session of a 2-part program
Oct 5	Fall Wreaths	5	Adult craft program. September's program booked to capacity so a 2nd was offered.
Oct 6	Papier Mache Pumpkins	cancelled	Adult craft program
Oct 15	Book Tasting Potluck	4	Adult program where attendees bring in a food to share that's based on a book.
Oct 22	Houdini Halloween	15	Adult program on Harry Houdini and the history of Halloween.
Oct 6 & 20	Baby Sip Circle	3	Support services for new parents provided by Health Dept.
Tuesday nights	Al Anon	40	Outside Group, 4 sessions
Oct 22	Artful Gardeners	12	Outside Group.
Thursday nights	Recovery Support Group	10	Outside Group, 5 sessions

PROGRAMS		**Oct. 2026**	**Oct. 2025**
Early Literacy	# of Programs	13	11
	# of Attendees	86	46
Children's	# of Programs	9	10
	# of Attendees	49	55
Teens	# of Programs	3	3
	# of Attendees	36	13
Adults	# of Programs	30	34
	# of Attendees	225	328

Program Statistics for October 2026

All Ages	# of Programs	9	8
	# of Attendees	97	49
Outside Groups	# of Programs	12	14
	# of Attendees	65	111
	Total Programs	**76**	**80**
	Total Attendance	**558**	**602**

Adjustments: Oct. 2025 had 3 different yoga programs for a total of 11 sessions with 126 in attendance. October 2025 also had more outside groups meeting in the library. If we adjust for these anomalies, by deducting the statistics for both yoga and the outside groups, then the number of programs for 2025 becomes 55 and attendance would be 365. Deducting the statistics for outside groups for 2026 results in 64 programs and 493 in attendance. So, in comparison, we offered 9 more programs and had 128 more people in attendance.

PJFL MONTHLY STATISTICS - OCTOBER 2026

CIRCULATION		OCTOBER 2026	OCTOBER 2025
	Days Open	26	26
	Adult Fiction	794	827
	Adult Non-Fiction	321	290
	Adult DVD	227	284
	Adult Audio	94	126
	Adult Periodicals	109	46
	Adult Misc (includes Graphic Novels, Manga, Video Game, etc.)	17	11
	Board Games	5	0
	J Fiction	766	665
	J Non-Fiction	270	160
	J Picture Books	69	74
	J DVD	37	63
	J Graphic Novels	100	101
	J Misc (includes Audio, Board Books, Launchpad, Manga, Periodical, Video Game, etc.)	87	99
	YA Fiction	68	108
	YA Graphic Novels	8	27
	YA Manga	52	21
	YA Misc (includes Non-Fiction, Video games, etc.)	18	10
	Total Monthly Circulation	**3042**	**2912**
INTERLIBRARY LOAN			
	Items Borrowed	841	918
	Items Loaned	650	614
COLLECTION			
	Items Added	233	233
	Items Deleted	1004	313
	Total Items in Collection	**44513**	*unavailable*
LIBRARY CARDS			
	Patrons Added	50	34
	Total Patrons	**3932**	*unavailable*
INTERNET USAGE			
Computer Signups	Reference Room	167	264
	Children's Room	54	48
	The Hub	50	0
	Total	**271**	**312**
	Wireless Use	11935	10771
DIGITAL SUBSCRIPTIONS			
KANOPY	New Accounts	6	1
	Video Plays	82	54

PROGRAMS

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	# of Attendees	65	111
	Total Programs	**80**	**80**
	Total Attendance	**567**	**602**