

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

March 17, 2026 @ 6pm

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- Regular meeting of February 10th, & Special Meeting of March 4, 2026

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items for Consideration:

- Port Jervis Free Library American Indian Advancement Fund
- Executive Search Proposal, Engagement Letter and Addendum
- 2026 Legal Notice, Library Tax Levy Proposition, Candidate Petition and Election of Trustees dates pertaining to the 2026-27 budget and 2026 election process.
- Memorandum of Understanding between the Board of Trustees and Administration of the Port Jervis Free Library and the Friends of the Port Jervis Free Library
- Part time Library Clerk hire

**VII Old Business: Port Jervis Free Library American Indian Advancement Fund
-M of U between Port Jervis Free Library and the Friends of the Library**

-VIII New Business: 2026 Legal Notice, Library Tax Levy Proposition, Candidate Petition and Election of Trustees dates pertaining to the 2026-27 budget and 2026 election process.

- Part time Library Clerk hire

-Executive Search Proposal

IX Public Comment –

X Adjournment: Next regular meeting Tuesday 14, April 2026 @ 6pm

Minutes of the Port Jervis Free Library Board of Trustees

February 10, 2026

6:00 PM

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, (Dick Roberts was excused)

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:02 PM.

II Public Comment – agenda – none

III Minutes

- *Liz made a motion, seconded by Valerie, to approve the minutes from the January 13, 2026 meeting. Passed 3-0; Dolores abstained as she was not present at the meeting.*
- *Valerie made a motion, seconded by Liz, to approve the minutes from the January 15, 2026 special meeting. Passed 3-0; Dolores abstained as she was not present at the meeting.*

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

- Curran reviewed his report and added the following items not included in the submitted written report:
 - Two resumes from prospective part-time hires will be shared with the Board members.
 - The RCLS grant incorporating the security system is being finalized; it can be submitted until the next round of grants is made available.
 - The \$10,000 Carnegie grant that was received does not have any restrictions regarding its use.
- *Valerie made a motion, seconded by Liz, to approve the February 2026 Director's Report as submitted and presented. Unanimously passed.*

VII Unfinished Business -- none

VIII New Business

- *Valerie made a motion, seconded by Liz, to approve the employee health insurance reimbursement for Starr Williams. This is a reimbursement in lieu of having health insurance through the Library in calendar year 2025, in accordance with the contract. The employee presented proof of insurance in the form of IRS Form 1095. Unanimously passed.*
- Carl noted that Rachel Leeds, Nancy Northrup and Aedan Roach all successfully passed the civil service test for Library Clerk and effective January 27, 2026 are eligible for a \$0.25 per hour increase in accordance with the FLEA contract.

IX Public Comment

- An employee asked about the protocol for having financial questions answered pertaining to the FLEA contract.
- A member of the public stated that the policy regarding responding to the public during Executive Session is not equitably adhered to.

X Next Meeting

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

XI Adjournment

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

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees

March 4, 2026 -- Special meeting

5:00 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 5:00 PM.

II Public Comment – agenda items only – One member of the public spoke.

III Unfinished Business - None

IV New Business

Carl stated "You all received the document entitled AGREEMENT, WAIVER, AND RELEASE. I'll entertain a motion to approve the Agreement with regards to the employment of the current Director and authorize the PJFL Board President to sign the agreement." *Dick made a motion, seconded by Dolores, to approve the Agreement with regards to the employment of the current Director and authorize the PJFL Board President to sign the agreement.* Carl stated, "After helping the Library achieve numerous strategic goals, Curran Koehler is leaving the Port Jervis Library as Director. Mr. Koehler is taking time to be with family while he seeks out a new opportunity with fresh challenges. After several notable initiatives as directed by the Board and achieved by Mr. Koehler, we agreed it was time for a transition. We have appreciated Curran's commitment, energy, and service to our community. The innovations and services he took the lead on will be helping our community for many years to come." *Unanimously passed.*

Carl stated "As noted in attachment B of the previously approved agreement, I'll entertain a motion to accept the resignation of the Director, Curran Koehler effective March 6, 2026. *Motion made by Dick, seconded by Dolores. Unanimously passed.* Further noted: BE IT RESOLVED that the Board accepts the resignation of Curran Koehler, Director, effective March 6, 2026. The Board thanks him for his notable achievements while serving in that role, as previously stated in the Agreement and motioned above.

Dolores made a motion, seconded by Valerie, to approve an offer to Edward Falcone to the position of Temporary/Interim Library Director I at the Port Jervis Free Library. Carl stated that as noted in Attachment A in the just approved agreement, "During the Transition Period the Director will be expected to spend time with the Interim Director during his last week, with such days to be coordinated for scheduling purposes..." and this has been arranged. *Unanimously passed.*

V Public Comment --none

VI Next Meeting

The next regular meeting is scheduled for March 17, 2026 at 6 PM (note change in date).

VII Adjournment

Dolores made a motion, seconded by Dick, to adjourn the meeting at 5:08 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Port Jervis Free Library
Balance Sheet
As of January 31, 2026

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	2,186,712.89
1006 · CHASE CHECKING	37,831.62
1007 · Chase Savings	1,997.93
1008 · NYLAF - Harrison Thune	8,152.70
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Total Checking/Savings	2,234,995.14
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Total Current Assets	2,234,995.14
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TOTAL ASSETS	<u>2,234,995.14</u>
	<hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,201.83
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Total Accounts Payable	8,201.83
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Other Current Liabilities	
2200 · Federal Withholding Tax Pay...	-627.00
2210 · Social Security Tax Payable	-679.04
2212 · Medicare Withholding Tax P...	-158.80
2220 · NYS Withholding Tax	-906.65
2230 · NYS Retirement	12,997.00
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Total Other Current Liabilities	10,625.51
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Total Current Liabilities	18,827.34
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Total Liabilities	18,827.34
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Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,206,032.23
Net Income	455,000.33
	<hr/>
Total Equity	2,216,167.80
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TOTAL LIABILITIES & EQUITY	<u>2,234,995.14</u>

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	2,426.81	3,000.00	-573.19	80.9%
4001 · Fines	479.52	750.00	-270.48	63.9%
4002 · NonResident Fees	825.00	1,000.00	-175.00	82.5%
4003 · Copier Fees	5,650.50	9,338.00	-3,687.50	60.5%
Total Charges for Services	9,381.83	14,088.00	-4,706.17	66.6%
Miscellaneous				
4004 · Gifts	10,500.45	300.00	10,200.45	3,500.2%
4008 · Library Merchandise	91.90	0.00	91.90	100.0%
Total Miscellaneous	10,592.35	300.00	10,292.35	3,530.8%
Operating Grants				
4023 · Local Public Funds OLA	2,869.56	3,000.00	-130.44	95.7%
4025 · State Aid LLSA	4,955.00	0.00	4,955.00	100.0%
4026 · RCLS Grnts & St. Aid thru R...	8,928.57	10,000.00	-1,071.43	89.3%
Total Operating Grants	16,753.13	13,000.00	3,753.13	128.9%
Interest Income				
4060 · Use of Fund Balance	48,287.18	53,500.00	-5,212.82	90.3%
	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,310,485.01	1,414,157.00	-103,671.99	92.7%
Gross Profit	1,310,485.01	1,414,157.00	-103,671.99	92.7%
Expense				
Personal Services				
6002 · Salaries Director	55,854.16	110,000.00	-54,145.84	50.8%
6000 · Salaries Clerical FT	122,589.31	180,000.00	-57,410.69	68.1%
6001 · Salaries Clerical PT	186,631.42	232,800.00	-46,168.58	80.2%
6003 · Salaries Maintenance	39,567.20	55,185.00	-15,617.80	71.7%
Total Personal Services	404,642.09	577,985.00	-173,342.91	70.0%
Contractual				
6005 · Board Reporting	1,646.00	1,827.00	-181.00	90.1%
6030 · Books	3,841.36	25,000.00	-21,158.64	15.4%
6031 · Books Children	4,477.53	7,000.00	-2,522.47	64.0%
6032 · Book Friends	437.85	1,300.00	-862.15	33.7%
6035 · Periodicals	11,744.74	13,000.00	-1,255.26	90.3%
6038 · Audio Adult	3,909.55	4,500.00	-590.45	86.9%
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	20,327.00	44,000.00	-23,673.00	46.2%
6045 · Computer Eqpt/Software	7,331.14	20,000.00	-12,668.86	36.7%
6050 · Library Supplies	10,836.97	10,000.00	836.97	108.4%
6055 · Ins/Fire, Liab, Comp	28,560.04	30,000.00	-1,439.96	95.2%
6060 · Utilities Electricity	9,828.93	17,000.00	-7,171.07	57.8%
6061 · Utilities Gas	4,542.47	6,000.00	-1,457.53	75.7%
6062 · Utilities Water	573.22	2,000.00	-1,426.78	28.7%
6065 · Utilities Telephone/Internet	3,202.70	6,000.00	-2,797.30	53.4%
6070 · Building Janitorial Supp	1,982.72	6,000.00	-4,017.28	33.0%
6071 · Building Maintenance	18,712.75	39,977.00	-21,264.25	46.8%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	3,516.21	7,000.00	-3,483.79	50.2%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	134,321.65	131,000.00	3,321.65	102.5%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	38,500.00	68,000.00	-29,500.00	56.6%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	726.91	700.00	26.91	103.8%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	1,115.92	2,500.00	-1,384.08	44.6%

2:29 PM

03/10/26

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
6125 · Programs	1,704.73	6,000.00	-4,295.27	28.4%
6126 · Programs Children	2,563.68	5,000.00	-2,436.32	51.3%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	10,657.51	6,500.00	4,157.51	164.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	21,687.25	2,800.00	18,887.25	774.5%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	369,830.32	579,422.00	-209,591.68	63.8%
Employee Benefits				
6010 · Employer Social Security	26,078.99	45,000.00	-18,921.01	58.0%
6015 · Employer Medicare	6,099.11	9,250.00	-3,150.89	65.9%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	640.45	1,500.00	-859.55	42.7%
6085 · Civil Service	1,447.46	4,500.00	-3,052.54	32.2%
6131 · Benefits Health Ins	83,756.37	130,000.00	-46,243.63	64.4%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
Total Employee Benefits	179,530.38	256,750.00	-77,219.62	69.9%
6560 · Payroll Expenses	15,000.00			
Total Expense	969,002.79	1,414,157.00	-445,154.21	68.5%
Net Ordinary Income	341,482.22	0.00	341,482.22	100.0%
Net Income	341,482.22	0.00	341,482.22	100.0%

Port Jervis Free Library
Payroll Summary
January 2026

	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 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			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	40	34.96	1,398.40	140	19.25	2,695.00	10	18.00	180.00	49
retroactive pay FT			0.00			743.23			0.00	
retroactive pay PT			538.37			0.00			150.73	
Total Gross Pay	40		1,936.77	140		3,438.23	10		330.73	49
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			-103.15			-14.88	
Total Deductions from Gross Pay			0.00			-103.15			-14.88	
Adjusted Gross Pay	40		1,936.77	140		3,335.08	10		315.85	49
Taxes Withheld										
Federal Withholding			-507.00			-157.00			0.00	
Medicare Employee			-28.08			-49.85			-4.80	
Social Security Employee			-120.08			-213.17			-20.51	
NY - Withholding			-82.42			-115.35			0.00	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addtl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-737.58			-535.37			-25.31	
Net Pay	40		1,199.19	140		2,799.71	10		290.54	49
Employer Taxes and Contributions										
Medicare Company			28.08			49.85			4.80	
Social Security Company			120.08			213.17			20.51	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			148.16			263.02			25.31	

Port Jervis Free Library
Payroll Summary
January 2026

	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
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			0.00
Salaries and Wages PT	20.30	994.70	41	18.00	738.00	29	18.25	529.25		0.00
retroactive pay FT		0.00			0.00			0.00		0.00
retroactive pay PT		458.97			255.00			316.50		
Total Gross Pay		1,453.67	41		993.00	29		845.75		
Deductions from Gross Pay										
Health Insurance		0.00		0.00			0.00			0.00
Retirement		-43.61		126.23			-25.38			
Total Deductions from Gross Pay		-43.61		126.23			-25.38			
Adjusted Gross Pay		1,410.06	41		1,119.23	29		820.37		
Taxes Withheld										
Federal Withholding		-54.00		-30.00			0.00			0.00
Medicare Employee		-21.08		-14.40			-12.26			
Social Security Employee		-90.13		-61.57			-52.44			
NY - Withholding		-69.69		-11.80			0.00			0.00
NY - Disability Employee		0.00		0.00			0.00			0.00
Medicare Employee Addl Tax		0.00		0.00			0.00			0.00
Total Taxes Withheld		-234.90		-117.77			-64.70			
Net Pay		1,175.16	41		1,001.46	29		755.67		
Employer Taxes and Contributions										
Medicare Company		21.08		14.40			12.26			
Social Security Company		90.13		61.57			52.44			
NY - Disability Company		0.00		0.00			0.00			
NY - Unemployment		0.00		0.00			0.00			
NY - MCTMT (Transit Tax)		0.00		0.00			0.00			
Total Employer Taxes and Contributions		111.21		75.97			64.70			

Port Jervis Free Library
Payroll Summary
January 2026

	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 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 MT/NC	0.00			0.00			0.00			0.00
Salaries and Wages PT	0.00	12	18.00	216.00	71	20.59	1,461.89			0.00
retroactive pay FT	0.00			0.00			0.00			0.00
retroactive pay PT	85.00			104.50			471.57			124.00
Total Gross Pay	85.00	12		320.50	71		1,933.46			124.00
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	-2.55			0.00			0.00			0.00
Total Deductions from Gross Pay	-2.55			0.00			0.00			0.00
Adjusted Gross Pay	82.45	12		320.50	71		1,933.46			124.00
Taxes Withheld										
Federal Withholding	-10.00			0.00			-106.00			0.00
Medicare Employee	-1.23			-4.65			-28.04			-1.80
Social Security Employee	-5.27			-19.87			-119.87			-7.69
NY - Withholding	-15.00			0.00			-43.35			0.00
NY - Disability Employee	0.00			0.00			0.00			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-31.50			-24.52			-297.26			-9.49
Net Pay	50.95	12		295.98	71		1,636.20			114.51
Employer Taxes and Contributions										
Medicare Company	1.23			4.65			28.04			1.80
Social Security Company	5.27			19.87			119.87			7.69
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	6.50			24.52			147.91			9.49

Port Jarvis Free Library
Payroll Summary
January 2026

	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00	20	264.15	5,283.00			0.00	
Salaries and Wages FT			0.00			0.00	140	23.45	3,283.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	76	30.75	2,337.00			0.00			0.00	60
retroactive pay FT			0.00			0.00			1,243.32	
retroactive pay PT			845.93			0.00			0.00	
Total Gross Pay	76		3,182.93	20		5,283.00	140		4,526.32	60
Deductions from Gross Pay										
Health Insurance			0.00			-322.30			-470.25	
Retirement			0.00			-237.74			-135.79	
Total Deductions from Gross Pay			0.00			-560.04			-606.04	
Adjusted Gross Pay	76		3,182.93	20		4,722.96	140		3,920.28	60
Taxes Withheld										
Federal Withholding			-249.00			-438.00			-395.00	
Medicare Employee			-46.15			-76.60			-65.63	
Social Security Employee			-197.34			-327.55			-280.63	
NY - Withholding			-106.73			-229.02			-171.94	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-599.22			-1,071.17			-913.20	
Net Pay	76		2,583.71	20		3,651.79	140		3,007.08	60
Employer Taxes and Contributions										
Medicare Company			46.15			76.60			65.63	
Social Security Company			197.34			327.55			280.63	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			243.49			404.15			346.26	

Port Jervis Free Library
Payroll Summary
January 2026

	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00		0.00		0.00		0.00		0.00
Salaries and Wages FT		0.00		0.00		0.00		0.00		0.00
Salaries and Wages MTNC		0.00		0.00		0.00		0.00		0.00
33.37		2,002.20	53	18.00	954.00	53	22.52	1,193.56		
retroactive pay FT		0.00		0.00				0.00		
retroactive pay PT		746.57		133.50				438.04		
Total Gross Pay		2,748.77	53	1,087.50		53		1,631.60		
Deductions from Gross Pay										
Health Insurance		0.00		0.00				0.00		0.00
Retirement		-82.46		-32.63				0.00		0.00
Total Deductions from Gross Pay		-82.46	53	-32.63		53		0.00		
Adjusted Gross Pay		2,666.31	53	1,054.87		53		1,631.60		
Taxes Withheld										
Federal Withholding		-233.00		0.00				-9.00		
Medicare Employee		-39.86		-15.77				-23.66		
Social Security Employee		-170.42		-67.43				-101.16		
NY - Withholding		-103.15		-13.89				-30.82		
NY - Disability Employee		0.00		0.00				0.00		
Medicare Employee Addl Tax		0.00		0.00				0.00		
Total Taxes Withheld		-546.43		-97.09				-164.64		
Net Pay		2,119.88	53	957.78		53		1,466.96		
Employer Taxes and Contributions										
Medicare Company		39.86		15.77				23.66		
Social Security Company		170.42		67.43				101.16		
NY - Disability Company		0.00		0.00				0.00		
NY - Unemployment		0.00		0.00				0.00		
NY - MCTMT (Transit Tax)		0.00		0.00				0.00		
Total Employer Taxes and Contributions		210.28		83.20				124.82		

Port Jervis Free Library
Payroll Summary
January 2026

	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 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			0.00
Salaries and Wages PT	0.00	55.5	18.00	999.00	27.5	36.30	998.25	53.5	18.00	963.00
retroactive pay FT	274.32			0.00			0.00			0.00
retroactive pay PT	0.00			374.72			359.65			44.00
Total Gross Pay	274.32	55.5		1,373.72	27.5		1,357.90	53.5		1,007.00
Deductions from Gross Pay										
Health Insurance	-147.95			0.00			0.00			0.00
Retirement	-8.23			0.00			0.00			0.00
Total Deductions from Gross Pay	-156.18			0.00			0.00			0.00
Adjusted Gross Pay	118.14	55.5		1,373.72	27.5		1,357.90	53.5		1,007.00
Taxes Withheld										
Federal Withholding	0.00			0.00			-64.00			-39.00
Medicare Employee	-3.98			-19.92			-19.69			-14.60
Social Security Employee	-17.01			-85.17			-84.19			-62.43
NY - Withholding	0.00			-11.28			-64.66			-15.36
NY - Disability Employee	0.00			0.00			0.00			-2.62
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-20.99			-116.37			-232.54			-134.01
Net Pay	97.15	55.5		1,257.35	27.5		1,125.36	53.5		872.99
Employer Taxes and Contributions										
Medicare Company	3.98			19.92			19.69			14.60
Social Security Company	17.01			85.17			84.19			62.43
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	20.99			105.09			103.88			77.03

Port Jervis Free Library Payroll Summary January 2026

	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 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			0.00			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	39	18.00	702.00	66	18.25	1,204.50	72	21.40	1,540.80	160
retroactive pay FT			0.00			0.00			0.00	
retroactive pay PT			261.75			748.00			550.84	
Total Gross Pay	39		963.75	66		1,952.50	72		2,091.64	160
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	39		963.75	66		1,952.50	72		2,091.64	160
Taxes Withheld										
Federal Withholding			0.00			0.00			-123.00	
Medicare Employee			-13.97			-28.31			-30.33	
Social Security Employee			-59.75			-121.06			-129.68	
NY - Withholding			-5.18			-111.80			-50.40	
NY - Disability Employee			0.00			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-78.90			-261.17			-333.41	
Net Pay	39		884.85	66		1,691.33	72		1,758.23	160
Employer Taxes and Contributions										
Medicare Company			13.97			28.31			30.33	
Social Security Company			59.75			121.06			129.68	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			73.72			149.37			160.01	

Port Jervis Free Library Payroll Summary January 2026

	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate	Jan 26	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00	20.00	
Salaries and Wages FT		0.00	140	5,513.20	0.00	140	20.33	2,846.20	420.00	
Salaries and Wages MTNC	26.79	4,286.40		0.00				0.00	160.00	
Salaries and Wages PT		0.00		0.00				0.00	947.50	
retroactive pay FT		1,071.62		2,150.64				1,032.09		
retroactive pay PT		0.00		0.00				0.00		
Total Gross Pay		5,358.02	140	7,663.84		140		3,878.29	1,547.50	
Deductions from Gross Pay										
Health Insurance		-235.11		-534.77				0.00		
Retirement		0.00		0.00				-116.35		
Total Deductions from Gross Pay		-235.11		-534.77				-116.35		
Adjusted Gross Pay		5,122.91	140	7,129.07		140		3,761.94	1,547.50	
Taxes Withheld										
Federal Withholding		-451.00		-908.00				-320.00		
Medicare Employee		-77.69		-111.13				-56.24		
Social Security Employee		-332.20		-475.16				-240.45		
NY - Withholding		-217.96		-348.70				-138.00		
NY - Disability Employee		0.00		0.00				0.00		
Medicare Employee Addl Tax		0.00		0.00				0.00		
Total Taxes Withheld		-1,078.85		-1,842.99				-754.69		
Net Pay		4,044.06	140	5,286.08		140		3,007.25	1,547.50	
Employer Taxes and Contributions										
Medicare Company		77.69		111.13				56.24		
Social Security Company		332.20		475.16				240.45		
NY - Disability Company		0.00		0.00				0.00		
NY - Unemployment		0.00		0.00				0.00		
NY - MCTMT (Transit Tax)		0.00		0.00				0.00		
Total Employer Taxes and Contributions		409.89		586.29				296.69		

**Port Jervis Free Library
Payroll Summary
January 2026**

	TOTAL
	Jan 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salaries and Wages Director	5,283.00
Salaries and Wages FT	11,642.40
Salaries and Wages MTNC	4,286.40
Salaries and Wages PT	21,107.55
retroactive pay FT	6,515.22
retroactive pay PT	7,007.64
Total Gross Pay	55,842.21
Deductions from Gross Pay	
Health Insurance	-1,710.38
Retirement	-676.54
Total Deductions from Gross Pay	-2,386.92
Adjusted Gross Pay	53,455.29
Taxes Withheld	
Federal Withholding	-4,093.00
Medicare Employee	-809.72
Social Security Employee	-3,462.23
NY - Withholding	-1,956.50
NY - Disability Employee	-2.62
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-10,324.07
Net Pay	43,131.22
Employer Taxes and Contributions	
Medicare Company	809.72
Social Security Company	3,462.23
NY - Disability Company	0.00
NY - Unemployment	0.00
NY - MCTMT (Transit Tax)	0.00
Total Employer Taxes and Contributions	4,271.95

Port Jenvis Free Library
 Chase Checking Account Activity
 Month of January 2026

Details	Posting Date	Description	Amount	Type
CREDIT	1/30/2026	ORIG CO NAME:NYCLASS	30,000.00	ACH_CREDIT
DEBIT	1/29/2026	Online ACH Payment 11205040494 To Bedlk (#####2720)	(1,000.00)	ACH_PAYMENT
DEBIT	1/28/2026	ORIG CO NAME:NVS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESC: TAX PAYMNTSEC:CC	(753.36)	ACH_DEBIT
DEBIT	1/28/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:012826 CO ENTRY DESC:USATAXPYMTSEC:CC	(4,785.94)	ACH_DEBIT
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713663 to #####3288	(66.49)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713662 to #####6097	(158.13)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720277 to #####7064	(189.30)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720283 to #####0782	(189.31)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720276 to #####5536	(211.98)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713656 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713659 to #####6640	(250.00)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720287 to #####0432	(274.25)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720275 to #####0649	(329.52)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720279 to #####4522	(349.94)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713660 to #####1376	(390.50)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720274 to #####5804	(416.29)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720288 to #####4789	(439.36)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720289 to #####1730	(469.50)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720280 to #####9748	(475.81)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720286 to #####5734	(507.64)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720273 to #####1601	(621.03)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720285 to #####0937	(626.79)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720272 to #####0031	(768.77)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204713661 to #####9139	(844.26)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720282 to #####4263	(941.73)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720284 to #####2173	(1,082.13)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720281 to #####7671	(1,096.71)	BASIC_PAYROLL
DEBIT	1/27/2026	Basic Online Payroll Payment 11204720278 to #####2902	(1,575.89)	BASIC_PAYROLL
DEBIT	1/26/2026	Online Payment 27832370448 To Bachman Law Firm PLLC 01/26	(1,613.73)	BASIC_PAYROLL
DEBIT			(1,895.38)	BASIC_PAYROLL
DEBIT			(2,622.50)	BILLPAY

DATE	TYPE	DESCRIPTION	AMOUNT
1/23/2026	CHECK	CHECK 1196	(900.00) CHECK_PAID
1/23/2026	DEBIT	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:012326 CO ENTRY DESCR:USATAXPYMTSEC:CC	(81.46) ACH_DEBIT
1/23/2026	DEBIT	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:012326 CO ENTRY DESCR:USATAXPYMTSEC:CC	(2,783.08) ACH_DEBIT
1/22/2026	DEBIT	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:012226 CO ENTRY DESCR:USATAXPYMTSEC:CC	(4,986.42) ACH_DEBIT
1/21/2026	DEBIT	Online ACH Payment 11204087157 To Cheshire (#####5530)	(3,000.00) ACH_PAYMENT
1/21/2026	DEBIT	ORIG CO NAME:NYTS DTF WT ORIG ID:S146013200 DESC DATE:	(23.49) ACH_DEBIT
1/21/2026	DEBIT	ORIG CO NAME:NYTS DTF WT ORIG ID:S146013200 DESC DATE:	(387.91) ACH_DEBIT
1/21/2026	DEBIT	ORIG CO NAME:NYTS DTF WT ORIG ID:S146013200 DESC DATE:	(791.74) ACH_DEBIT
1/21/2026	CREDIT	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE:	35,000.00 ACH_CREDIT
1/20/2026	DEBIT	ORIG CO NAME:INTUIT * ORIG ID:0000756346 DESC DATE:260118 CO ENTRY DESCR:Payroll SEC:CCD	(1,160.00) ACH_DEBIT
1/16/2026	DEBIT	Online Payment 27723803726 To PN FIRE AND ALARM 01/16	(202.25) BILLPAY
1/16/2026	DEBIT	Online Payment 27722892519 To JOSEPH J KOWALL, SR 01/16	(4,601.50) BILLPAY
1/16/2026	DEBIT	Online Payment 27718675763 To Brodat Co 01/16	(1,122.00) BILLPAY
1/16/2026	DEBIT	Online Payment 27718587573 To Masters Termite & Pest Control 01/16	(1,690.00) BILLPAY
1/16/2026	DEBIT	Online Payment 27718618858 To TIME WARNER CABLE 01/16	(99.03) BILLPAY
1/16/2026	DEBIT	Online Payment 27718497529 To RCLS 01/16	(270.31) BILLPAY
1/16/2026	DEBIT	Online ACH Payment 11203669034 To Bedik (#####2720)	(7,765.75) BILLPAY
1/15/2026	DEBIT	Online ACH Payment 11203357620 To Cheshire (#####5530)	(10,680.00) ACH_PAYMENT
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158943 to #####4789	(6,500.00) ACH_PAYMENT
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158941 to #####6231	(445.26) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158940 to #####9139	(212.36) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167114 to #####3288	(1,085.14) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158932 to #####5536	(132.99) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167115 to #####1948	(250.00) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158934 to #####4263	(313.61) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158937 to #####0432	(1,104.56) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158927 to #####9748	(488.57) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158933 to #####1376	(604.97) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158931 to #####5734	(629.05) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167113 to #####0937	(659.12) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158928 to #####0031	(848.84) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167108 to #####5536	(941.74) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203158936 to #####0782	(250.00) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167105 to #####5804	(260.90) BASIC_PAYROLL
1/13/2026	DEBIT	Basic Online Payroll Payment 11203167105 to #####5804	(363.08) BASIC_PAYROLL

DEBIT	1/13/2026	Basic Online Payroll Payment 11203158929 to #####0649						(432.65)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203167107 to #####4522						(477.79)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203158935 to #####6640						(509.37)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203167118 to #####1730						(539.90)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203158930 to #####1601						(768.77)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203167116 to #####2178						(1,575.90)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203167109 to #####7064						(212.37)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203158926 to #####7671						(1,613.74)	BASIC_PAYROLL
DEBIT	1/13/2026	Basic Online Payroll Payment 11203167106 to #####2902						(1,992.00)	BASIC_PAYROLL
CREDIT	1/13/2026	ORIG CO NAME:NYCLASS	ORIG ID:1133914966	DESC DATE:	CO ENTRY DESCR:NYCLASS	SEC:CCD		30,000.00	ACH_CREDIT
CREDIT	1/9/2026	ORIG CO NAME:NYCLASS	ORIG ID:1133914966	DESC DATE:	CO ENTRY DESCR:NYCLASS	SEC:CCD		20,000.00	ACH_CREDIT
DEBIT	1/7/2026	Basic Online Payroll Payment 11202509467 to #####0782						(141.39)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202509466 to #####1730						(321.89)	BASIC_PAYROLL
DEBIT	1/7/2026	Online Payment 27618262351 To RCLS 01/07						(2,532.00)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618278925 To RCLS 01/07						(78.36)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618226500 To PORT JERVIS WATER DEPT 01/07						(2,675.00)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618232506 To ORANGE & ROCKLAND UTILITIES 01/07						(286.61)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618217631 To NY ST DEPT CIVL SVC-AGENCY PMT 01/07						(2,363.34)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618229815 To Neversink Lumber Co. Inc 01/07						(5,274.21)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618218602 To Kanopy 01/07						(54.59)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618185669 To Frontier 01/07						(79.00)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618174942 To CARDMEMBER SERVICE 01/07						(58.71)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618191603 To Bachman Law Firm PLLC 01/07						(4,548.90)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618181180 To AMAZON CAPITAL SERVICES 01/07						(4,153.34)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618170909 To AMAZON CAPITAL SERVICES 01/07						(39.76)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618169373 To AMAZON CAPITAL SERVICES 01/07						(141.38)	BILLPAY
DEBIT	1/7/2026	Online Payment 27618156443 To AMAZON CAPITAL SERVICES 01/07						(196.81)	BILLPAY
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453907 to #####6231						(29.90)	BILLPAY
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453903 to #####9377						(185.91)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453897 to #####3288						(50.95)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453909 to #####8462						(97.15)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453887 to #####3866						(114.51)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453906 to #####0432						(119.27)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453908 to #####6097						(132.41)	BASIC_PAYROLL

DEBIT	1/7/2026	Basic Online Payroll Payment 11202453898 to #####0782	(141.40)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453895 to #####1948	(241.72)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453910 to #####4789	(336.28)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453889 to #####9748	(410.20)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453904 to #####9139	(632.44)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202443312 to #####7064	(185.91)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453899 to #####6640	(217.84)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202443314 to #####0649	(302.21)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453890 to #####4522	(305.11)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453905 to #####1730	(321.90)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453900 to #####1376	(398.55)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202443317 to #####5734	(472.32)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453893 to #####1601	(582.34)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453888 to #####0031	(700.24)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202443316 to #####4263	(805.98)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453892 to #####0937	(813.98)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453892 to #####7671	(816.59)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202443313 to #####2902	(1,398.70)	BASIC_PAYROLL
DEBIT	1/7/2026	Basic Online Payroll Payment 11202453891 to #####5804	(40.41)	BASIC_PAYROLL
DEBIT	1/6/2026	SERVICE CHARGES FOR THE MONTH OF DECEMBER	(939.72)	ACH_DEBIT
DEBIT	1/6/2026	DEPOSIT ID NUMBER 664054	(128.85)	FEE_TRANSACTION
DEBIT	1/6/2026	DEPOSIT ID NUMBER 124472	121.94	DEPOSIT
DEBIT	1/6/2026	DEPOSIT ID NUMBER 124472	622.05	DEPOSIT
CHECK	1/5/2026	CHECK 1195	(3,750.00)	CHECK_PAID
DEBIT	1/5/2026	Basic Online Payroll Payment 11202171434 to #####0031	(84.00)	BASIC_PAYROLL
DEBIT	1/5/2026	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:260105 CO ENTRY DESCR:CONS COLL SE	(36.00)	ACH_DEBIT
DEBIT	1/2/2026	Online Payment 27560333320 To Tri State Paper and Cleaning 01/02	(341.05)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560339940 To TOSHIBA FINANCIAL SERVICES 01/02	(431.56)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560312778 To TIME WARNER CABLE 01/02	(130.00)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560294918 To Brodart Co 01/02	(125.12)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560292672 To Brodart Co 01/02	(54.32)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560290146 To BLACKSTONE PUBLISHING 01/02	(350.21)	BILLPAY
DEBIT	1/2/2026	Online Payment 27560270350 To AMAZON CAPITAL SERVICES 01/02	(28.31)	BILLPAY
DEBIT	1/2/2026	Basic Online Payroll Payment 11201894944 to #####2214	(202.90)	BASIC_PAYROLL
DEBIT	1/2/2026	Online ACH Payment 11201894942 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	1/2/2026	Basic Online Payroll Payment 11201913500 to #####9692	(202.90)	BASIC_PAYROLL

DEBIT	1/2/2026	Basic Online Payroll Payment 11201894945 to #####3325	(202.90)	BASIC_PAYROLL
DEBIT	1/2/2026	Basic Online Payroll Payment 11201894943 to #####7906	(202.90)	BASIC_PAYROLL
DEBIT	1/2/2026	ORIG CO NAME:NVS DTF WT ORIG ID:S146013200	(710.55)	ACH_DEBIT
		DESC: DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CC		



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

January 01, 2026 through January 30, 2026

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

00005648 DRI 802 141 03526 NNNNNNNNNN P 1 000000000 D2 0000

PORT JERVIS FREE LIBRARY
 138 PIKE STREET
 PORT JERVIS NY 12771



0005648040100000024

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings

ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking [REDACTED]	\$57,691.24	\$38,023.15
Chase Business Premier Savings [REDACTED]	1,997.90	1,997.93
Total	\$59,689.14	\$40,021.08
TOTAL ASSETS	\$59,689.14	\$40,021.08

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$57,691.24
Deposits and Additions	6	115,743.99
Checks Paid	2	-4,650.00
Electronic Withdrawals	133	-130,633.23
Fees	1	-128.85
Ending Balance	142	\$38,023.15

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

Please Note:
THE FUND WILL BE CLOSED FEBRUARY 16TH IN OBSERVANCE OF
THE PRESIDENTS' DAY HOLIDAY

Activity Summary XXXXXXXXXX General Account

1/1/2026 - 1/31/2026

Investment Pool Summary	NYCLASS
Beginning Market Balance	\$2,294,838.82
Dividends YTD	\$6,874.07
Dividends	\$6,874.07
Purchases	\$0.00
Redemptions	(\$115,000.00)
Ending Market Balance	\$2,186,712.89
Average Monthly Rate	3.596%
NAV / Share Price	1.00
Total	\$2,186,712.89
Total Fixed Income	\$0.00
Account Total	\$2,186,712.89

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

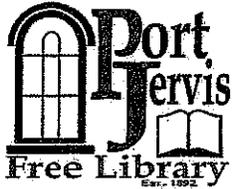
Please Note:
THE FUND WILL BE CLOSED FEBRUARY 16TH IN OBSERVANCE OF
THE PRESIDENT'S DAY HOLIDAY

Activity Summary [REDACTED] Harrison-Thune

1/1/2026 - 1/31/2026

Investment Pool Summary	
Beginning Market Balance	NYCLASS \$8,127.84
Dividends YTD	\$24.86
Dividends	\$24.86
Purchases	\$0.00
Redemptions	\$0.00
Ending Market Balance	\$8,152.70
Average Monthly Rate	3.596%
NAV / Share Price	1.00
Total	\$8,152.70
Total Fixed Income	\$0.00
Account Total	\$8,152.70

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



DATE: March , 2026
Mr. Robert Eurich

Re: Establishing the Port Jervis Free Library American Indian Advancement Fund

Dear Mr. Eurich:

On behalf of the Board of Trustees of the Port Jervis Free Library (“Library”), I wish to extend our gratitude for your generosity in establishing the American Indian Advancement Fund (“Fund”) with the Community Foundation of Orange, Sullivan and Rockland. Your commitment to supporting underserved or underrepresented communities is a gift to the Port Jervis community. We are honored that you have chosen the Library as the vehicle for this legacy.

By this letter, we are also confirming our understanding of your wishes for the Fund, as follows:

- **Programmatic Vetting:** The Port Jervis Free Library is encouraged to be mindfully judicious in vetting individuals or groups selected for live presentations or programs.
- **Heritage and Experience:** Persons providing such services claiming American Indian heritage need not necessarily verify having a Certificate of Degree of Indian Blood (CDIB) but should demonstrate familial and personal immersion in a bonafide contemporary American Indian or Alaskan Native nation, tribe, or band officially recognized by the United States government and/or an individual state government within the Union.
- **Non-Indigenous Presenters:** Persons providing such services who do not claim American Indian heritage are encouraged to acknowledge that distinction when fulfilling their services and should have ample verified experience demonstrating their degree of mastery in that which they are providing.
- **Selection of Tangible Materials:** In its selection of tangible materials the Port Jervis Free Library is encouraged to be mindful of those produced by American Indian authors, musicians, publishers, film makers and kindred sources in related fields.

- Range of Holdings: Materials selected may span the Library's entire range of holdings including but not limited to newspaper, academic, and magazine subscriptions, books, DVDs, CDs, displayable works of art, materials suited for temporary exhibits, and American Indian artisan created crafts.
- History Month: The Port Jervis Free Library is encouraged to consider using the annual National Native American History Month (United States) and/or similar opportunities as a means of amplifying and enhancing the Fund and its purposes with the public and Library's patrons.

We are excited to help make your vision come true through the Fund.

With deepest appreciation,

Carl V. Hendrick, President, Board of Trustees Port Jervis Free Library

March 9, 2026
Carl Hendrick
Port Jervis Free Library
138 138 Pike Street
Port Jervis, NY 12771



Re: Engagement Letter – Library Director Search

Dear Mr. Hendrick,

This letter confirms the engagement of **Bradbury Miller Associates (BMA)** by the **Port Jervis Free Library** to conduct an executive search for the position of **Library Director**. This engagement is based on the proposal submitted by BMA and accepted by the Library.

Scope of Services

BMA will conduct a **Standard Executive Search**, which includes the full search process as described in the proposal, including discovery, recruitment, candidate assessment, and facilitation of semifinal and final interviews. BMA will assist the Library in identifying, evaluating, and recruiting qualified candidates and will provide support throughout the selection process.

The engagement will formally begin following execution of this letter, the agreement, and the proposal. The search kickoff meeting will serve as the operational start of the process.

Fees and Payment Terms

The professional fee for this engagement is **\$31,000** for a Standard Executive Search.

A **retainer of \$10,000** is due upon execution of this engagement letter and will be credited toward the total search fee. The remaining balance will be invoiced at the completion of the search process.

Invoices will be issued through **QuickBooks** and may be paid electronically through the payment link included with the invoice. Payments may also be submitted by mail to:

Bradbury Miller Associates
3513 E. Harvard Blvd.
Canton, OH 44709

Candidate travel expenses for onsite interviews are the responsibility of the Library and are not included in the professional fee.

Timeline

A typical search process requires approximately **120 days** from the start of the engagement, though the specific timeline will be established collaboratively during the kickoff meeting with the Library's search committee or hiring authority.

Guarantee

If the candidate selected through this search leaves the position, either voluntarily or involuntarily, within **one year of appointment**, Bradbury Miller Associates will, upon request, reactivate the search on a one-time basis and present at least three qualified finalist candidates. The Library will be responsible for any expenses associated with the renewed search; however, no additional professional fee will be charged.

Acceptance

Please indicate acceptance of this engagement by signing below. Upon receipt of the signed letter and the retainer payment, Bradbury Miller Associates will coordinate with the Library to schedule the kickoff meeting and initiate the search process.

We appreciate the opportunity to work with the Port Jervis Free Library and look forward to assisting your organization in identifying its next leader.

**Accepted and Agreed
For the Port Jervis Free Library**

Signature: _____

Name: **Carl Hendrick**

Title: Board President

Date: _____

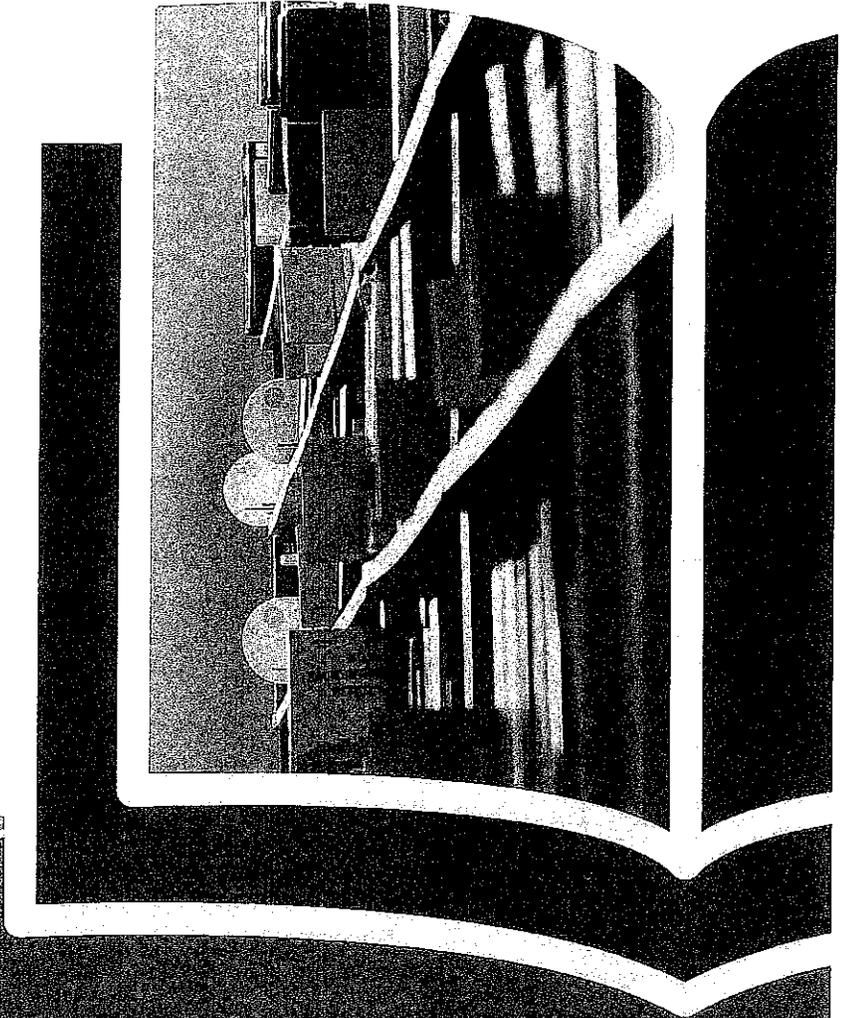
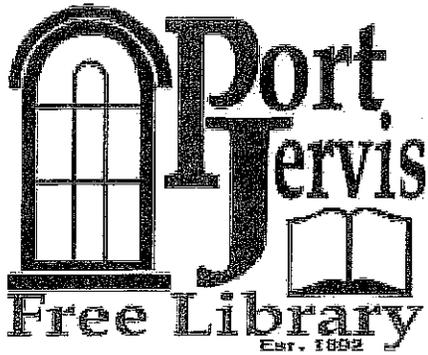
For Bradbury Miller Associates

Signature: *Karen E. Miller*

Name: **Karen E. Miller**

Title: President/Owner

Date: March 9, 2026



Executive Search Proposal

Bradbury Miller |
Associates |

bradburymiller.com

Bradbury Miller Associates

3513 E. Harvard Blvd., Canton, OH, 44709
330.224.9177

March 9, 2025

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

PROPOSAL: DIRECTOR SEARCH – PORT JERVIS FREE LIBRARY (NY)

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting Port Jervis Free Library in the search for your new Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration. We think you will find us a great match for your search.

To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below.

PHASE 1: DISCOVERY

- Consultants meet with staff, the search committee/hiring authority, external stakeholders to develop a search strategy that is compatible with your position and region
- Design position announcement tailored to your specifications
- Assist with establishing a hiring range
- Formulate an evaluation rubric based on the job description and skills/abilities needed for your specific position

PHASE 2: RECRUIT

- Post the position at over 55 professional jobsites, listservs, and associations
- Recruit and develop a pool of qualified candidates meeting your criteria
- Request position-specific information from candidates to help with at-a-glance comparisons

PHASE 3: CANDIDATE ASSESSMENT

- Screen qualified applicants
- Internet searching and reconnaissance
- Share candidate documentation with the search committee/hiring authority
- Meet with search committee/hiring authority to discuss candidates and select semifinalists for initial round of interviews

PHASE 4: INTERVIEWS + FINAL DETAILS

- Facilitate logistics of semifinal interviews and final interviews
- Schedule interviews, prepare draft questions, and evaluation tools
- Communicate with candidates throughout the process
- Create reference reports for each finalist
- Recommend that the offer be contingent on successful background investigation

Our proposal is intended as a starting point for discussion. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes references. We have outlined our services and can tailor our work to meet the needs of most organizations. The search timeline we have included is intended to be an example of the time frame required to complete a successful search.

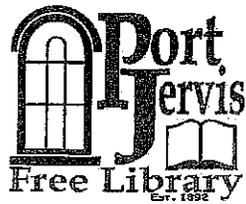
The last page of our proposal outlines the fees associated with the various options we have available. Fees are valid for one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

A handwritten signature in cursive script that reads "Karen E. Miller".

Karen E. Miller
President/Owner, Bradbury Miller Associates



DIRECTOR SEARCH

FIRM BACKGROUND AND QUALIFICATIONS

Bradbury Miller Associates (BMA) is operated by President and Owner Karen Miller as of January 2020 and legally qualifies as a WBE (Woman-owned Business Enterprise). Mandy Simon and Briana Trudell serve as Consultants and Beth Barker is Director of Finance and Communication.

The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to acknowledge Karen's status as partner in the firm.

Over the past ten years, the firm has successfully completed 300+ national executive searches for public, academic, and special libraries as well as library support organizations. Current clients include:

- East Lansing Public Library (MI)
- Buffalo & Erie County Public Library (NY)
- Sioux City Public Library (IA)
- Spencer County Public Library (KY)
- Public Libraries of Saginaw (MI)
- Eagle Valley Library District (CO)
- Katonah Village Library (NY)
- Muskegon Area District Library (MI)

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Our team is regularly engaged in the executive search work of the firm.

In all engagements, Bradbury Miller Associates works exclusively for the client organization, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée of library leaders that generalist firms simply cannot provide.

Partial List of Past Clients

Dauphin County Public Library (PA)
Flower Mound Public Library (TX)
Maryland State Library Agency (MD)
East Orange Public Library (NJ)
Fort Worth Public Library (TX)
Hennepin County Public Library (MN)
Laramie County Public Library (WY)
New Jersey Library Association (NJ)
Oshkosh Public Library (WI)
Prince George's County Public Library (MD)
Reaching Across Illinois Library System (IL)
Ann Arbor District Library (MI)
Anythink Libraries (CO)
Pierce County Library System (MD)
Worthington Public Libraries (OH)
Elyria Public Library System (OH)

For a full list of clients visit our [website](#).

SCOPE OF SERVICES + METHODOLOGY

Throughout the recruitment and selection process, Bradbury Miller Associates handles the detail work.

- Our team is available to your organization throughout the process to answer questions and offer guidance.
- All application materials are collected by Bradbury Miller Associates to ensure consistency and comparability can be established and omissions can be identified—and that all aspects of the search process are conducted in a consistent format and meeting legal requirements.
- We coordinate with the organization's staff to arrange semifinal and final interviews.
- We are also frequently asked to conduct final negotiations on behalf of the organization, and we are pleased to do so.

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the search committee/hiring authority. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

PHASE 1: DISCOVERY

INTRODUCTION TO THE ORGANIZATION + AREA

Our first step is to understand your needs as thoroughly as possible.

- Review, recommend, and otherwise assist with updates/revisions to the existing position description or the creation of a new position description, as desired
- Use surveys to collect feedback from hiring authority/search committee members, staff, and stakeholders
- Initiate virtual meetings with the search committee, hiring authority, and key staff (and possibly others) to further understand the organization's distinctive organizational culture, mission, and concerns
- Formulate an evaluation rubric based on the information gathered through the job description, surveys, and virtual meetings to assess candidates consistently throughout the process. The rubric minimizes bias and supports an equitable and data-driven evaluation process

PHASE 2: RECRUIT

RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, broaden our search.

Diversifying the Applicant Pool: Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APALA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process

Advertising the position is our first step in recruiting, but the best way to reach candidates is to invite them to consider applying directly. We typically contact as many as 350-500 or more potential applicants, resulting in qualified candidates for each position. If a prospective candidate declines our invitation to apply, we ask them to identify others who have the required qualifications and may have interest.

PROMOTION, OUTREACH, + IDENTIFYING POTENTIAL CANDIDATES

Once the search timeline is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media, and networking
- Advertising on professional library job boards, listservs, and websites
- A dedicated page for the position on Bradbury Miller Associates website with supplemental links to organization documents and information about the organization's service area
- Distribution to over 1,700 library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

PHASE 3: CANDIDATE ASSESSMENT

CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on viable candidates via phone or videoconference and shares the results of these interviews with the search committee/hiring committee as part of the process.
- All qualified candidate documents (cover letter, resume, and questionnaires) are shared with the search committee/hiring authority.
- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the search committee/hiring authority and presents a list of recommended candidates and facilitates a discussion of each individual.
- Semifinalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

PHASE 4: INTERVIEWS + FINAL DETAILS

SEMIFINAL + FINAL INTERVIEWS

We recommend a two-step interviewing process; the first round consists of the search committee/hiring authority interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews in person. The final interviews occur approximately three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities, and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques, and pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference interviews for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates and create reports based on these conversations. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- Because we maintain active contacts within the profession, we are often able to gather less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal information is often vital to the decision-making process.

BACKGROUND INVESTIGATION

We will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. We feel this final step is an important part of the process—it allows us to independently verify that the selected candidate is who they say they are and did what they said they did. We will work with the agency and provide a written report of the research findings for the library.

OFFER + NEGOTIATION

After the Hiring Authority chooses their next leader BMA is prepared to extend the offer and enter negotiations with the candidate, unless other arrangements are preferred.

ABOUT THE CONSULTANTS

One of the major advantages in engaging the Bradbury Miller Associates team is that we are library professionals with search firm expertise. If selected to assist your organization, we will bring our first-hand knowledge, relationships, and experience to the process.

Karen E. Miller, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews, and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

Beth Barker, Director of Finance & Communication, serves as support for the engagement. Beth has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

Briana Trudell, Managing Consultant, serves as a team lead coordinating searches, ensuring a smooth process for the clients and applicants. She was most recently the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. Briana currently serves as the Vice President on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as the Secretary of the Board of Directors of the Fulton Street Farmers Market, and is a founding member of the Good Manufacturing Art Collective. She is also a member of the Michigan Library Association, American Library Association, and the Public Library Association.

Mandy R. Simon, Managing Consultant, serves as a team lead for our clients and enjoys the process of finding the right individual to fit organizations' needs. Previously she was a Library Consultant at the State Library of Ohio, where she provided strategic and space planning services for libraries of all types across Ohio. Prior to that, Mandy served as the Collection Development Coordinator for Bexley Public Library, and as a Teen and Adult Services Librarian at Worthington Public Libraries, both suburbs of Columbus, Ohio. Mandy received her Master of Science in Library Information Science from the University of Illinois at Urbana-Champaign in 2006, was recognized as an Emerging Leader by the American Library Association in 2012, was selected for the 2014 Library Leadership Ohio cohort, and the 2015 ILEAD USA—Ohio cohort. She obtained a Graduate Certificate in Public and Nonprofit Leadership from the Ohio State University's John Glenn College of Public Affairs.

SERVICE OPTIONS + FEES

STANDARD EXECUTIVE SEARCH

A standard executive search includes all four phases of work, including in-person consultant onsite for final interviews. The flat fee is \$31,000.

STANDARD EXECUTIVE SEARCH—VIRTUAL

A standard executive search includes all four phases of work with a consultant joining the final interviews virtually. The flat fee is \$28,000.

POOL ENHANCEMENT

The pool enhancement search focuses on building and enhancing the candidate pool and includes phases one through three—we create the announcement, advertise and recruit, and present you with an applicant pool. Your organization handles interviews and candidate evaluation once the pool has been shared with the hiring committee/authority. Our guarantee is not included for this approach. The flat fee is \$20,000.

POOL ENHANCEMENT+

The pool enhancement+ search included the phases from the pool enhancement and adds the planning, logistics, and execution of virtual semifinal interviews. This option concludes after finalists have been selected. The flat fee is \$26,000.

EXPENSES INCLUDED WITHIN OUR FEE:

- All virtual meetings
- All consultant pre-screening interview expenses
- All standard office expenses
- Advertising costs based upon our marketing plan which provides excellent exposure to the library community
- Single background investigation on the chosen candidate (standard search only)
- Consultant in-person attendance for the final interviews (standard search only)

Adjustments/Discounts: The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.

Candidate expenses: It is the client's responsibility to reimburse candidates for onsite final interview travel expenses. Candidate expenses will vary considerably, depending on point of origin, length of stay, and the amount of lead time allowed for booking airfare.

OPTIONAL BILLABLE EXPENSES

- **Additional reference reports:** Our proposal allows for a maximum of four candidates with three references each—should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost is per reference \$500.
- **Additional background investigations:** Our proposal allows for one background investigation—should it be desired to increase the number, BMA will bill the client the fee for the additional background investigation(s) which can range between \$500 – \$1,100.
- **HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan’s personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate’s leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate’s core values and goals appear to be; and a measure of a candidate’s emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the organization’s search committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews. The cost for the assessment is \$1,500 per individual.



SEARCH FEE SUMMARY

Service	Cost
Standard search	\$31,000
Standard search—virtual	\$28,000
Pool enhancement	\$20,000
Pool enhancement+	\$26,000

**You can find details of each option on page 8 of this proposal.*

For a standard search, a retainer of \$10,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice. The pool enhancement pool enhancement+ have a retainer of \$5,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice. Final invoices are payable within 30 days of the end of the process.

FORM OF FINAL AGREEMENT

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with a simple agreement addendum. Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

CONCLUSION

We look forward to the possibility of working with you and your organization to help you find your next leader. If you have questions or need clarification on any aspect of the proposal, please let us know.



Karen E. Miller
Bradbury Miller Associates
President/Owner

We hereby accept the foregoing proposal (pages 1 – 10) with the following search option:

- Standard search
- Standard search—virtual
- Pool enhancement
- Pool enhancement+

By _____

Title _____

Date _____

Our Guarantee

Once the new Director is selected and appointed, if they leave the position—either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ATTACHMENT I: SEARCH TIMELINE OUTLINE

Please see below our estimated schedule of key dates for your search process. If we are selected, we will establish a firm search timeline during our first meeting with the organization. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the search committee/hiring authority.

PHASE	TIMEFRAME (APPROXIMATE)	TASKS
Phase 1	First 30 Days	<ul style="list-style-type: none"> • Initial meetings with search committee/hiring authority, staff, and stakeholders • Create position announcement and post/advertise nationally • Create recruitment strategy
Phase 2 + Phase 3	45 Days	<ul style="list-style-type: none"> • Initiate recruitment strategy • Close position posting • Prepare candidate documents and screen qualified candidates • Present candidates to search committee/hiring authority and facilitate discussion of selection of semifinal candidates
Phase 4	45 Days	<ul style="list-style-type: none"> • Prepare for and lead semifinal interviews • Facilitate discussion and assist with selection of finalists • Conduct reference reports and coordinate final interview planning • Facilitate final interviews • Coordinate presentation of offer to selected candidate and initiate background investigation

ATTACHMENT II: REFERENCES



Goshen Public Library & Historical Society
Goshen, NY | 2025

Jim Langlois
Search Committee Chair
jlanglois@rcls.org

Rose Chiocchi
Library Director
r.chiocchi@gmail.com



New Rochelle Public Library
New Rochelle, NY | 2024

Lucille Renwick
Board President
lrenwick@nrpl.org

Eugenia Schatoff
Director
eschatoff@nrpl.org



Oshkosh Public Library
Oshkosh, WI | 2023

Bill Bracken
Board President
wgbrack13@gmail.com

Darryl Eschete
Library Director
eschete@oshkoshpubliclibrary.org



The Power To Imagine

Mid York Library System
Utica, NY | 2024

Dominic Passalacqua
Search Committee Chair
dpassal@utica.edu

Amanda Travis
Executive Director
atravis@midyork.org



Red Wing Public Library
Red Wing, MN | 2023

Bruce McBeath
Board President
mcbeath.b@gmail.com

Dan Brower
Library Director
dan.brower@ci.red-wing.mn.us



Sanibel Public Library
Sanibel, FL | 2024

Linda Uhler
Search Committee Chair
luhler@sanlib.org

Amber Cox
Library Director
acox@sanlib.org

ATTACHMENT III: AGREEMENT ADDENDUM

This Addendum ("Addendum") supplements the attached Executive Search Proposal, dated March , 2026 (the "Agreement"), between the Port Jervis Free Library (the "Library" and Bradbury Miller Associates ("BMA" and, collectively with the Library, the "Parties"). The Addendum and Agreement will be effective on the date signed by the Parties below.

1. Cancellation and Final Payments. The Library may cancel the Agreement for Cause due to the negligence or misconduct of BMA or the non-performance under or breach of the Agreement or this Addendum by BMA upon written notice to BMA and a 5-day opportunity to cure alleged Cause (where curable). In the event of cancellation by the Library for Cause, or cancellation of the contract by BMA, no further payment shall be due to BMA and the Library may be entitled to a return of the retainer payment. In the event of cancellation by the Library other than for Cause, the Parties will determine in good faith at the time of cancellation whether any further fees are due, depending on the time of cancellation, the services performed, and the reason for the cancellation.
2. Representations and Warranties. BMA represents and warrants that it can and will render the services described in the Agreement (the "Services") without breaching any agreement or fiduciary duty, including any duty of loyalty, or creating any conflict of interest with any other client, library system, or other person or entity. BMA further represents and warrants that, in performing the Services, it will comply with all applicable federal, state, and local laws, rules and regulations. BMA agrees to indemnify and hold harmless the Library for and against any claim asserted by any third party alleging a violation of applicable law by BMA in connection with its performance of the Services.
3. Confidentiality. All non-public, confidential, or proprietary information of the Library ("Confidential Information") disclosed by the Library to BMA in connection with the Services, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential," shall remain confidential, be used by BMA solely in connection with the performance of the Services, and may not be disclosed or copied unless authorized by the Library in writing. Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of BMA's breach of the Agreement or this Addendum; (b) is obtained by BMA on a non-confidential basis from a third party that was not legally or contractually restricted from disclosing such information; or (c) was in BMA's possession prior to the Library's disclosure under this Agreement. Upon the Library's request, BMA shall return or destroy all documents and other materials containing Confidential Information received from the Library. The Library shall be entitled to injunctive relief for any violation of this Section.
4. Limitation of Liability. In no event will the library be liable under or in connection with the Agreement or Addendum or otherwise, under any legal or equitable theory, including breach of contract, tort (including negligence), strict liability, and otherwise, for any: (a) loss of business, revenue, contracts, use of money, profit, anticipated savings, opportunity, goodwill, reputation; or (b) consequential, incidental, indirect, exemplary, special, enhanced, or punitive damages, regardless of whether the library was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable.
5. Notices. All notices and other communications given or made pursuant to this Agreement must be in writing, sent to the persons designated or such other persons and addresses set forth on the signature page of the Agreement (as may be updated from time to time) and will be deemed to have been given upon: (a) personal delivery to the Party to be notified, (b) when sent, if sent by electronic mail during normal business hours of the recipient or on the recipient's next business day if outside business hours, (c) five days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one business day after deposit with a nationally recognized overnight courier, freight prepaid, specifying next business day delivery, with written verification of receipt.
6. No Assignment. BMA may not assign its rights or obligations under this Agreement without the prior written consent of the Library. This Agreement will be binding upon the parties and their respective legal successors and permitted assigns.
7. Governing Law. To the extent any reference to state law is required, the laws of the State of New York applicable to contracts wholly formed in New York, without regard to its conflicts of laws provisions, govern the Agreement. Each party irrevocably and unconditionally consents and submits to the exclusive jurisdiction of the applicable courts located in the State of New York, Orange County, for purposes of any action, suit or proceeding arising out of or relating to the Agreement or Addendum
8. Jury Trial Waiver. The parties hereby waive, and covenant that they will not assert (whether as plaintiff, defendant or otherwise), any right to trial by jury in any forum in respect of any issue, claim, demand, action or cause of action arising out of or based upon the Agreement or Addendum, the subject matter hereof or any document relating hereto, in each case whether now existing or hereafter arising or whether in contract or in tort or otherwise.

9. Entire Agreement; Counterparts. The Agreement and this Addendum constitutes the complete agreement and understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings between the parties. This Agreement may be executed in counterparts and electronically and will not be effective or enforceable until it is executed with the signature of an authorized representative of each of the Parties.

• BRADBURY MILLER ASSOCIATES

•

• *Karen E. Miller*

• Karen Miller

• President/Owner

• Date: March 9, 2026

• PORT JERVIS FREE LIBRARY

•

•

• Carl V. Hendrick

• President, Board of Trustees

• Date: _____

**Port Jervis Free Library
138 Pike St.
Port Jervis, NY 12771
(845)856-7313**

LEGAL NOTICE

The Board of Trustees of the Port Jervis Free Library, 138 Pike Street, Port Jervis, Orange County, New York, **HEREBY GIVES NOTICE** that for Library purpose, a Special District Meeting of the qualified voters of the Port Jervis City School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York on the 4th day of June 2026, beginning at 12:00 PM, prevailing time, to vote upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 PM to 8:00 PM prevailing time.

LIBRARY TAX LEVY PROPOSITION

That for the fiscal year July 1, 2026 – June 30, 2027, the Board of Education of Port Jervis City School District, Orange County, New York, shall be authorized to levy taxes on the taxable real property of said School District in the Port Jervis Free Library Budget.

A copy of the July 1, 2026 – June 30, 2027 Port Jervis Free Library Budget will be available at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, for a period of fourteen (14) days prior to said Special District Meeting.

ELECTION OF TRUSTEES

That pursuant to 260 of the Education Law, one (1) Library Trustee will be elected at said Special District Meeting.

All currently registered voters of the Port Jervis City School District are eligible to vote on the Port Jervis Free Library Budget and for the one (1) vacancy on the Board of Trustees of the Port Jervis Free Library.

NOTICE IS ALSO HEREBY GIVEN, that a special information meeting of the qualified voters of said School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, on the 21st day of May 2026, at 6:00 PM prevailing time, to consider the Library Tax Levy Proposition to be submitted at the aforesaid Special District Meeting.

NOTICE IS ALSO HEREBY GIVEN, that applications for absentee ballots may be applied for at the office of the Port Jervis Free Library Director. Any such application must be received by the Library Director at least seven (7) days before the date of the aforesaid **SPECIAL DISTRICT MEETING**.

By Order of the Trustees of the Port Jervis Free Library, Port Jervis, New York

Dated: Port Jervis, New York
March 17, 2026

CANDIDATE PETITION FOR MEMBER OF THE BOARD OF TRUSTEES, PORT JERVIS FREE LIBRARY: WE, the undersigned qualified voters of the City School District of the City of Port Jervis, New York, do hereby petition the Board of Trustees of the Port Jervis Free Library, to place upon the official ballot to be used at the Annual Budget Vote to be held on **June 4, 2026**, the name of: _____ as a Candidate for Member of the Board of Library Trustees.

PETITION DUE BACK TO THE LIBRARY:

PRINTED QUALIFIED VOTER NAME	ADDRESS OF VOTER (Please use Street Address, not P.O. Box)	QUALIFIED VOTER SIGNATURE	DATE
Example: Mary Jones	Example: 123 Street Name, Port Jervis, NY 12771	Example: <i>Mary Jones</i>	Date
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2026 Budget and Election process dates
(based on 2025 schedule)

April 14	Tuesday	Petitions for board position issued
May 1	Friday	Election date published (Legal notice)
May 5	Tuesday	Petitions for board position returned
May 6	Wednesday	Budget workshop
May 21	Thursday	Budget hearing
May 29	Friday	Deadline for absentee ballots requests to be mailed (5 PM)
June 4	Thursday	Library election noon-8 PM (absentee ballots due by 5 PM)
July 1	Wednesday	Reorganization meeting / administration of oath of office

**Memorandum of Understanding
between the Board of Trustees of the Port Jervis Free Library and
the Friends of the Port Jervis Library**

The following constitutes an operating agreement between the Friends of the Port Jervis Library (“Friends”) and the Board of Trustees of the Port Jervis Free Library (“Board”). It will stand until and unless it is modified by mutual agreement, in writing, of the Friends and the Board. The purpose of the Friends is to help the library better serve the community by expanding cultural and educational experiences and by raising funds to pay for items outside, or in addition to, the budget provided by the taxpayers. As a 501(c)3 organization, the Friends is a legally distinct entity and is not a part of the library.

Article I – Operating Relationship

1. The Board agrees to meet with the Friends to discuss the long-term strategic plan to ensure that the Friends are aware of the goals and direction of the Library.
2. The Board agrees to share with the Friends any strategic initiatives as they develop and to offer suggestions as to how the resources of the Friends can further these initiatives.
3. The Friends agree to invite the Board and the Director to all meetings to facilitate open communication and share ideas. Attendance by the Board is appreciated, but optional, and the Director is asked to send a delegate if (s)he is unable to attend.
4. The Friends may request to have a project or concern placed on the Board’s meeting agenda as long as the request follows the procedure and time guidelines for doing so (currently 72 hours before the meeting)
5. The Friends agree that the Director may delegate a staff member to help coordinate with the Friends before or during activities and meetings, but the Director shall remain the primary point of contact for the Friends.
6. The Friends agree to engage in advocacy efforts on behalf of the Library and to publicly promote the Library through its outreach in the community.
7. The Friends agree that if they dissolve and/or if the 501(c)3 status is changed, that all remaining funds will be dealt with according to the regulations of the Federal tax laws for 501(c)3 organizations or by the Articles of Incorporation of the Friends of the Port Jervis Library.

Article II – Use of Library Provisions and Facility

1. The Director agrees to provide the Friends with mutually agreed upon support to assist them with the development of any newsletters, mass mailings, meeting coordination, promotional materials and projects if staff is available.
2. The Board agrees to provide the Friends with space in the library for book storage and sorting, book sales and office needs.
3. The Board agrees that if, at any point, it is determined by the Board that the assigned space the Friends are using is needed for other purposes, that they will provide another space.
4. The library will maintain the general upkeep of the assigned space provided.
- i 5. The Friends agree that they may not change the physical appearance of the assigned space without the permission of the Board or Director and that they will maintain the space in a manner consistent with the library regulations.
6. The Friends agree that if they wish to use any library space outside of their normal routine, that they will have to contact the Director to schedule use.

III. Fundraising and Finances

1. The Friends, being a 501(c)3 organization, will be the primary organ through which any monies from donations, sale of books, deaccessioned materials, furniture and equipment and any other fundraising might flow through on behalf of the library.
2. The Friends agree that anything to be purchased or donated to the library must be approved by the Director or the Board before the purchase or donation is made. Once approved, the purchase will be made in accordance with a mutually agreed upon plan.
3. The Friends agree that any donations received for the books in the “Book Cellar” (used book room) must be collected in a mutually agreed upon manner that does not intermingle the Friends’ donation money with the Library’s money (such as using a locked donation box)

4. The Library may give the Friends the option to sell decommissioned books, materials, furniture and equipment with the understanding that the staff has first refusal and that the Friends reserve the right of refusal.
5. The Friends agree that if they are hosting or participating in an event outside the library facility, they will not be covered under the insurance of the Library and are encouraged to look into their own event insurance.