

**PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA**

December 9, 2025 @ 6pm

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

**III Minutes: Approve- Regular meeting of November 12, 2025 &
Special Meeting of November 14, 2025**

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items for Consideration:

-Appoint part time library clerk

- Adopt PJFL Service Plan

VII Old Business:

- Staffing

-Strategic Plan

VIII New Business:

-

**IX. Public Comment – This will exclude any comment on any issue involving
a specific employee as this must be done in executive session.**

(As stated in the Patron Complaint Policy)

**X Adjournment: Next regular meeting Tuesday, January 13, 2026 @
6pm**

Minutes of the Port Jervis Free Library Board of Trustees
November 12, 2025
6:00 PM

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, Dick Roberts

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 Dolores, to approve the minutes from the October 14, 2025 meeting. Unanimously passed.

IV Correspondence - None

V Approval of Statistics and Financial Reports

Liz made a motion, seconded by Valerie, to approve the financial report as presented. Unanimously carried.

VI Director's Report

Dick made a motion, seconded by Dolores, to approve the November 2025 Director's Report as submitted. Unanimously passed.

VII Unfinished Business

- Strategic Plan – a Zoom meeting was conducted on October 20. Between November 14 and November 18, the Director will share a draft of the plan with the working group for review. The next Zoom meeting of the group is scheduled for November 24 to discuss the final draft. Thereafter, the plan will be forwarded to the Board for their review with anticipation of approval at the December meeting.
- FLEA and Board representatives met on August 6 and August 20 regarding contract negotiations and are scheduled to meet again on a date yet to be determined.
- Patron policy violation – as noted at the last meeting there was an incident that may have violated the patron conduct policy. Pursuant to the policy, the Board has a role in reviewing such incident and determining an appeal from any suspension issued as a result of an alleged violation. To assist the Board in determining that appeal, the Board approved a motion to designate the investigator from Strategy, People, Culture LLC, to investigate this matter and report to the Board for its consideration. As a result of the investigation the Board will review the report and consider the recommendations made at a special meeting to be scheduled for Friday, November 14, 2025 at 2 PM.

VIII New Business -- none

IX Public Comment

A member of the public stated that the agenda on the Library website not easily found on the website.

X Next Meeting

- A special meeting will be held on Friday, November 14, 2025 at 2 PM.
- The next regular meeting will be held on Tuesday, December 9, 2025 at 6 PM.

XI Adjournment

Dolores made a motion, seconded by Dick, to adjourn the meeting at 6:15 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees
November 14, 2025
2:00 PM

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Dick Roberts

I Call to Order/Pledge of Allegiance - The meeting was called to order at 2:00 PM.

II Public Comment – agenda – None

III New Business – accept the report from Strategy, People, Culture LLC regarding the investigation of the incident that may have violated the patron conduct policy.

Discussion: Carl stated “As noted at the last meeting there was an incident that may have violated the patron conduct policy. Pursuant to the policy, the Board has a role in reviewing such incident and determining an appeal from any suspension issued as a result of an alleged violation. To assist the Board in determining that appeal, on October 14, the Board approved a motion to designate the investigator from Strategy, People, Culture LLC to investigate this matter and report to the Board for its consideration.”

“You all received a copy of the report entitled “September 22, 2025 Potential Patron Policy Violation”. Based on the conclusion of the investigation, dated November 11, 2025, “there is insufficient support to warrant suspending” the patron “based on alleged conduct on September 22, 2025, being in violation of the library’s Patron Conduct Policy.”

“Therefore, I’ll entertain a motion to accept the results of the investigation and rescind the one-day suspension of September 26, 2025.”

Motion made by Dick, seconded by Dolores to accept the results of the investigation and rescind the one-day suspension of September 26, 2025. Unanimously passed.

IV Public Comment -- None

V Next Meeting -- the next regular meeting will be held on Tuesday, December 9, 2025 at 6 PM.

VI Adjournment

Dolores made a motion, seconded by Valerie, to adjourn the meeting at 2:02 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Port Jervis Free Library
Balance Sheet
As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,940,936.05
1006 · CHASE CHECKING	161,780.38
1007 · Chase Savings	1,997.83
1008 · NYLAF - Harrison Thune	8,049.87
Total Checking/Savings	<u>2,113,064.13</u>
Total Current Assets	<u>2,113,064.13</u>
TOTAL ASSETS	<u>2,113,064.13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	18,524.82
Total Accounts Payable	<u>18,524.82</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	-1,976.00
2210 · Social Security Tax Payable	-3,002.20
2212 · Medicare Withholding Tax Pay...	-702.14
2220 · NYS Withholding Tax	-943.98
2230 · NYS Retirement	13,572.51
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>6,948.65</u>
Total Current Liabilities	<u>25,473.47</u>
Total Liabilities	<u>25,473.47</u>
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,195,148.34
Net Income	337,307.08
Total Equity	<u>2,087,590.66</u>
TOTAL LIABILITIES & EQUITY	<u>2,113,064.13</u>

12:53 PM

12/03/25

Accrual Basis

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,225,470.52	1,232,269.00	-6,798.48	99.4%
Charges for Services				
4000 · Book Sales	1,333.56	3,000.00	-1,666.44	44.5%
4001 · Fines	288.13	750.00	-461.87	38.4%
4002 · NonResident Fees	675.00	1,000.00	-325.00	67.5%
4003 · Copier Fees	3,532.70	9,338.00	-5,805.30	37.8%
Total Charges for Services	5,829.39	14,088.00	-8,258.61	41.4%
Miscellaneous				
4004 · Gifts	250.40	300.00	-49.60	83.5%
4008 · Library Merchandise	81.90	0.00	81.90	100.0%
Total Miscellaneous	332.30	300.00	32.30	110.8%
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,955.00	0.00	4,955.00	100.0%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	4,955.00	13,000.00	-8,045.00	38.1%
Interest Income	21,461.98	53,500.00	-32,038.02	40.1%
4060 · Use of Fund Balance	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,258,049.19	1,414,157.00	-156,107.81	89.0%
Gross Profit	1,258,049.19	1,414,157.00	-156,107.81	89.0%
Expense				
Discrepancies between bank statements and company records	-0.01			
Personal Services				
6000 · Salaries Clerical FT	75,698.30	180,000.00	-104,301.70	42.1%
6001 · Salaries Clerical PT	108,452.96	232,800.00	-124,347.04	46.6%
6003 · Salaries Maintenance	24,729.60	55,185.00	-30,455.40	44.8%
Total Personal Services	208,880.86	467,985.00	-259,104.14	44.6%
Contractual				
6005 · Board Reporting	480.00	1,827.00	-1,347.00	26.3%
6030 · Books	3,533.64	25,000.00	-21,466.36	14.1%
6031 · Books Children	2,211.21	7,000.00	-4,788.79	31.6%
6032 · Book Friends	262.49	1,300.00	-1,037.51	20.2%
6035 · Periodicals	5,442.04	13,000.00	-7,557.96	41.9%
6038 · Audio Adult	2,815.59	4,500.00	-1,684.41	62.6%
6039 · Video Adult	264.39	4,650.00	-4,385.61	5.7%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	17,307.00	44,000.00	-26,693.00	39.3%
6046 · Computer Eqpt/Software	287.49	20,000.00	-19,712.51	1.4%
6002 · Salaries Director	31,698.00	110,000.00	-78,302.00	28.8%
6050 · Library Supplies	8,831.39	10,000.00	-1,168.61	88.3%
6055 · Ins/Fire, Liab, Comp	28,560.04	30,000.00	-1,439.96	95.2%
6060 · Utilities Electricity	4,938.35	17,000.00	-12,061.65	29.0%
6061 · Utilities Gas	303.56	6,000.00	-5,696.44	5.1%
6062 · Utilities Water	286.61	2,000.00	-1,713.39	14.3%
6065 · Utilities Telephone/Internet	2,025.24	6,000.00	-3,974.76	33.8%
6070 · Building Janitorial Supp	1,211.30	6,000.00	-4,788.70	20.2%
6071 · Building Maintenance	2,018.27	39,977.00	-37,958.73	5.0%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	1,764.52	7,000.00	-5,235.48	25.2%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	91,943.92	131,000.00	-39,056.08	70.2%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	22,000.00	68,000.00	-46,000.00	32.4%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	412.00	700.00	-288.00	58.9%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	219.06	2,500.00	-2,280.94	8.8%
6125 · Programs	931.86	6,000.00	-5,068.14	15.5%
6126 · Programs Children	1,963.87	5,000.00	-3,036.13	39.3%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	4,600.35	6,500.00	-1,899.65	70.8%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	9,805.00	2,800.00	7,005.00	350.2%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	268,934.29	689,422.00	-420,487.71	39.0%

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Accrual Basis

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Employee Benefits				
6010 · Employer Social Security	14,977.06	45,000.00	-30,022.94	33.3%
6015 · Employer Medicare	3,502.68	9,250.00	-5,747.32	37.9%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
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	57,000.55	130,000.00	-72,999.45	43.8%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
Total Employee Benefits	136,988.29	256,750.00	-119,761.71	53.4%
Total Expense	614,803.43	1,414,157.00	-799,353.57	43.5%
Net Ordinary Income	643,245.76	0.00	643,245.76	100.0%
Net Income	643,245.76	0.00	643,245.76	100.0%

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10/21/25

Port Jervis Free Library Payroll Summary October 2025

Employee Wages, Taxes and Adjustments

	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate
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	40	32.51	1,300.40	125.25	17.75	2,223.19	20	16.50	330.00	64	18.68
retroactive pay FT			0.00			0.00			0.00		
retroactive pay PT			0.00			0.00			0.00		
Total Gross Pay	40		1,300.40	125.25		2,223.19	20		330.00	64	
Deductions from Gross Pay											
Health Insurance			0.00			0.00			0.00		
Retirement			0.00			-66.70			-14.85		
Total Deductions from Gross Pay			0.00			-66.70			-14.85		
Adjusted Gross Pay	40		1,300.40	125.25		2,156.49	20		315.15	64	
Taxes Withheld											
Federal Withholding			-338.00			-102.00			0.00		
Medicare Employee			-18.85			-32.24			-4.78		
Social Security Employee			-80.62			-137.83			-20.46		
NY - Withholding			-55.97			-74.61			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-493.44			-346.68			-25.24		
Net Pay	40		806.96	125.25		1,809.81	20		289.91	64	
Employer Taxes and Contributions											
Medicare Company			18.85			32.24			4.78		
Social Security Company			80.62			137.83			20.46		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			99.47			170.07			25.24		

Port Jervis Free Library Payroll Summary October 2025

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Employee Wages, Taxes and Adjustments

	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours
Gross Pay											
Salaries and Wages Director	0.00			0.00			0.00			0.00	
Salaries and Wages FT	0.00			0.00			0.00			0.00	
Salaries and Wages MTNC	0.00			0.00			0.00			0.00	
Salaries and Wages PT	1,195.52	54.5	16.50	899.25	17	16.75	284.75	41.5	16.50	684.75	7
retroactive pay FT	0.00			0.00			0.00			0.00	
retroactive pay PT	0.00			0.00			0.00			0.00	
Total Gross Pay	1,195.52	54.5		899.25	17		284.75	41.5		684.75	7
Deductions from Gross Pay											
Health Insurance	0.00			0.00			0.00			0.00	
Retirement	-35.86			-34.65			-8.55			-42.07	
Total Deductions from Gross Pay	-35.86			-34.65			-8.55			-42.07	
Adjusted Gross Pay	1,159.66	54.5		864.60	17		276.20	41.5		642.68	7
Taxes Withheld											
Federal Withholding	-66.00			-20.00			0.00			-20.00	
Medicare Employee	-17.34			-13.04			-4.13			-9.93	
Social Security Employee	-74.12			-55.75			-17.65			-42.46	
NY - Withholding	-55.62			-11.82			0.00			-41.76	
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00	
Total Taxes Withheld	-213.08			-100.61			-21.78			-114.15	
Net Pay	946.58	54.5		763.99	17		254.42	41.5		528.53	7
Employer Taxes and Contributions											
Medicare Company	17.34			13.04			4.13			9.93	
Social Security Company	74.12			55.75			17.65			42.46	
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	91.46			68.79			21.78			52.39	

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Port Jervis Free Library Payroll Summary October 2025

Employee Wages, Taxes and Adjustments

Gross Pay

Salaries and Wages Director
Salaries and Wages FT
Salaries and Wages MTNC
Salaries and Wages PT
retroactive pay FT
retroactive pay PT

Total Gross Pay

Deductions from Gross Pay

Health Insurance
Retirement

Total Deductions from Gross Pay

Adjusted Gross Pay

Taxes Withheld

Federal Withholding
Medicare Employee
Social Security Employee
NY - Withholding
Medicare Employee Addl Tax

Total Taxes Withheld

Net Pay

Employer Taxes and Contributions

Medicare Company
Social Security Company
NY - Unemployment
NY - MCTMT (Transit Tax)

Total Employer Taxes and Contributions

	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25
Salaries and Wages Director		0.00			0.00			0.00	20	264.15	5,283.00
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	16.50	115.50	64	18.95	1,212.80	76	28.54	2,169.04			0.00
retroactive pay FT		0.00			0.00			0.00			0.00
retroactive pay PT		0.00			0.00			0.00			0.00
Total Gross Pay		115.50	64		1,212.80	76		2,169.04	20		5,283.00
Deductions from Gross Pay											
Health Insurance		0.00			0.00			0.00			-295.90
Retirement		0.00			0.00			0.00			-237.74
Total Deductions from Gross Pay		0.00			0.00			0.00			-533.64
Adjusted Gross Pay		115.50	64		1,212.80	76		2,169.04	20		4,749.36
Taxes Withheld											
Federal Withholding		0.00			-72.00			-182.00			-484.00
Medicare Employee		-1.67			-17.59			-31.45			-76.60
Social Security Employee		-7.16			-75.19			-134.48			-327.55
NY - Withholding		0.00			-25.74			-75.30			-233.48
Medicare Employee Addl Tax		0.00			0.00			0.00			0.00
Total Taxes Withheld		-8.83			-190.52			-423.23			-1,101.63
Net Pay		106.67	64		1,022.28	76		1,745.81	20		3,647.73
Employer Taxes and Contributions											
Medicare Company		1.67			17.59			31.45			76.60
Social Security Company		7.16			75.19			134.48			327.55
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		8.83			92.78			165.93			404.15

Port Jervis Free Library
Payroll Summary
October 2025

Employee Wages, Taxes and Adjustments

	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate
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	58.5	31.01	1,814.09	5	16.50	82.50	56	20.77	1,163.12	51	16.50
retroactive pay FT			0.00			0.00			0.00		
retroactive pay PT			0.00			0.00			0.00		
Total Gross Pay	58.5		1,814.09	5		82.50	56		1,163.12	51	
Deductions from Gross Pay											
Health Insurance			0.00			0.00			0.00		
Retirement			-54.42			-2.48			0.00		
Total Deductions from Gross Pay			-54.42			-2.48			0.00		
Adjusted Gross Pay	58.5		1,759.67	5		80.02	56		1,163.12	51	
Taxes Withheld											
Federal Withholding			-164.00			0.00			-5.00		
Medicare Employee			-26.30			-1.20			-16.86		
Social Security Employee			-112.47			-5.12			-72.12		
NY - Withholding			-68.79			0.00			-23.82		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-371.56			-6.32			-117.80		
Net Pay	58.5		1,388.11	5		73.70	56		1,045.32	51	
Employer Taxes and Contributions											
Medicare Company			26.30			1.20			16.86		
Social Security Company			112.47			5.12			72.12		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			138.77			6.32			88.98		

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Port Jervis Free Library Payroll Summary October 2025

Employee Wages, Taxes and Adjustments	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours	Rate	Oct 25	Hours
Gross Pay											
Salaries and Wages Director	0.00			0.00			0.00			0.00	
Salaries and Wages FT	0.00			0.00	140	22.65	3,171.00			0.00	
Salaries and Wages MTNC	0.00			0.00			0.00			0.00	
Salaries and Wages PT	841.50	27	33.77	911.79			0.00	38	16.50	627.00	70
retroactive pay FT	0.00			0.00			0.00			0.00	
retroactive pay PT	0.00			0.00			0.00			0.00	
Total Gross Pay	841.50	27		911.79	140		3,171.00	38		627.00	70
Deductions from Gross Pay											
Health Insurance	0.00			0.00			-295.90			0.00	
Retirement	0.00			0.00			-95.14			0.00	
Total Deductions from Gross Pay	0.00			0.00			-391.04			0.00	
Adjusted Gross Pay	841.50	27		911.79	140		2,779.96	38		627.00	70
Taxes Withheld											
Federal Withholding	0.00			-52.00			-292.00			0.00	
Medicare Employee	-12.20			-13.22			-45.98			-9.10	
Social Security Employee	-52.18			-56.53			-196.60			-38.87	
NY - Withholding	-4.74			-43.71			-125.18			-3.14	
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00	
Total Taxes Withheld	-69.12			-165.46			-659.76			-51.11	
Net Pay	772.38	27		746.33	140		2,120.20	38		575.89	70
Employer Taxes and Contributions											
Medicare Company	12.20			13.22			45.98			9.10	
Social Security Company	52.18			56.53			196.60			38.87	
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	64.38			69.75			242.58			47.97	

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October 2025

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Port Jervis Free Library
Payroll Summary
October 2025

	TOTAL			
	Hours	Rate	Oct 25	Oct 25
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salaries and Wages Director			0.00	5,283.00
Salaries and Wages FT	140	18.71	2,619.40	10,925.60
Salaries and Wages MTNC			0.00	4,121.60
Salaries and Wages PT			0.00	18,447.54
retroactive pay FT			28.07	28.07
retroactive pay PT			28.07	28.07
Total Gross Pay	140		2,675.54	38,833.88
Deductions from Gross Pay				
Health Insurance			0.00	-1,076.52
Retirement			-80.26	-672.72
Total Deductions from Gross Pay			-80.26	-1,749.24
Adjusted Gross Pay	140		2,595.28	37,084.64
Taxes Withheld				
Federal Withholding			-234.00	-3,118.00
Medicare Employee			-38.79	-563.09
Social Security Employee			-165.88	-2,407.69
NY - Withholding			-98.74	-1,458.70
Medicare Employee Addtl Tax			0.00	0.00
Total Taxes Withheld			-537.41	-7,547.48
Net Pay	140		2,057.87	29,537.16
Employer Taxes and Contributions				
Medicare Company			38.79	563.09
Social Security Company			165.88	2,407.69
NY - Unemployment			0.00	0.00
NY - MCTMT (Transit Tax)			0.00	0.00
Total Employer Taxes and Contributions			204.67	2,970.78

DEBIT	11/13/2025	Online ACH Payment 11195436281 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	11/13/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY	(714.35)	ACH_DEBIT
DEBIT	11/12/2025	Basic Online Payroll Payment 11195229443 to #####2902	(17.95)	BASIC_PAYROLL
DEBIT	11/12/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:251112 CO EI	(614.06)	ACH_DEBIT
DSLIP	11/12/2025	DEPOSIT ID NUMBER 754581	25.00	DEPOSIT
DSLIP	11/12/2025	DEPOSIT ID NUMBER 754583	37.33	DEPOSIT
DSLIP	11/12/2025	DEPOSIT ID NUMBER 754582	1,201.80	DEPOSIT
DSLIP	11/12/2025	DEPOSIT ID NUMBER 754584	1,925.00	DEPOSIT
DSLIP	11/12/2025	DEPOSIT ID NUMBER 754580	462,033.40	DEPOSIT
DEBIT	11/10/2025	Online Payment 26911851749 To NY ST DEPT CIVIL SVC-AGENCY PMT 11/10	(11,901.17)	BILLPAY
DEBIT	11/10/2025	Basic Online Payroll Payment 11194564481 to #####4263	(40.92)	BASIC_PAYROLL
DEBIT	11/6/2025	Online Payment 26862512140 To CARDMEMBER SERVICE 11/06	(615.72)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862501354 To TIME WARNER CABLE 11/06	(130.00)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862490837 To TOSHIBA FINANCIAL SERVICES 11/06	(510.70)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862503909 To RCLS 11/06	(487.00)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862476739 To Rotary Club of Port Jervis NY 11/06	(206.00)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862467264 To ORANGE & ROCKLAND UTILITIES 11/06	(913.06)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862460118 To Kanopy 11/06	(77.00)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862449852 To Frontier 11/06	(58.71)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862441813 To Brodart Co 11/06	(126.79)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862446467 To BLACKSTONE PUBLISHING 11/06	(147.73)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862454080 To Baker and Taylor 11/06	(31.17)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862443771 To AMAZON CAPITAL SERVICES 11/06	(176.20)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862412277 To AMAZON CAPITAL SERVICES 11/06	(170.37)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862410298 To AMAZON CAPITAL SERVICES 11/06	(88.41)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862417821 To AMAZON CAPITAL SERVICES 11/06	(43.38)	BILLPAY
DEBIT	11/6/2025	Online Payment 26862406761 To AMAZON CAPITAL SERVICES 11/06	(55.98)	BILLPAY
DEBIT	11/5/2025	SERVICE CHARGES FOR THE MONTH OF OCTOBER	(31.15)	FEE_TRANSACTION
DEBIT	11/5/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:110525 CO ENTRY T	(4,537.66)	ACH_DEBIT
DEBIT	11/4/2025	Online ACH Payment 11194177351 To #####6097)	(101.46)	ACH_PAYMENT
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177347 to #####3288	(106.66)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177343 to #####0782	(179.60)	BASIC_PAYROLL
DEBIT	11/4/2025	Online ACH Payment 11194170671 To #####6231)	(236.65)	ACH_PAYMENT

DEBIT	11/4/2025	Basic Online Payroll Payment 11194170666 to #####7064	(236.65)	BASIC_PAYROLL
DEBIT	11/4/2025	Online ACH Payment 11194177350 To [REDACTED]_#####1948)	(243.81)	ACH_PAYMENT
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177346 to #####6640	(368.05)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177339 to #####0649	(386.09)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177354 to #####0432	(406.26)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177342 to #####1376	(415.09)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177338 to #####4522	(432.15)	BASIC_PAYROLL
DEBIT	11/4/2025	Online ACH Payment 11194177353 To [REDACTED]_#####4789)	(466.37)	ACH_PAYMENT
DEBIT	11/4/2025	Online ACH Payment 11194177349 To [REDACTED]_#####1730)	(494.53)	ACH_PAYMENT
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177340 to #####9748	(511.14)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177348 to #####5734	(621.64)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194170665 to #####1601	(710.59)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194170664 to #####0031	(872.91)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194170668 to #####9139	(880.93)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194170663 to #####4263	(1,033.82)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177336 to #####0937	(1,060.10)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177335 to #####7671	(1,550.95)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177337 to #####2902	(1,768.57)	BASIC_PAYROLL
DEBIT	11/4/2025	Basic Online Payroll Payment 11194177345 to #####2173	(1,823.87)	BASIC_PAYROLL
DEBIT	11/3/2025	Online Payment 26794364057 To NY ST DEPT CIVIL SVC-AGENCY PMT 11/03	(11,901.17)	BILLPAY
DEBIT	10/31/2025	Basic Online Payroll Payment 11193957870 to #####0031	(100.00)	BASIC_PAYROLL
DEBIT	10/31/2025	Basic Online Payroll Payment 11193819581 to #####3325	(185.00)	BASIC_PAYROLL
DEBIT	10/31/2025	Basic Online Payroll Payment 11193810557 to #####7906	(185.00)	BASIC_PAYROLL
DEBIT	10/31/2025	Basic Online Payroll Payment 11193819580 to #####9692	(185.00)	BASIC_PAYROLL
DEBIT	10/31/2025	Basic Online Payroll Payment 11193819582 to #####2214	(185.00)	BASIC_PAYROLL
DEBIT	10/31/2025	Online ACH Payment 11192506031 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/30/2025	Online ACH Payment 11193819579 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	10/30/2025	Online ACH Payment 11192512125 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/29/2025	Online ACH Payment 11192512099 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/28/2025	Online ACH Payment 11192512092 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/27/2025	Online Payment 26734510544 To Bachman Law Firm PLLC 10/27	(1,625.83)	BILLPAY
DEBIT	10/27/2025	Online ACH Payment 11192505985 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/27/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:102725 CO ENTRY I	(75.42)	ACH_DEBIT

DEBIT	10/24/2025	Online ACH Payment 11192505975 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/23/2025	Online ACH Payment 11192512063 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/22/2025	Online Payment 26680221439 To Brodart Co 10/22	(141.29)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680212313 To AMAZON CAPITAL SERVICES 10/22	(47.14)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680218417 To AMAZON CAPITAL SERVICES 10/22	(165.37)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680225374 To AMAZON CAPITAL SERVICES 10/22	(9.74)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680199924 To AMAZON CAPITAL SERVICES 10/22	(153.95)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680192377 To AMAZON CAPITAL SERVICES 10/22	(191.24)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680190756 To AMAZON CAPITAL SERVICES 10/22	(14.69)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680189174 To AMAZON CAPITAL SERVICES 10/22	(96.28)	BILLPAY
DEBIT	10/22/2025	Online Payment 26680178940 To AMAZON CAPITAL SERVICES 10/22	(47.99)	BILLPAY
DEBIT	10/22/2025	Online ACH Payment 11192582619 To Bedik (_#####2720)	(9,430.00)	ACH_PAYMENT
DEBIT	10/22/2025	Online ACH Payment 11192505927 To NYLAF (_#####6367)	(50,000.00)	ACH_PAYMENT
DEBIT	10/22/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY	(717.22)	ACH_DEBIT
DEBIT	10/22/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:102225 CO ENTRY I	(4,455.82)	ACH_DEBIT
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425356 to #####0432	(73.70)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425353 to #####5734	(621.64)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425348 to #####2173	(1,823.86)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430028 to #####3288	(45.72)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430024 to #####0937	(1,060.10)	BASIC_PAYROLL
DEBIT	10/21/2025	Online ACH Payment 11192425355 To [REDACTED] (_#####6231)	(236.64)	ACH_PAYMENT
DEBIT	10/21/2025	Online ACH Payment 11192425351 To [REDACTED] (_#####1948)	(332.09)	ACH_PAYMENT
DEBIT	10/21/2025	Online ACH Payment 11192430031 To [REDACTED] (_#####4789)	(364.32)	ACH_PAYMENT
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430027 to #####1376	(556.83)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425343 to #####4263	(1,028.93)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430023 to #####7671	(1,550.94)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430026 to #####2902	(1,768.57)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430030 to #####9377	(33.96)	BASIC_PAYROLL
DEBIT	10/21/2025	Online ACH Payment 11192430032 To [REDACTED] (_#####6097)	(101.47)	ACH_PAYMENT
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425345 to #####7064	(236.65)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425349 to #####6640	(311.63)	BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425347 to #####4522	(346.24)	BASIC_PAYROLL
DEBIT	10/21/2025	Online ACH Payment 11192425352 To [REDACTED] (_#####1730)	(464.93)	ACH_PAYMENT

DEBIT	10/21/2025	Basic Online Payroll Payment 11192425346 to #####9748	(511.13) BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425344 to #####1601	(654.47) BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192425350 to #####9139	(922.41) BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430029 to #####0782	(89.79) BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430022 to #####0649	(360.24) BASIC_PAYROLL
DEBIT	10/21/2025	Basic Online Payroll Payment 11192430025 to #####0031	(872.90) BASIC_PAYROLL
DSLIP	10/21/2025	DEPOSIT ID NUMBER 754579	462,100.87 DEPOSIT
DEBIT	10/16/2025	Online Payment 26605655595 To TIME WARNER CABLE 10/16	(205.22) BILLPAY
DEBIT	10/16/2025	Online Payment 26605664395 To RCLS 10/16	(7,443.50) BILLPAY
DEBIT	10/16/2025	Online Payment 26605650313 To PORT JERVIS WATER DEPT 10/16	(286.61) BILLPAY
DEBIT	10/16/2025	Online Payment 26605640891 To GREENWALD DOHERTY 10/16	(4,009.50) BILLPAY
DEBIT	10/16/2025	Online Payment 26605620281 To Frontier 10/16	(58.41) BILLPAY
DEBIT	10/16/2025	Online Payment 26605638447 To Frontier 111182-4 10/16	(4.96) BILLPAY
DEBIT	10/16/2025	Online Payment 26605626979 To DEMCO 10/16	(303.75) BILLPAY
DEBIT	10/16/2025	Online Payment 26605625597 To Brodart Co 10/16	(193.91) BILLPAY
DEBIT	10/16/2025	Online Payment 26605624580 To Brodart Co 10/16	(127.51) BILLPAY
DEBIT	10/16/2025	Online Payment 26605592485 To Baker and Taylor 10/16	(77.82) BILLPAY
DEBIT	10/16/2025	Online Payment 26605542758 To AMAZON CAPITAL SERVICES 10/16	(106.57) BILLPAY
DEBIT	10/16/2025	Online Payment 26605606029 To CARDMEMBER SERVICE 10/16	(839.26) BILLPAY
DEBIT	10/16/2025	Online Payment 26605538840 To AMAZON CAPITAL SERVICES 10/16	(105.52) BILLPAY



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

October 01, 2025 through October 31, 2025

Primary Account: [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

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PORT JERVIS FREE LIBRARY
138 PIKE STREET
PORT JERVIS NY 12771



IMPORTANT UPDATE: Some fees are changing on business account(s) effective January 1, 2026

Beginning **January 1**, applicable fees will change on your account, and will be reflected on your statement for January.

- **Chase Performance Business Checking® and Chase Performance Business Checking® with Interest:**
 - **Monthly Service Fee** will increase from \$30 to \$40. To learn more about ways to waive this fee please review the Additional Banking Services and Fees for Business Accounts Deposit Account Agreement at chase.com/Business/Disclosures.
 - **Transaction Fees per month** will increase from \$0.40/each to \$0.50/each for transactions in excess of the number listed for the applicable account type.
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.
- **Business Complete Checking®, Platinum CheckingSM, Business Total SavingsSM and Premier SavingsSM:**
 - **Transaction Fees per month** will increase from \$0.40/each to \$0.50/each for transactions in excess of the number listed for the applicable account type.
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.
- **Chase Analysis Business Checking® and Chase Analysis Business Checking with Interest®:**
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.

For more information about fees related to your Chase business account, please review the Additional Banking Services and Fees for Business Accounts Deposit Account Agreement at chase.com/Business/Disclosures.

We're here to help. If you have any questions, please call the number on this statement.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$37,992.61	\$111,636.42
Chase Business Premier Savings	[REDACTED]	1,997.80	1,997.83
Total		\$39,990.41	\$113,634.25
TOTAL ASSETS		\$39,990.41	\$113,634.25



NYCLASS Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED NOVEMBER 11TH AND NOVEMBER 27TH
IN OBSERVANCE OF THE VETERANS DAY AND THANKSGIVING DAY
HOLIDAYS

Activity Summary **[REDACTED]** General Account

10/1/2025 - 10/31/2025

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$1,385,729.09
Dividends YTD		\$21,378.89
Dividends		\$5,206.96
Purchases		\$600,000.00
Redemptions		(\$50,000.00)
Ending Market Balance		\$1,940,936.05
Average Monthly Rate		3.923%
NAV / Share Price		1.00
Total		\$1,940,936.05
Total Fixed Income		\$0.00

Account Total	\$1,940,936.05
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Port Jervis Free Library
138 Pike Street
Port Jervis, NY 12771

Please Note:
THE FUND WILL BE CLOSED NOVEMBER 11TH AND NOVEMBER 27TH
IN OBSERVANCE OF THE VETERANS DAY AND THANKSGIVING DAY
HOLIDAYS

Activity Summary (████████████████████) Harrison-Thune

10/11/2025 - 10/31/2025

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$8,049.87
Dividends YTD		\$109.82
Dividends		\$26.88
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$8,076.75
Average Monthly Rate		3.923%
NAV / Share Price		1.00
Total		\$8,076.75
Total Fixed Income		\$0.00
Account Total		\$8,076.75

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

Port Jervis Free Library Director's Report
December 9, 2025

Staffing Issues

1. Library Staffing
 - a. December – Aedan's first day was December 1st. We are currently looking to fill a full-time position.
2. Staff Day
 - a. December – The next staff day will be held in the first quarter of 2026.
3. Staff Evaluations
 - a. December – The next staff evaluations will take place in the fall of 2026.

Building Issues

1. Facilities Updates
 - a. December – The bathroom vents have been replaced.
2. Carpet
 - a. December – The carpet project has been put on hold.
3. Property
 - a. December – I will be looking for a company to top the cherry tree in the front of the building sometime during the fall or early winter.
4. Security
 - a. June – I have sent the first security camera quote to the board with the other bids coming in soon.
 - b. September – The security camera bids should be in before the board meeting. These will include a quote for new phones, as most companies do phone support as well now too.
 - c. October – The bids are in and the quotes have been given to the board for final review.
 - d. December – The work on the security cameras has started. Bedik is expecting the job to be completed by the end of January, if not earlier. I will be looking at refitting the front and side doors to comply with the findings of the security assessment.

Policies, Procedures, and Insurance

1. Employee Policy Manual Update
 - a. October – We received a grace period to make the necessary changes to our internal policies.
 - b. December – I have attached additional edits that I would like to see in the manual with my report.
 - c. January – The policy manual is with FLEA.
 - d. February – Flea should have the policy manual done by the end of the month.
 - e. March/April/May/June – The policy manual is with the Greenwald Doherty law firm for final review.
 - f. July – I spoke with Greenwald Doherty law firm and they hope to have it completed soon.
 - g. December – They hope to have the policy manual completed soon. I shall be working on completing it as well.

2. Strategic Plan

- a. December – The 2026-2029 Strategic Plan is complete and ready for board review/approval.

Tech Issues – December 2025

1. No known issues at this time.

Friends of the Library and Community Organizations – December 2025

1. I have finished the Memorandum of Understanding and submitted it to the Friends for review. No updates at this time.
2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.
3. The Artful Gardeners have put the native wildflower and grasses project on hold. I will keep the board updated with the timeline as it becomes available.

Programs and Patron Report – December 2025

1. Connie will give the program report.

Grants and Funding – December 2025

1. DASNY Grants – I have met with members of Skoufis's office and we will be in communication to get started on using the grant. I will report my progress.

Port Jervis Free Library Policy
for
Continuing Education of Library Trustees
Adopted: December 9, 2025

I. Purpose and Scope

This policy establishes procedures and expectations for each member of the Board of Trustees (the "Board") (each, a "Trustee") of the Library, to complete and document their compliance with their continuing education obligations.

As noted in the Handbook for Library Trustees of New York State, "trustees must learn and grow during their entire tenure on the board, developing an ever-deepening awareness of the affairs of their own library and an appreciation and understanding of other libraries and library organizations. The public library is a multifaceted organization functioning in a complex world."

Our goal is to ensure the Library's compliance with New York State Education Law §260-D.

II. Statutory Requirements

New York State Education Law §260-D requires members of library boards of trustees to complete a minimum of two (2) hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each Trustee must demonstrate compliance with this policy by filing evidence of compliance with the Board President annually, which includes one of the following:

- certificates of completion issued by one or more approved providers; or
- a signed form of self-assurance of completion (such form is included at the end of this policy). Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such Trustee began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President on or before December 31 of each year. Trustees shall submit original copies of completed and accurate certificates with their original signatures and/or certificates of completion issued and authorized by approved providers.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within ninety (90) days from the date due, they will be assumed to have resigned from the Board.

Compliance will be tracked through the Library's Annual Report to the State.

NOTE: All trustees are also mandated to annually take Sexual Harassment Prevention Training as per New York State Human Rights Law. The Sexual Harassment Prevention Training does not count towards the above referenced minimum of two hours of trustee education mandated by New York State Education Law; it is in addition to that mandate.

III. Approved Providers and Permitted Formats of Continuing Education

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education. In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Other providers may be approved by the public library systems. The Library can contact the public library system to request approval of a provider.

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses or in person
- State or national library association conferences

IV. Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Library's By-Laws and upon pre-approval by the Board.

Trustee Affirmation of Compliance

I have received, read, and agree to abide by the Port Jervis Free Library Policy on Continuing Education for Library Trustees.

Name (Print): _____

Signature: _____

Date: _____

SELF-ASSURANCE OF TRUSTEE EDUCATION ACTIVITY COMPLETION

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two (2) hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider.

Please submit this original form to the Library Board President for review. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Hours Completed: _____

Trustee Signature/Date

Port Jervis Free Library

Strategic Plan

2026 - 2029

1. Planning Summary

This plan was created by a team of dedicated community members and staff of the library including Trustees, library staff members, and a member of the Friends of the Library. The statements and values come from community input. This community input was gathered through months of interactions with various groups and community organizations. This plan will be in effect from 2026 through 2029. If anyone has any questions, comments, or concerns about this plan, please contact the library director.

2. The Library and The Port Jervis Community

The Port Jervis Free Library was founded in 1892 with the current building being built through a Carnegie grant in 1903, and in that time, it has been a stalwart defender of reading, education, and the dissemination of information in the community. Through the promotion of education, community organization, and with a commitment to lifelong learning, the library has cemented itself as a permanent fixture in Port Jervis. With a multitude of programs and with the help of many different community organizations, the library continues to serve the community in many different ways.

The City of Port Jervis is home to roughly 8,700 residents and reflects a diverse and changing community. The median age is just under 40, with a mix of young families, long-time residents, and a growing Hispanic/Latino and multiracial population. About one in five residents lives below the poverty line, making the library's free access to learning, technology, and community resources especially important.

Recent library data also shows strong and increasing engagement. In 2023, the library offered more than 300 programs with over 2,600 attendees, nearly triple the number of sessions and participation from the previous year, as engagement across all age groups continues to grow. Circulation is rising as well with users borrowing over 30,000 items from the library's physical collection of 35,000 books and the Ramapo Catskill Library System's member library network. Users

checked out nearly 30,000 digital items from a shared collection of over 333,000 eBooks, audiobooks, and other electronic resources.

These trends highlight the essential role PJFL plays in supporting education, connection, and opportunity for all residents.

3. Mission Statement

The Port Jervis Free Library is dedicated to the development and promotion of collections, services, and programs which provide opportunities for educational, business, professional, and personal enrichment. The trustees, director, and staff together are committed to excellence and innovation in library services and operations as well as growth consistent with the community's ability to provide funding and support.

4. Core Values

- 4.1. Service - It is the duty of the library to help those who need it with all resources at our disposal. Kindness and empathy in service is key.
- 4.2. Inclusion - It is the duty of the library to represent all members of the community in the collection and programs we offer. We shall strive to be understanding of the needs of all those in the community.
- 4.3. Legacy - As we inherited the library from those who came before us, we shall pass on the library to the next generation in a better condition in which we received it.
- 4.4. Community Enrichment - Everything that is taken in shall eventually go towards the betterment of the community which we serve.

5. Plan

5.1 Theme: Building Community & Communication

Goal: Strengthen community connections, improve communication channels, and position PJFL as a central hub for local information, partnerships, and civic engagement.

Objective 5.1.1: Improve community-wide communication and access to information.

Actions:

1. Reinstate the quarterly newsletter (print + email)
2. Expand social media use (Facebook, Instagram, website, Bluesky, Mastodon).
3. Improve exterior signage to highlight events, hours, and programs.
4. Create and maintain a coordinated community event calendar in partnership with local organizations (including exploring platforms like Burbio).
5. Increase advertising in surrounding communities through flyers, mailers, and postings at senior centers, firehouses, town halls, and churches.

Objective 5.1.2: Serve as a facilitator for community dialogue and partnerships.

Actions:

1. Host 2–3 community conversations per year involving City departments, schools, nonprofits, faith-based organizations, and service groups.
2. Hold an annual volunteer fair to connect residents with local organizations.
3. Host meet and greet with community organizations like first responders annually.
4. Host gatherings for local volunteer organizations to coordinate schedules and share resources.

Indicators of Success:

- Newsletter participation, open rates, distribution, and engagement
- Calendar usage and partner adoption
- Number of community events hosted
- Attendance at volunteer fairs and civic engagement programs

5.2 Theme: Programs, Lifelong Learning, & Outreach

Goal: Provide diverse, inclusive, and accessible programs that support lifelong learning for all ages, both in and beyond the library building.

Objective 5.2.1: Expand program diversity across age groups and interests.

Actions:

1. Develop programming for toddlers, school-aged children, teens, adults, seniors, and ENL (English as a New Language) learners.
2. Offer cross-cultural and intergenerational activities.
3. Partner with regional Head Start, early intervention agencies, county family services, Easter Seals, Cornell Cooperative Extension, and local daycares to provide early childhood education and family support services.

4. Provide civic learning opportunities covering community issues, disaster preparedness, pathways to citizenship, and local history.
5. Promote resume and job searching assistance.

Objective 5.2.2: Reduce barriers through expanded outreach and off-site programming.

Actions:

1. Provide off-site programs in senior centers, schools, parks, recreation spaces, and housing complexes.
2. Offer online or hybrid programs including outside online presenters.
3. In coordination with the Friends of the Library, develop rotating collections for senior housing and daycare centers.
4. Work with transportation stakeholders to explore better access to the library.

Indicators of Success:

- Feedback from Project Outcome, program evaluations, and community surveys to guide future programming
- Ongoing user requests for programming and services
- Number and diversity of programs offered
- Attendance and user satisfaction metrics
- Growth of off-site program participation

5.3 Theme: Inclusion & Access

Goal: Ensure that all members of the community, including vulnerable populations, can fully participate in library services and are represented in its collections & programs.

Objective 5.3.1: Build collections that represent all community members.

Actions:

1. Conduct a diversity audit of the entire collection by 2027.
2. Increase large print, multilingual materials, and accessible formats including Braille and talking books.
3. Promote statewide services such as Talking Books & Braille Library

Objective 5.3.2: Lower barriers to essential services and library participation.

Actions:

1. Offer free programs and events.

2. Strengthen support for seniors, young families, and unhoused or in-need residents through partnerships with social service organizations.
3. Maintain up-to-date community resource information for housing, transportation, and social services.
4. Partner with local social workers and other community organizers to offer aid to the unhoused and in-need population of our community.

Indicators of Success:

- Diversity audit results and improvements
- Increased engagement from underserved populations
- Awareness and use of accessibility services

5.4 Theme: Facilities, Safety, & the Library as a Community Hub

Goal: Create a modern, flexible, safe, and welcoming environment that supports community gathering, creativity, and connection.

Objective 5.4.1: Improve interior spaces to enhance comfort and usability.

Actions:

1. Upgrade computer desks, furniture, carpeting, and paint using State Aid for Library Construction.
2. Evaluate and redesign spaces for multipurpose use and improved program delivery.
3. Create pods or partitioned areas for meetings, virtual calls, and private study.

Objective 5.4.2: Improve wayfinding, accessibility, and safety.

Actions:

1. Add clear signage for restrooms, computers, departments, and the elevator.
2. Improve outdoor lighting and camera coverage, especially in parking areas.
3. Implement recommendations from the 2025 Crime Prevention Site Assessment where feasible.

Objective 5.4.3: Strengthen the library's role as a cultural center.

Actions:

1. Work with the Minisink Historical Society to integrate local history displays and programs.
2. Consider relocating the Stephen Crane display to a more prominent area.
3. Engage with the Train Museum for cooperative events.

4. Explore space needs for the Historical Society within long-term planning.

Indicators of Success:

- Completion of construction and redesign projects
- User satisfaction regarding safety and facility usability
- Increased use of meeting and community spaces

5.5 Theme: Sustainability & Resiliency

Goal: Position PJFL as a leader in environmental stewardship, disaster preparedness, and long-term resource management.

Objective 5.5.1: Participate in the Sustainable Libraries Initiative.

Actions:

1. Form a sustainability committee in 2026.
2. Work with RCLS consultants to meet certification requirements by 2028.

Objective 5.5.2: Build community resilience through education.

Actions:

1. Partner with regional environmental organizations to develop programs for our users and initiatives to help make the library more environmentally sustainable.
2. Host an annual disaster preparedness program with local emergency services.
3. Continue providing outdoor Wi-Fi access.

Objective 5.5.3: Maintain facilities with environmentally responsible practices.

Actions:

1. Adopt a long-term facilities maintenance plan, including preventative maintenance and sustainability-focused purchasing.
2. Prioritize environmentally responsible upgrades and repairs.

Indicators of Success:

- Progress toward SLI certification
- Number of sustainability-focused programs
- Completion of environmentally friendly building improvements

5.6 Theme: Digital Access & Technology

Goal: Expand access to digital tools, online collections, and technology resources that support learning, communication, and personal growth.

Objective 5.6.1: Strengthen digital collections and services.

Actions:

1. Explore expanding Libby, Kanopy, Mango, and other subscription services.
2. Promote digital collections through social media, outreach, and instruction sessions.
3. Ensure staff can help users access digital services through training and quarterly staff development meetings.

Objective 5.6.2: Expand public access to technology.

Actions:

1. Increase the number of public computers available.
2. Provide technology-training programs for all ages.

Indicators of Success:

- Increased circulation of digital materials
- Growth in computer and Wi-Fi usage
- Participation in digital literacy programs

6. Evaluation & Progress Reporting

PJFL will monitor progress annually using:

- Program attendance and satisfaction surveys
- Collection and circulation data
- Project Outcome results from programs
- Website, newsletter, and social media analytics
- Facilities improvement milestones
- Annual report to the board summarizing progress toward strategic goals

Regular reviews and amendments of the plan will allow for adjustments based on community needs, emerging trends, and resource availability.