

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
June 9, 2026 @ 6pm

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- Meeting of May 12, 2026 & May 21, 2026 (Budget Hearing)

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items for Consideration:

- the extension of the term of Interim Director
- certify results of Budget Vote and Trustee Election
- Port Jervis School District collection of property taxes
- the contract for IT services with RCLS
- the 2027-2031 RCLS Plan of Service
- the 2027-2031 RCLS Direct Access Plan
- budget adjustment
- engagement letter

VII. Old Business:

- extension of the term of Interim Director
- Director search update

VIII New Business:

- results of Budget Vote and Trustee Election
- Port Jervis School District to collection of property taxes
- contract for IT services with RCLS
- the 2027-2031 RCLS Plan of Service
- the 2027-2031 RCLS Direct Access Plan
- budget adjustment
- patron complaint
- engagement letter

IX. Public Comment –

X. Adjournment: Next regular meeting July 14, 2026 @ 6pm

Reorganization meeting July 1, 2025 @ Noon

Special Meeting June 29th & 30th

Minutes of the Port Jervis Free Library Board of Trustees

May 12, 2026

6:00 PM

Present: Dolores Carnosa, Ed Falcone, Carl Hendrick, 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

Mx. Peter Grech commented on the Ethics policy.

III Minutes

- *Dick made a motion, seconded by Valerie, to approve the minutes from the April 14, 2026 meeting. Unanimously passed.*
- *Dolores made a motion, seconded by Valerie, to approve the minutes of the May 6, 2026 budget workshop meeting. Passed 3-0. Liz and Dick abstained as they were 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 passed.

VI Director's Report

- Ed stated that in addition to his written report to the Board, three trustee petitions had been received pertaining to the upcoming election. One was determined to be invalid by the School District due to an insufficient number of signatures by registered voters in the District. The two nominees are Daniel Schaaf and Gretchen Stephens. Ed also stated that he would be on vacation the week of May 25.
- *Dick made a motion, seconded by Dolores, to approve the May 2026 Director's Report as presented. Unanimously passed.*

VII Unfinished Business

Carl provided an update on the Director search. Bradbury Miller has been accepting applications for the Director position, and the closing date is May 31. Once an applicant sends a resume, they complete two additional forms that are relevant to the position. Since the announcement was approved, it has been posted to their website, on various library-specific websites, and job boards. It will also be included in the firm's e-newsletter, which reaches over 1,700 library professionals. To date there are 20 applicants.

VIII New Business

- *Liz made a motion, seconded by Dolores to accept the language contained in section 12.41, ASSURANCE, that The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on May 12, 2026. The Annual Report was submitted to RCLS on April 12, 2026. RCLS stated "it is likely that many Boards will formally approve the report after it has already been submitted to RCLS. This is a common acceptable practice, and there is no cause for concern." Carl thanked the Director and staff for getting it done. Unanimously passed.*

- *Valerie made a motion, seconded by Liz, to approve and adopt the Port Jervis Free Library trustee ethics statement. Unanimously passed. All trustees signed and submitted the forms to the clerk.*
- *Dolores made a motion, seconded by Valerie, to adopt the 2026-2027 PJFL Budget as presented at the May 6, 2026 budget workshop, with overall income/expenses of \$1,507,032 including \$1,232,269 to be raised through taxes. This budget represents a zero percent increase in taxes over the prior year. It also includes a \$186,013 drawdown from Fund Balance, if needed. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to retain Nugent and Hauussler PC to perform a financial audit and prepare the NYS Annual Financial Report for the fiscal year ended June 30, 2026, at a cost of \$10,250. This schedule is in keeping with a prior decision to engage a financial audit every other year and the complete audit was last performed for the fiscal year ended June 30, 2024. Susan will make the arrangements with Justin Wood. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to approve the resignation of part-time Library Clerk Matthew Conklin effective April 29, 2026. Unanimously approved.*
- *Dick made a motion, seconded by Liz, to approve Pamela Russell as an election inspector at a rate of \$300 for the budget vote and trustee election on June 4, 2026 from Noon to 8 PM. A second election inspector will be approved at the budget hearing scheduled for May 21, 2026. Unanimously approved.*

IX Public Comment

- Mx. Peter Grech provided further comments on the Ethics policy.
- Gretchen Stephens introduced herself as a candidate for the Trustee Board. She stated that her professional background is with the NYS Department of Corrections and Community Supervision and in local real estate, and that she is committed to supporting initiatives that promote literacy, accessibility, community involvement and inclusive programming for residents of all ages.

X Next Meeting

- The next regular meeting is scheduled for June 9, 2026 at 6 PM.
- A budget hearing is scheduled for May 21, 2026 at 6 PM.
- The Budget and Trustee vote is scheduled for June 4, 2026 between noon and 8 PM.

XI Adjournment

Dick made a motion, seconded by Dolores, to adjourn the meeting at 6:27 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

**Minutes of the Port Jervis Free Library Board of Trustees
May 21, 2026 – Special Meeting – Budget Hearing
6:00 PM**

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

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

II Public Comment – agenda

Two members of the public spoke. Both asked about the need for linkage between the Library's Strategic Plan and the operating budget. One also stated concern about the expenditures made in the past and budgeted for the hiring of a Director and legal fees.

III Unfinished Business

Dolores made a motion, seconded by Dick, to appoint Liam Tomasi as an election inspector at a rate of \$300 for the budget vote and trustee election on June 4, 2026 from Noon to 8 PM. It was noted that the other election inspector, Pamela Russell, was approved at the May 12, 2026 meeting. ***Unanimously passed.***

IV New Business – Budget Hearing

- ***Liz made a motion, seconded by Dolores, to open the Public Hearing, a special information meeting, to consider the Library Tax Levy Proposition for the fiscal year July 1, 2026 – June 30, 2027 at 6:03 PM. Unanimously passed.***
- Ed discussed each line item of both the expense and income categories included in the budget and responded to some clarifying questions from the public.
- The budget anticipates overall income/expenses of \$1,507,032 including \$1,232,269 to be raised through taxes. This budget represents a zero percent increase in taxes over the prior year. It also includes a \$186,013 drawdown from Fund Balance, if needed.
- Dan Schaaf asked about the overages of line items in the current (2025-2026) budget and why such overages have not been addressed. Ed explained that the overall budget has not been exceeded and that there are various acceptable means to deal with the issue, including the Library's practice to monitor expenditure levels in total and record line item adjustments at fiscal year-end.
- Burt Thelander emphasized the need for the Board and Director to monitor expenditures with progress in meeting the strategic goals of the Library and encouraged outreach efforts to the towns, particularly the Town of Deerpark.
- Carl stated that community input was sought and incorporated into the Strategic Plan and that the new Director will be tasked with revisiting these inputs and to establish contacts within governing bodies. Ed added that in September, RCLS releases data that measures the activities of the local library compared to all the RCLS-affiliated libraries, which will provide metrics to assess progress in attaining strategic goals. A suggestion was made that information regarding the library be posted at the Deerpark post office.
- ***Dick made a motion, seconded by Dolores to close the Public Hearing at 6:23 PM. Unanimously passed.***

V Public Comment

A member of the public thanked the Board members for their significant volunteer service to the Library and the community.

VI Next Meeting

- The next regular meeting is scheduled for June 9, 2026 at 6 PM.
- The Budget and Trustee vote is scheduled for June 4, 2026 between noon and 8 PM.

VII Adjournment

Liz made a motion, seconded by Dolores, to adjourn the meeting at 6:24 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

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

	<u>Apr 30, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,909,429.22
1006 · CHASE CHECKING	28,918.29
1007 · Chase Savings	1,998.02
1008 · NYLAF - Harrison Thune	8,223.38
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Total Checking/Savings	1,948,868.91
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Total Current Assets	1,948,868.91
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TOTAL ASSETS	<u>1,948,868.91</u>
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,012.76
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Total Accounts Payable	-3,012.76
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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	13,040.09
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Total Other Current Liabilities	10,668.60
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Total Current Liabilities	7,655.84
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Total Liabilities	7,655.84
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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	180,045.60
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Total Equity	1,941,213.07
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TOTAL LIABILITIES & EQUITY	<u>1,948,868.91</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	2,968.76	3,000.00	-31.24	99.0%
4001 · Fines	592.26	750.00	-157.74	79.0%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	7,104.06	9,338.00	-2,233.94	76.1%
Total Charges for Services	11,640.08	14,088.00	-2,447.92	82.6%
Miscellaneous				
4004 · Gifts	10,923.28	300.00	10,623.28	3,641.1%
4008 · Library Merchandise	131.90	0.00	131.90	100.0%
Total Miscellaneous	11,055.18	300.00	10,755.18	3,685.1%
Operating Grants				
4023 · Local Public Funds OLA	2,869.56	3,000.00	-130.44	95.7%
4025 · State Aid LLSA	5,505.00	0.00	5,505.00	100.0%
4026 · RCLS Grnts & St. Aid thru R...	8,928.57	10,000.00	-1,071.43	89.3%
Total Operating Grants	17,303.13	13,000.00	4,303.13	133.1%
Interest Income	65,793.65	53,500.00	12,293.65	123.0%
4060 · Use of Fund Balance	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,331,262.56	1,414,157.00	-82,894.44	94.1%
Gross Profit	1,331,262.56	1,414,157.00	-82,894.44	94.1%
Expense				
Personal Services				
6002 · Salaries Director	110,044.56	110,000.00	44.56	100.0%
6000 · Salaries Clerical FT	163,302.17	180,000.00	-16,697.83	90.7%
6001 · Salaries Clerical PT	247,073.50	232,800.00	14,273.50	106.1%
6003 · Salaries Maintenance	52,426.40	55,185.00	-2,758.60	95.0%
Total Personal Services	572,846.63	577,985.00	-5,138.37	99.1%
Contractual				
6005 · Board Reporting	1,646.00	1,827.00	-181.00	90.1%
6030 · Books	4,848.28	25,000.00	-20,151.72	19.4%
6031 · Books Children	6,131.19	7,000.00	-868.81	87.6%
6032 · Book Friends	692.08	1,300.00	-607.92	53.2%
6035 · Periodicals	14,034.74	13,000.00	1,034.74	108.0%
6038 · Audio Adult	4,261.35	4,500.00	-238.65	94.7%
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	41,208.50	44,000.00	-2,791.50	93.7%
6045 · Computer Eqpt/Software	5,673.14	20,000.00	-14,326.86	28.4%
6050 · Library Supplies	13,817.16	10,000.00	3,817.16	138.2%
6055 · Ins/Fire, Liab, Comp	27,482.66	30,000.00	-2,517.34	91.6%
6060 · Utilities Electricity	11,973.93	17,000.00	-5,026.07	70.4%
6061 · Utilities Gas	5,647.73	6,000.00	-352.27	94.1%
6062 · Utilities Water	1,513.80	2,000.00	-486.20	75.7%
6065 · Utilities Telephone/Internet	3,801.90	6,000.00	-2,198.10	63.4%
6070 · Building Janitorial Supp	2,588.97	6,000.00	-3,411.03	43.1%
6071 · Building Maintenance	25,738.12	39,977.00	-14,238.88	64.4%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	4,435.38	7,000.00	-2,564.62	63.4%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	154,416.29	131,000.00	23,416.29	117.9%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	60,500.00	68,000.00	-7,500.00	89.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	1,033.91	700.00	333.91	147.7%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	1,352.78	2,500.00	-1,147.22	54.1%

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	1,980.04	6,000.00	-4,019.96	33.0%
6126 · Programs Children	2,775.74	5,000.00	-2,224.26	55.5%
6133 · Library Election	600.00	1,000.00	-400.00	60.0%
6134 · Elevator	13,503.31	6,500.00	7,003.31	207.7%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	21,845.50	2,800.00	19,045.50	780.2%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	456,583.99	579,422.00	-122,838.01	78.8%
Employee Benefits				
6010 · Employer Social Security	42,427.69	45,000.00	-2,572.31	94.3%
6015 · Employer Medicare	8,320.58	9,250.00	-929.42	90.0%
6056 · Insurance Wkwns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	5,133.91	1,500.00	3,633.91	342.3%
6085 · Civil Service	1,447.46	4,500.00	-3,052.54	32.2%
6131 · Benefits Health Ins	119,396.06	130,000.00	-10,603.94	91.8%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
6140 · NY-MCTMT	31.20			
Total Employee Benefits	238,264.90	256,750.00	-18,485.10	92.8%
Total Expense	1,267,695.52	1,414,157.00	-146,461.48	89.6%
Net Ordinary Income	63,567.04	0.00	63,567.04	100.0%
Net Income	63,567.04	0.00	63,567.04	100.0%

Port Jervis Free Library
Payroll Summary
April 2026

	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director			0.00			0.00			0.00		
Salaries and Wages FT			0.00			0.00			0.00		
Salaries and Wages MTNC			0.00			0.00			0.00		
Salaries and Wages PT	40	34.96	1,398.40	140	19.25	2,695.00	14	18.00	252.00	40	20.30
retroactive pay FT			0.00			21.66			0.00		
Total Gross Pay	40		1,398.40	140		2,716.66	14		252.00	40	
Deductions from Gross Pay											
Health Insurance			0.00			0.00			0.00		
Retirement			0.00			-81.51			-11.34		
Total Deductions from Gross Pay			0.00			-81.51			-11.34		
Adjusted Gross Pay	40		1,398.40	140		2,635.15	14		240.66	40	
Taxes Withheld											
Federal Withholding			-338.00			-146.00			0.00		
Medicare Employee			-20.28			-39.40			-3.65		
Social Security Employee			-86.71			-168.43			-15.62		
NY - Withholding			-59.47			-97.74			0.00		
NY - Disability Employee			0.00			0.00			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
NY - City Resident			0.00			0.00			0.00		
Total Taxes Withheld			-504.46			-451.57			-19.27		
Net Pay	40		893.94	140		2,183.58	14		221.39	40	
Employer Taxes and Contributions											
Medicare Company			20.28			39.40			3.65		
Social Security Company			86.71			168.43			15.62		
NY - Disability Company			0.00			0.00			0.00		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
NY - MCTMT (Zone 2)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			106.99			207.83			19.27		

Port Jervis Free Library
Payroll Summary
April 2026

	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director	0.00			0.00			0.00			0.00	20
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	812.00	45.75	18.00	823.50	36	18.26	657.36	11	18.00	198.00	
retroactive pay FT	0.00			0.00			0.00			0.00	
Total Gross Pay	812.00	45.75		823.50	36		657.36	11		198.00	20
Deductions from Gross Pay											
Health Insurance	0.00			0.00			0.00			0.00	
Retirement	-24.36			-24.71			-19.72			0.00	
Total Deductions from Gross Pay	-24.36			-24.71			-19.72			0.00	
Adjusted Gross Pay	787.64	45.75		798.79	36		637.64	11		198.00	20
Taxes Withheld											
Federal Withholding	-22.00			0.00			0.00			0.00	
Medicare Employee	-11.77			-11.94			-9.53			-2.87	
Social Security Employee	-50.35			-51.05			-40.76			-12.28	
NY - Withholding	-40.87			-8.95			-2.66			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	
NY - City Resident	0.00			0.00			0.00			0.00	
Total Taxes Withheld	-124.99			-71.94			-52.95			-15.15	
Net Pay	662.65	45.75		726.85	36		584.69	11		182.85	20
Employer Taxes and Contributions											
Medicare Company	11.77			11.94			9.53			2.87	
Social Security Company	50.35			51.05			40.76			12.28	
NY - Disability Company	0.00			0.00			0.00			0.00	
NY - Unemployment	0.00			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00	
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00	
Total Employer Taxes and Contributions	62.12			62.99			50.29			15.15	

Port Jervis Free Library
Payroll Summary
April 2026

	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director	85.00	7,095.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages FT		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages MTNC		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Salaries and Wages PT		0.00	59	21.59	1,273.81	76	30.75	2,337.00	27	18.00	486.00
retroactive pay FT		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Gross Pay		7,095.00	59		1,273.81	76		2,337.00	27		486.00
Deductions from Gross Pay											
Health Insurance		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Retirement		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Deductions from Gross Pay		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Adjusted Gross Pay		7,095.00	59		1,273.81	76		2,337.00	27		471.42
Taxes Withheld											
Federal Withholding		-716.00		-70.00	-192.00		-192.00	-44.40		-44.40	-44.40
Medicare Employee		-102.88		-18.47	-33.88		-33.88	-7.04		-7.04	-7.04
Social Security Employee		-439.89		-78.97	-144.89		-144.89	-30.13		-30.13	-30.13
NY - Withholding		-438.81		-27.77	-82.76		-82.76	0.00		0.00	0.00
NY - Disability Employee		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Medicare Employee Addl Tax		0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - City Resident		0.00		0.00	0.00		0.00	-1.96		-1.96	-1.96
Total Taxes Withheld		-1,697.58		-195.21	-453.53		-453.53	-83.53		-83.53	-83.53
Net Pay		5,397.42	59		1,078.60	76		1,883.47	27		387.89
Employer Taxes and Contributions											
Medicare Company		102.88		18.47	33.88		33.88	7.04		7.04	7.04
Social Security Company		439.89		78.97	144.89		144.89	30.13		30.13	30.13
NY - Disability Company		0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - Unemployment		0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - MCTMT (Transit Tax)		0.00		0.00	0.00		0.00	0.00		0.00	0.00
NY - MCTMT (Zone 2)		0.00		0.00	0.00		0.00	0.00		0.00	0.00
Total Employer Taxes and Contributions		542.77		97.44	178.77		178.77	37.17		37.17	37.17

Port Jervis Free Library
Payroll Summary
April 2026

	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director	140	39.62	5,546.80								
Salaries and Wages FT			0.00	140	23.45	3,283.00			0.00		
Salaries and Wages INTNC			0.00			0.00			0.00		
Salaries and Wages PT			0.00			0.00			0.00		
retroactive pay FT			0.00			0.00			0.00		
Total Gross Pay	140		5,546.80	140		3,283.00	63		2,142.31	47.5	18.25
Deductions from Gross Pay											
Health Insurance			-733.76			0.00			0.00		
Retirement			-249.60			-98.50			-64.27		
Total Deductions from Gross Pay			-983.36			-98.50			-64.27		
Adjusted Gross Pay	140		4,563.44	140		3,184.50	63		2,078.04	47.5	
Taxes Withheld											
Federal Withholding			-486.00			-294.00			-191.00		
Medicare Employee			-80.42			-47.60			-31.06		
Social Security Employee			-343.90			-203.55			-132.82		
NY - Withholding			-242.62			-128.54			-84.78		
NY - Disability Employee			0.00			0.00			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
NY - City Resident			0.00			0.00			0.00		
Total Taxes Withheld			-1,152.94			-673.69			-439.66		
Net Pay	140		3,410.50	140		2,510.81	63		1,638.38	47.5	
Employer Taxes and Contributions											
Medicare Company			80.42			47.60			31.06		
Social Security Company			343.90			203.55			132.82		
NY - Disability Company			0.00			0.00			0.00		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
NY - MCTMT (Zone 2)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			424.32			251.15			163.88		

Port Jervis Free Library
Payroll Summary
April 2026

	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours
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	866.88	67.5	18.25	1,231.88	28	36.30	1,016.40	72.5	18.25	1,323.13	42
retroactive pay FT	0.00			0.00			0.00			0.00	
Total Gross Pay	866.88	67.5		1,231.88	28		1,016.40	72.5		1,323.13	42
Deductions from Gross Pay											
Health Insurance	0.00			0.00			0.00			0.00	
Retirement	-26.00			0.00			0.00			0.00	
Total Deductions from Gross Pay	-26.00			0.00			0.00			0.00	
Adjusted Gross Pay	840.88	67.5		1,231.88	28		1,016.40	72.5		1,323.13	42
Taxes Withheld											
Federal Withholding	0.00			0.00			-54.00			-74.00	
Medicare Employee	-12.57			-17.86			-14.74			-19.19	
Social Security Employee	-53.75			-76.37			-63.01			-82.03	
NY - Withholding	-11.34			-19.84			-47.44			-29.90	
NY - Disability Employee	0.00			0.00			0.00			-2.40	
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00	
NY - City Resident	0.00			0.00			0.00			0.00	
Total Taxes Withheld	-77.66			-114.07			-179.19			-207.52	
Net Pay	763.22	67.5		1,117.81	28		837.21	72.5		1,115.61	42
Employer Taxes and Contributions											
Medicare Company	12.57			17.86			14.74			19.19	
Social Security Company	53.75			76.37			63.01			82.03	
NY - Disability Company	0.00			0.00			0.00			0.00	
NY - Unemployment	0.00			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00	
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00	
Total Employer Taxes and Contributions	66.32			94.23			77.75			101.22	

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

	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 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 W/TNC	0.00			0.00			0.00			0.00	
Salaries and Wages PT	18.00	756.00	68	18.26	1,241.68	72	21.40	1,540.80	160	26.79	4,286.40
retroactive pay FT	0.00			0.00			0.00			0.00	
Total Gross Pay		756.00	68		1,241.68	72		1,540.80	160		4,286.40
Deductions from Gross Pay											
Health Insurance	0.00			0.00			0.00			0.00	
Retirement	0.00			0.00			0.00			0.00	
Total Deductions from Gross Pay		0.00			0.00			0.00			0.00
Adjusted Gross Pay		756.00	68		1,241.68	72		1,540.80	160		4,125.26
Taxes Withheld											
Federal Withholding	0.00			0.00			-97.00			-386.00	
Medicare Employee	-10.96			-18.00			-22.34			-62.15	
Social Security Employee	-46.87			-76.98			-95.53			-265.76	
NY - Withholding	-7.28			-66.32			-40.07			-183.88	
NY - Disability Employee	0.00			0.00			0.00			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00	
NY - City Resident	0.00			0.00			0.00			0.00	
Total Taxes Withheld		-65.11			-161.30		-254.94			-897.79	
Net Pay		690.89	68		1,080.38	72		1,285.86	160		3,227.47
Employer Taxes and Contributions											
Medicare Company	10.96			18.00			22.34			62.15	
Social Security Company	46.87			76.98			95.53			265.76	
NY - Disability Company	0.00			0.00			0.00			0.00	
NY - Unemployment	0.00			0.00			0.00			0.00	
NY - MICTM/T (Transit Tax)	0.00			0.00			0.00			0.00	
NY - MICTM/T (Zone 2)	0.00			0.00			0.00			0.00	
Total Employer Taxes and Contributions		57.83			94.98		117.87			327.91	

Port Jervis Free Library
Payroll Summary
April 2026

	Hours	Rate	Apr 26	Hours	Rate	Apr 26	Hours	Rate	Apr 26
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director	142.5	40.38	5,754.15	140	20.33	2,846.20	160.00		12,641.80
Salaries and Wages FT			0.00			0.00	422.50		11,883.35
Salaries and Wages MFTNC			0.00			0.00	160.00		4,286.40
Salaries and Wages PT			0.00			0.00	949.25		21,052.15
retroactive pay FT			0.00			15.25			36.91
Total Gross Pay	142.5		5,754.15	140		2,861.45	1,691.75		49,900.61
Deductions from Gross Pay									
Health Insurance			-366.38			0.00			-1,261.28
Retirement			0.00			-85.84			-700.43
Total Deductions from Gross Pay			-366.38			-85.84			-1,961.71
Adjusted Gross Pay	142.5		5,387.77	140		2,775.61	1,691.75		47,938.90
Taxes Withheld									
Federal Withholding			-732.00			-244.00			-4,086.40
Medicare Employee			-83.43			-41.49			-723.52
Social Security Employee			-356.76			-177.41			-3,093.82
NY - Withholding			-267.29			-105.66			-1,993.99
NY - Disability Employee			0.00			0.00			-2.40
Medicare Employee Addl Tax			0.00			0.00			0.00
NY - City Resident			0.00			0.00			-1.96
Total Taxes Withheld			-1,439.48			-568.56			-9,902.09
Net Pay	142.5		3,948.29	140		2,207.05	1,691.75		38,036.81
Employer Taxes and Contributions									
Medicare Company			83.43			41.49			723.52
Social Security Company			356.76			177.41			3,093.82
NY - Disability Company			0.00			0.00			0.00
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
NY - MCTMT (Zone 2)			0.00			0.00			0.00
Total Employer Taxes and Contributions			440.19			218.90			3,817.34

Details	Posting Date	Description	Amount	Type
DEBIT	4/30/2026	Online Payment 29027976202 To HOME DEPOT CREDIT SERVICES 04/30	(87.21)	BILLPAY
DEBIT	4/30/2026	Basic Online Payroll Payment 11217552017 to #####4263	(11.42)	BASIC_PAYROLL
DEBIT	4/30/2026	Online Payment 29027970355 To TIME WARNER CABLE 04/30	(130.00)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027944476 To TOSHIBA FINANCIAL SERVICES 04/30	(487.61)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027961209 To Masters Termite & Pest Control 04/30	(270.31)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027917175 To DEMCO 04/30	(203.17)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027926075 To Biodart Co 04/30	(222.79)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027908034 To AMAZON CAPITAL SERVICES 04/30	(54.88)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027920405 To AMAZON CAPITAL SERVICES 04/30	(8.99)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027896416 To AMAZON CAPITAL SERVICES 04/30	(66.79)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027859278 To AMAZON CAPITAL SERVICES 04/30	(110.17)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027857457 To AMAZON CAPITAL SERVICES 04/30	(254.60)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027856086 To AMAZON CAPITAL SERVICES 04/30	(32.07)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027870252 To AMAZON CAPITAL SERVICES 04/30	(137.28)	BILLPAY
DEBIT	4/30/2026	Online Payment 29027845090 To AMAZON CAPITAL SERVICES 04/30	(107.11)	BILLPAY
DEBIT	4/30/2026	Basic Online Payroll Payment 11217541183 to #####9409	(236.15)	BILLPAY
DEBIT	4/30/2026	DEPOSIT ID NUMBER 816784	(10.90)	BASIC_PAYROLL
DEBIT	4/30/2026	DEPOSIT ID NUMBER 816785	325.34	DEPOSIT
DEBIT	4/27/2026	Online Payment 28983856648 To Bachman Law Firm PLLC 04/27	610.90	DEPOSIT
DEBIT	4/27/2026	ORIG CO NAME:INTUIT ORG ID:0000756346 DESC DATE:260427 CO ENTRY DESCR:3004INTUITSEC:CCD TRACE#:021000021270278 EED:260427 IND ID:02037	(2,205.00)	BILLPAY
CHECK	4/24/2026	CHECK 1205	(64.50)	ACH_DEBIT
DEBIT	4/22/2026	ORIG CO NAME:NEWS DTF WT ORG ID:S146013200 DESC DATE: TRACER#:091000011648241 EED:260422 IND ID:00000	(254.23)	CHECK_PAID
DEBIT	4/22/2026	ORIG CO NAME:IRS ORG ID:3387702000 DESC DATE:042226 CO ENTRY DESCR:USATAXPMTSEC:CCD TRACE#:061036017318013 EED:260422 IND ID:27056	(998.50)	ACH_DEBIT
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989477 to #####3288	(5,859.04)	ACH_DEBIT
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989484 to #####8097	(66.49)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989480 to #####6231	(110.69)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898027 to #####7064	(118.96)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898034 to #####6713	(118.97)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898025 to #####5536	(217.48)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898032 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898037 to #####0782	(250.00)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898036 to #####1948	(276.72)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898028 to #####4522	(361.37)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898035 to #####0690	(385.51)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898030 to #####0649	(403.86)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898031 to #####0432	(418.61)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898039 to #####1730	(518.62)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989474 to #####9748	(540.19)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989475 to #####1601	(562.93)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898029 to #####5804	(564.50)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112159898031 to #####5734	(589.92)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989474 to #####1601	(610.08)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989473 to #####0031	(864.73)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989479 to #####0937	(941.74)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989483 to #####9139	(1,005.41)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215989483 to #####9139	(1,082.11)	BASIC_PAYROLL

DEBIT	4/21/2026	Basic Online Payroll Payment 112156989033 to #####4263	(1,096.71)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 112156989478 to #####2173	(1,455.25)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215698471 to #####7671	(1,613.73)	BASIC_PAYROLL
DEBIT	4/21/2026	Basic Online Payroll Payment 11215698472 to #####2902	(2,007.03)	BASIC_PAYROLL
DEBIT	4/16/2026	Basic Online Payroll Payment 11215698482 to #####9409	(2,607.81)	BASIC_PAYROLL
CHECK	4/15/2026	CHECK 1203	(236.86)	BILLPAY
CREDIT	4/15/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS SEC:CCD TRACE#:042000018130248 EED:260415 IND ID:287	(2,845.80)	CHECK_PAID
CHECK	4/14/2026	CHECK 1204	50,000.00	ACH_CREDIT
DEBIT	4/9/2026	Online Payment 287659736982 To RCLS 04/09	(4,499.46)	CHECK_PAID
DEBIT	4/9/2026	Online Payment 287659736982 To NY ST DEPT CIVL SVC-AGENCY PMT 04/09	(7,765.75)	BILLPAY
DEBIT	4/9/2026	Online Payment 28765971841 To AMAZON CAPITAL SERVICES 04/09	(11,765.13)	BILLPAY
CREDIT	4/8/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS SEC:CCD TRACE#:061036018919033 EED:260408 IND ID:27064	(38,591)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736842089 To BLACKSTONE PUBLISHING 04/07	(5,862.04)	ACH_CREDIT
DEBIT	4/7/2026	Online Payment 28736831093 To Frontier 04/07	(151.97)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736821832 To Frontier 111182-4-04/07	(58.64)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736738725 To TIME WARNER CABLE 04/07	(4.96)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736791137 To PORT JERVIS WATER DEPT 04/07	(168.98)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736803837 To ORANGE & ROCKLAND UTILITIES 04/07	(940.58)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736794915 To RCLS 04/07	(2,043.23)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736783712 To RCLS 04/07	(83.66)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736783671 To RCLS 04/07	(2,675.00)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736772740 To RCLS 04/07	(1,122.00)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736799553 To Greenwald Doherty LLP 04/07	(763.00)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736786752 To TOSHIBA FINANCIAL SERVICES 04/07	(3,672.00)	BILLPAY
DEBIT	4/7/2026	Online Payment 28736755210 To CARDMEMBER SERVICE 04/07	(431.56)	BILLPAY
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049764 to #####3288	(1,495.14)	BILLPAY
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049768 to #####6713	(110.70)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049771 to #####6231	(116.36)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049759 to #####7064	(170.41)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049773 to #####0432	(212.36)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049754 to #####5536	(212.36)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049762 to #####5536	(244.60)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049769 to #####0782	(250.00)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049761 to #####0690	(250.00)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049765 to #####1948	(307.97)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049756 to #####0649	(322.99)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049755 to #####4522	(329.52)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059537 to #####9748	(418.60)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049758 to #####5804	(508.43)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049758 to #####5804	(513.80)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049774 to #####1730	(526.69)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049776 to #####4789	(540.19)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059536 to #####1601	(554.88)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059536 to #####0031	(675.78)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059536 to #####1601	(773.65)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059536 to #####0837	(941.73)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214059539 to #####9139	(1,005.40)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049763 to #####4263	(1,101.47)	BASIC_PAYROLL
DEBIT	4/7/2026	Basic Online Payroll Payment 11214049763 to #####4263	(1,110.34)	BASIC_PAYROLL



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

April 01, 2026 through April 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

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PORT JERVIS FREE LIBRARY
 138 PIKE STREET
 PORT JERVIS NY 12771



CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$39,792.64	\$30,462.94
Chase Business Premier Savings	[REDACTED]	1,997.99	1,998.02
Total		* \$41,790.63	\$32,460.96
TOTAL ASSETS		\$41,790.63	\$32,460.96

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number: [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$39,792.64
Deposits and Additions	6	94,348.46
Checks Paid	3	-7,599.49
Electronic Withdrawals	100	-95,951.32
Fees	1	-127.35
Ending Balance	110	\$30,462.94

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 MAY 25TH IN OBSERVANCE OF THE
MEMORIAL DAY HOLIDAY

Activity Summary General Account

4/1/2026 - 4/30/2026

Investment Pool Summary	
Beginning Market Balance	\$1,993,812.15
Dividends YTD	\$24,590.40
Dividends	\$5,617.07
Purchases	\$0.00
Redemptions	(\$90,000.00)
Ending Market Balance	\$1,909,429.22
Average Monthly Rate	3.522%
NAV / Share Price	1.00
Total	\$1,909,429.22
Total Fixed Income	\$0.00
Account Total	\$1,909,429.22

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

Please Note:
THE FUND WILL BE CLOSED MAY 25TH IN OBSERVANCE OF THE
MEMORIAL DAY HOLIDAY

Activity Summary Harrison-Thune

4/1/2026 - 4/30/2026

	NYCLASS
Investment Pool Summary	
Beginning Market Balance	\$8,199.62
Dividends YTD	\$95.54
Dividends	\$23.76
Purchases	\$0.00
Redemptions	\$0.00
Ending Market Balance	\$8,223.38
Average Monthly Rate	3.522%
NAV / Share Price	1.00
Total	\$8,223.38
Total Fixed Income	\$0.00
Account Total	\$8,223.38

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

DIRECTOR'S REPORT
JUNE 2026

Building & Grounds

We did a substantial spring cleaning this month. We rented a dumpster, which was filled with excess/damaged furniture and equipment, and Stacy Joegle contracted with an E-waste company to properly discard a large number of obsolete IT equipment that had been stored throughout the building.

Custodian Ralph Tidd replaced all of the AC filters, and had the boiler flushed. He also did a visual inspection of the roof, and said everything looked good.

Budget

We had a large turnout for the annual budget hearing held on May 21

Program Statistics for May 2026

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	13	4 Sessions; all ages
Saturdays	Lego Free Build	7	5 sessions; all ages
Wednesdays	Toddler Story Time	10 kids + 13 adults	2 Sessions; Ages 0-3 Stories, songs, interactive activities
Wednesdays	Pre-K Story Time	3 kids + 3 adults	2 Sessions; Ages 3-5 Stories, songs, interactive activities
First Friday	Sensory PreK Play Day	2 kids + 2 adults	Open play time for toddlers & preschoolers, with a focus on sensory-based activities
Fridays	PreK Play Day	8 kids + 7 adults	5 Sessions; Open play time for toddlers & preschoolers
May 5 & 19	Baby Sip Circle	5	An informal support group for new parents, in collaboration with the Orange County Health Dept.
May 18	Little Lambs	25 kids + 17 adults	Nursery school visitation and special story time. 2 sessions
May 4	Baby Rave	6 kids + 8 adults	Music and sensory experiences for children ages 0-6
May 6	Pop-Up Tent Village	5 kids + 5 adults	Open play time using play tents for kids ages 0-6
May 22	Bug Bingo	0	Bug-based bingo game for ages 5-8
May 26	Animal Story Time	5 kids + 6 adults	Story time based on animals for ages 0-6
May 1	Kids Book Share	5 kids + 2 adults	Kids share & recommend their favorite books. Ages 8 and up.
May 8	Snacks from Finland	6	A sampling of snack foods from Finland. Ages 8 - 17
May 12	DIY Birdhouses	4	Craft program making birdhouses. Ages 7-12
May 19	Egg Drop Challenge	6	STEM activity for ages 8-13
May 21	Nerf Target Practice	12	Fun and active program for ages 8-17
May 22	Kids' Debate	4 kids + 2 adults	Fun, debate-prep games for ages 8-13
May 26	Pipe Cleaner Bracelets	2	Craft program for ages 7-12
May 27	EME Second Grade Walking Tour	110 kids + 16 adults	7 Classes; intro to library, story time & STEAM activities
May 5	YA Book Talk	0	Book share program for teens
May 29	Flower Pounding	2	Craft program for ages 12-18
May 26	Natural Seed Paper	1 adult	Craft program for ages 16 - adults
May 4	Board Game Night	2 kids + 4 adults	Gaming event for all ages.
May 5	Salsa Sampling	7 kids + 6 adults	Food tasting program open to all ages.
All month	Can You Find...?	12	A self-guided scavenger hunt throughout the Children's Room. All ages.
May 15	Homeschool Meetup	3 adults	Informal meeting with homeschooling families. Aimed at parents but children are welcome.
All month	Adult Take & Makes	2	Craft activities for adults to take home to do.
Thursdays	Fiber Crafts	76	Adult program. 4 Sessions
May 6	Art & Audio	2	Adult program. Make a craft while listening to a short story.
May 11	Write Now	5	A writing group for ages 16 through adult. 1 sessions

Program Statistics for May 2026

May 1	Drop-By Drop Spindle Meetup	9	Adult program. Spinning yarn using drop spindles.
May 14	Women's Book Discussion	9	Adult program
May 20	Genealogy Workshop	5	Adult program
May 13	Tea Tasting	6	Adult program
May 15	Senior Social	2	Adult program
May 16	Saturday Fiber Crafts	6	Adult program
May 4	Peace of Mind	6	Preplanning your funeral with Michael Horkan of Knight Auchmoody Funeral Home.
May 7	Plant Swap	15	An opportunity for patrons to trade plants
May 18	Faux Stained Glass	10	Adult craft program
May 28	Paper Lantern Decoupage	5	Adult craft program
Tuesday nights	AI Anon	30	Outside Group, 4 sessions
May 23	Artful Gardeners	0	Outside Group. Didn't meet this month
May 13	Community Baby Shower	40+	Fun and informational program presented by the Orange County Dept. of Health
May 5	Cornell Tabling Event	unknown	Outside Group, 1 session



May 21, 2026

Dear Ed,

On March 4, 2026, you were appointed to the position of Temporary/Interim Library Director I at the Port Jervis Free Library (the "Library" or "PJFL"). A description of duties and responsibilities and Civil Service job specification were provided.

Your start was on March 9, 2026. Starting salary is \$500.00 per day for full days worked, and \$85.00 per hour for hours outside this schedule. It was agreed that you would work three days per week on-site at the Library. The specific days to be worked on-site will be agreed upon between yourself and the Board President. Depending on weekly workflow, you may find additional days are helpful however please coordinate with the Board President and get authorization from him if additional full days will be worked in a week.

This temporary position was approved for a 3-month period, to concur with civil service requirements. At this time the library would like to extend your services for another 3-month period to end September 4, 2026, while the search for a permanent Director continues. As you're aware the board anticipates making an offer to a candidate on or about July 21st, to allow the successful transition to take place prior to your end date.

Let me know your willingness to extend your appointment as noted above. Thanks for your continued efforts on behalf of the Port Jervis Free Library.

Sincerely,

Carl V. Hendrick, President, PJFL Board of Trustees

ELECTION TALLY

Port Jervis Free Library

June 4, 2026

Teller	VOTE	
	Proposition 1: Budget Vote	
	Yes	No
1 In person	96 96	74 74
2 Mail in	34	9
GRAND TOTALS	130	83

Teller	Schaaf	Stephens
	XXXXX	XXXXX
1 In person	98	73
2 Mail in	13	28
GRAND TOTALS	111	101

Write In Votes:

**Ramapo Catskill Library System
2027 Menu of IT Services
Appendix B
Contract Year 5 of 5**

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/27 - 12/31/27. The 2027 Menu of IT Services is due to RCLS by **June 30, 2026.**

In 2022 your Library selected the level of participation as a **Fully Supported Library**. This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

Port Jervis Free Library - Fully Supported

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	25	\$ 5,400		\$ 5,400
# of Supported PCs	23	672	187	19,757
# of Supported Laptops	2	672	210	1,764
# of Supported PCs Replaced in 2027	0		150	-
# of Supported Laptops Replaced in 2027	0		75	-
Barcode Readers	7	15		105
Server	0	1,050		-
Receipt Printer	6	15		90
Networked Printer	2	25		50
Wi-Fi Access Points	5	50		250
Total Hardware Support				\$ 27,416

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	15	\$ 300	\$ 7	405
Total Software Support				\$ 405

Telecommunications Costs			\$ 1,200
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Contribution to the IT Capital Fund			\$ 2,104
FY26 Forfeited E-Rate Discount on Firewall			\$ -

Ramapo Catskill Library System 2027 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2026** via a) email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR b) a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Port Jervis Free Library

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library may utilize the 2026 RCLS Equipment Order Form. The equipment and service will be added and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2027 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of the signed confirmation and marked Menu of IT Services by **June 30, 2026** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

RCLS Reviewer Name: _____

Review Comments: _____

Port Jervis PC'S & SERVER Inventory

Description: PC's & servers with RCLS IT support
 Category: Inventory Reports
 Server Hostname: k1000.trust.rcls.org
 Generated: 04/13/2026 10:29:48

Name	Notes	PC Replacement	System Model	Service Tag	Invoice Date
15 rows: Service Agreement: Public Full					
PTJ008	Catalog, downstairs	Yes	OptiPlex SFF 7010	4N21FZ3	10/06/2023 00:00:00
PTJ010	Computer A, downstairs + EW	Yes	OptiPlex SFF 7020	GJP6Z84	04/04/2025 00:00:00
PTJ011	Computer B, downstairs + EW	Yes	OptiPlex 3000	FZ1HNW3	04/05/2023 00:00:00
PTJ012	Computer C , downstairs + EW	Yes	OptiPlex SFF 7010	4P21FZ3	10/06/2023 00:00:00
PTJ013	Computer B, downstairs + EW	Yes	OptiPlex 3000	DZ1HNW3	04/05/2023 00:00:00
PTJ015	Chindren's Internet 2, upstairs+ EW	Yes	OptiPlex SFF 7020	HLP6Z84	04/04/2025 00:00:00
PTJ016	Children's Internet 3, upstairs + EW	Yes	OptiPlex SFF 7020	5SKJ144	07/01/2024 00:00:00
PTJ017	Chindren's Internet 4, upstairs + EW	Yes	OptiPlex SFF 7020	9KP6Z84	04/04/2025 00:00:00
PTJ018	Children's Internet 1, upstairs + EW	Yes	OptiPlex SFF 7020	7SKJ144	07/01/2024 00:00:00
PTJ041	HUB public laptop	Yes	Latitude 5440	6XLYSV3	05/15/2023 00:00:00
PTJ042	HUB public laptop	Yes	Latitude 5440	93WXS3	05/15/2023 00:00:00
PTJ044	HUB public desktop	Yes	OptiPlex 3000	4BRTCX3	05/15/2023 00:00:00
PTJ045	HUB public desktop	Yes	OptiPlex 3000	1BRTCX3	05/15/2023 00:00:00
PTJ046	HUB public desktop	Yes	OptiPlex 3000	5BRTCX3	05/15/2023 00:00:00
PTJ047	HUB public desktop	Yes	OptiPlex 3000	3BRTCX3	05/15/2023 00:00:00
10 rows: Service Agreement: Staff Full					
PTJ002	Circulation, right	Yes	OptiPlex 3080	3TCLK93	01/12/2021 00:00:00
PTJ003	Circulation, left	Yes	OptiPlex 3080	3TBKK93	01/12/2021 00:00:00
PTJ004	Tech Services, office: EW PC Res Mgmt	Yes	OptiPlex 3080	3TCKK93	01/12/2021 00:00:00
PTJ005	Children's Circulation, left	Yes	OptiPlex SFF 7010	3P21FZ3	10/06/2023 00:00:00
PTJ006	Children's Circulation, middle	Yes	OptiPlex 3080	3TBQK93	01/12/2021 00:00:00
PTJ007	Children's Circulation, right	Yes	OptiPlex 3080	3TCMK93	01/12/2021 00:00:00
PTJ019	Office + Quickbooks	Yes	OptiPlex SFF 7010	HH9F7Y3	07/14/2023 00:00:00
PTJ020	Director	Yes	OptiPlex 3080	3TCNK93	01/12/2021 00:00:00
PTJ040	Back room near bookkeeper	Yes	OptiPlex 3000	JB9F1V3	01/13/2023 00:00:00
PTJ043	HUB staff desktop	Yes	OptiPlex 3000	2BRTCX3	05/15/2023 00:00:00



RAMAPO
CATSKILL
LIBRARY
SYSTEM

Port Jervis Barcode Readers Inventory

Description: Barcode readers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/13/2026 10:29:45

#	Name	Model	Serial #	Invoice Date
2 rows: Make: Metrologic				
1	PTJ005 Barcode Reader	Voyager 9520 - PS2	8605322822	10/11/2005 00:00:00
2	PTJ004 Barcode Reader	Fusion mk3780-61a38	8508260109	10/17/2008 00:00:00
4 rows: Make: Symbol				
3	PTJ002 Barcode Reader	LS4208 Black	1217800500986	07/01/2012 00:00:00
4	PTJ003 Barcode Reader	LS4208 Black	1217800500997	07/01/2012 00:00:00
5	PTJ006 Barcode Reader	DS4308 Black	S20352010558980	08/17/2021 00:00:00
6	PTJ007 Barcode Reader	DS4308 Black	S21006010558059	08/17/2021 00:00:00
1 row: Make: Zebra				
7	PTJ040 Barcode Reader	DS4608 Black	22058010550862	05/06/2024 00:00:00

04/13/2026

Port Jervis Networking Equipment Inventory

Description: Networking equipment report

Category: Inventory Reports

Server Hostname: k1000.trust.rcis.org

Generated: 04/13/2026 10:29:46

Name	Product Line	Serial Number
PTJ-AP1 Circ	SONICWAVE 641	18C24116DC3F
PTJ-AP2 Children Circ	SONICWAVE 641	18C24131D3A6
PTJ-AP3	SonicWave 432e w/POE Injector	18B1698F0428
PTJ-AP4	SonicWave 432e w/POE Injector	2CB8ED7494FE
PTJ-AP5	SONICWAVE 432O	18B1698FBD70
PTJSW	NSA 3650	2CB8ED05DF00

04/13/2026



Port Jervis Receipt Printers Inventory

Description: Receipt printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/13/2026 10:29:49

#	Name	Attached To	Serial #	Invoice Date
---	------	-------------	----------	--------------

3 rows: Model: TMT88IV

1	PTJ004 Printer	PTJ004	MXKF015890	10/08/2010 00:00:00
2	PTJ006 Printer	PTJ006	J4PF073366	06/04/2010 00:00:00
3	PTJ007 Printer	PTJ007	J4PF073368	06/04/2010 00:00:00

3 rows: Model: TMT88V

4	PTJ002 Printer	PTJ002	X6UE006368	03/10/2022 00:00:00
5	PTJ003 Printer	PTJ003	X6UC108233	03/10/2022 00:00:00
6	PTJ005 Printer	PTJ005	MXKF058501	08/12/2011 00:00:00

04/13/2026



Port Jervis Supported Printers Inventory

Description: Printers with RLCS IT support

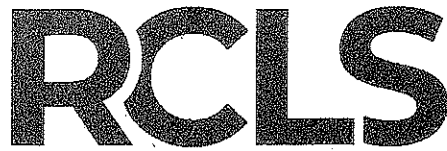
Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/13/2026 10:29:51

Workstation	Make	Model	Serial #
PTJ027	Hewlett-Packard	LaserJet 400 M401dn	NPI9AC4DE
PTJ028	Toshiba	TOSHIBA e-STUDIO2515AC	CNLH61280

04/13/2026



**RAMAPO
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Free Direct Access Plan 2027 - 2031

I. INTRODUCTION

The Free Direct Access Plan (The Plan) is a State-approved agreement between the Ramapo Catskill Library System (RCLS) and the State Education Department's Division of Library Development of the New York State Library and is required by Commissioner's Regulation §90.3(a) through (d)(4).

RCLS encompasses three counties: Orange, Rockland, Sullivan, and a portion of southern Ulster County, with forty-six public libraries. The total population within the System's service area is 858,351.

II. FREE DIRECT ACCESS PLAN

1. Describe how all individuals residing within the boundaries of the System but outside a member public library's chartered service area will receive library services.

All residents of the RCLS service area are entitled to library cards from their home libraries, defined as those libraries supported by the municipalities or districts in which the residents live.

The Plan recognizes the need for communities to provide tax support for library services to their residents and further acknowledges that communities that do so should neither be expected nor required to provide free library services to residents of communities that do not provide tax support for library services.

Individuals residing in jurisdictions with populations of over 10,000 are subject to the terms of the Regulations of the Commissioner of Education §90.3 (d)(2)(i). Anyone living in the RCLS service area is entitled to walk-in, on-site Access to all library materials at any member library, and use of computers with Access to the Internet (per NYCRR Title 8 - §90.3(a) through (d), (4)).

However, the following limitations may be imposed, as per Section (d)(2)(iii) of Commissioner's Regulation §90.3 and the Division of Library Development Guidelines:

1. Member libraries may give preference to the residents of their taxing district for attendance at library programs.
2. Member libraries may give preference to the residents of their taxing district in the use of computer and Internet resources.
3. Member libraries may give preference to the residents and organizations of their taxing district in the reservation and use of meeting rooms.

The entitlement to library services and borrowing privileges outlined in this Plan shall be forfeited by any individuals who fail to observe the rules and regulations or follow the policies of the RCLS member libraries and/or RCLS.

2. Describe how the System will assure that those persons living within the System boundaries in an area where a member library chooses to withdraw from the System, or where a chartered and registered library was never a member of the System, will be served by the System.

All chartered and registered libraries now within RCLS boundaries are members of the System. Should a member library choose to withdraw from the System, residents from that library's service area would continue to be eligible to borrow materials purchased with Central Book Aid, and to access the NOVELNY and System-funded electronic databases.

Residents served by newly chartered and registered libraries that have not joined the System will be served by RCLS in the same manner as stated in Section 1.

3. Describe what the System considers "serious inequities and hardships" and the criteria used by the System to make the determination.

RCLS considers "serious inequities and hardships" to be those conditions that adversely affect residents of the chartered areas of member libraries and/or significantly deprive resident borrowers of the opportunity to borrow library materials, relying instead on the collections, services, and funds of neighboring member libraries. There is no other service in New York State in which residents of one taxing jurisdiction are expected to support services for residents of another taxing jurisdiction.

Should a member library want to provide the residents of an unserved jurisdiction with full library services, it must enter into a contract with the unserved jurisdiction. The unserved jurisdiction is not to pass the cost to individuals residing within the jurisdiction as per Commissioner Regulation §90.3. The minimum contract rate with the unserved jurisdiction must be equal to the local per capita expenditure or two thirds (2/3) of the median per capita expenditure, whichever is higher, for the county in which the library is located.

This rate is to be adjusted annually based on the most recent Annual Report data.

All contracts are encouraged to be submitted to RCLS for review prior to signing. RCLS will ensure that the contract meets all criteria defined above.

Member libraries that choose to provide the residents of an unserved jurisdiction with local library services only, with no direct access rights, may set their own contract rate or can provide this service without a contract.

"Serious inequities and hardships" also occur when the patrons of one member library excessively use the services of a neighboring library. See Section 4.

4. Describe what constitutes excessive out-of-chartered/contracted service area borrowing in the System.

RCLS considers "excessive out-of-chartered/contracted service area borrowing" to be:

1. 25% of a member library's total circulation based on eighteen months' average to residents of all geographic areas outside the library's chartered service area.
2. 15% of a member library's total circulation based on eighteen months' average to residents of a single geographic area, which is: (a) served by another chartered public library OR (b) served by a contract with another member library OR (c) does not provide equitable funding for library services, as determined by Section 3.

Either or both libraries affected by excessive use may file a complaint pursuant to Section 6 below. In addition, an annual fee can be applied to a library that is found to be "excessively borrowing" from another library by more than 15%. Statistics to identify these situations are available through the Integrated Library System and are provided to member libraries yearly by the System.

5a. Describe the unserved and underserved populations within the System.

Unserved populations exist in pockets throughout the RCLS service area and have been mapped by the NYSED Division of Library Development. The total untaxed/unserved population is 31,071. There are also unserved jurisdictions that have entered into contracts with a chartered library and provide tax support for service. The total population covered by contracted service is 38,406 people.

Underserved populations are those whose chartered/contracted library service is not equitable according to System standards as defined in this Plan. Typically, the library has a budget that does not meet the criteria set out in Section 3 above. Patrons of such libraries are tacitly encouraged to rely on other System libraries for the convenience of hours, depth of collections, Internet access, program offerings, and knowledgeable staff to meet their needs.

5b. Describe the criteria used by the System to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved).

A library's inability to comply with the New York State Minimum Library Standards as per their annual report, and/or with a per capita expenditure of less than two thirds (2/3) of the median of the libraries in the county within which it is located, as specified in Section 3 above, may be considered underserved.

5c. Describe the actions the System will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the System.

RCLS staff and trustees will work with member libraries to encourage and assist them in their efforts to improve services and approach local officials for improved funding.

- Libraries that currently do not hold budget votes will be informed about Section 259 of

Education Law, "Chapter 414" and special district status.

- Governing authorities in unserved jurisdictions will be notified of the need to provide tax funding if full library service is to be allowed/continued.
- The three regional library associations within RCLS borders, the Directors' Association Direct Access Committee, and the Plan of Service Committee will be encouraged to participate in meetings with affected jurisdictions.
- Member libraries subject to overuse by residents from other member libraries will be encouraged to invoke the restrictions permitted under Commissioner's Regulation §90.3, in accordance with the guidelines set out in this Plan, as a means to reinforce the reciprocity that is the cornerstone of Direct Access.
- RCLS will encourage unserved jurisdictions to contract for library service with a member library or, by action, to charter a new library.

5d. Provide a timetable for such actions.

RCLS and member libraries will continue to work with any and all unserved jurisdictions to help them understand the value of providing their residents with library services. RCLS staff will assist these jurisdictions in getting the information they need to undertake the action to charter a library, and will help these jurisdictions make contact with member libraries in order to enter into contracts for library services.

Residents in jurisdictions that are not willing to enter into contracts or establish a chartered library will not be able to access library services, except for limited services available from the Central Library, some State-supported services, and through local service-only cards with member libraries that choose to offer limited service with or without a contract.

5e. Identify who will be responsible for carrying out these actions.

Adequate funding is the responsibility of the member libraries' trustees. The encouragement of improved library services throughout the System is set forth in Section 5c above. RCLS is responsible for educating the public, especially untaxed/unserved communities, with regard to the terms of its Direct Access Plan.

6. Describe the conditions under which modifications to the free Direct Access Plan can be made.

All recommendations for modification of the Plan shall be initiated by the Directors' Association-Direct Access Committee at the request of a member library's Director and Board of Trustees and must be approved by the Association and ratified by the RCLS Board of Trustees.

Prior to bringing a request to modify the Direct Access Plan, a member library's Director and Board of Trustees must make a good-faith effort to resolve any serious inequities or excessive use with the Library Director and Board of the Library exhibiting such behavior.

In instances of a declared State of Emergency and/or public health crisis that force libraries to restrict their hours/services in the interest of public health, a member library may choose to restrict Access to

their building to cardholders of their library only. Curbside service may be used to fulfill free direct Access where building access would pose an unnecessary, increased health risk to member library staff and the cardholders of that library.

6a. Without the prior approval of the Commissioner of Education

RCLS member libraries that experience excessive out of chartered service area borrowing, as defined in Section 4 above, may file a written complaint with the Direct Access Committee

1. The Direct Access Committee will review the circumstances regarding the complaint by verifying the levels of library use leading to the claim, as well as verifying any other criteria in the claim that may be applied under the Plan.
2. The Direct Access Committee will make a recommendation to the Directors' Association after confirming all claims of serious inequities and hardships submitted by the member library are valid.
3. The Direct Access Committee's recommendations will be moved for approval by a majority vote of the Directors' Association and then moved to be ratified by the RCLS Board of Trustees in a public meeting. Approved recommendations will be implemented following such ratification.

Based on the Directors' Association and RCLS Board of Trustees accepting a claim of serious inequities and hardship as valid, one or more of the following will be

1. The placing of restrictions on the loan of library resources, said restrictions to be limited to non-print materials and equipment, and print materials less than one year from the acquisition date and purchased with local funds;
2. The placing of restrictions on attendance at library programs due to lack of space or staffing to accommodate non-residents, provided such programs are supported entirely by local funds;
3. The placing of restrictions on new or experimental collections;
4. The placing of restrictions due to the inability of neighboring libraries to provide reciprocity for borrowing similar high-demand materials;

The Direct Access Committee will review restrictions yearly to ensure they remain warranted.

6b. With the prior approval of the Commissioner of Education

Proposed restrictions to library services or Access beyond those defined in the Plan must be approved by the RCLS Board of Trustees and the Directors' Association prior to transmission to the Commissioner of Education for approval.

Guidelines for Direct Access Committee action regarding complaints, with the prior approval of the Commissioner of Education, are as follows:

1. A complaint must be presented to the Direct Access Committee in writing by the affected library, including the following information:
 - a. A list of actions taken by the library Board(s) affected to resolve the issue(s)
 - b. A clear description of the proposed restrictions and modifications to the Plan being requested, provided such modifications do not include charging for library services;

- c. A clear description of the anticipated impact on resident and non-resident borrowers after proposed modifications are implemented;
 - d. A time frame for the beginning and end of such restrictions and modifications.
2. The complaint will be discussed with representatives of all parties concerned at a Direct Access Committee meeting.
 3. The Direct Access Committee's recommendations for the resolution of a complaint will be moved for approval by the Directors' Association and the RCLS Board of Trustees.
 4. The RCLS Board will submit the recommendations for the resolution of a complaint to the Commissioner of Education for approval.

7. Describe how the System will assure that member libraries are complying with the System's free Direct Access Plan.

1. The Direct Access Committee and RCLS will review the annual statistics generated by the Integrated Library System (ILS) to monitor direct access activity.
2. Complaints regarding violations of the Free Direct Access Plan will be referred to the Direct Access Committee.

8. Describe how the System obtained member library input to the Direct Access Plan

1. The first draft of the Plan was updated and reviewed by the Chair of the Direct Access Committee and the RCLS Executive Director on January 27, 2026
2. The second draft of the Plan was reviewed by the Direct Access Committee on February 9, 2026
3. The third draft of the Plan was presented to the Direct Access Committee on March 12, 2026
4. The fourth draft of the Plan was reviewed by the Directors' Association on April 14, 2026
5. The RCLS Direct Access Plan approved by the Association on May 13, 2026, will be distributed to the member library Boards of Trustees for approval by the majority by June 2, 2026
6. The RCLS Direct Access Plan, approved by the majority of member library Boards on xxxx will be distributed to the RCLS Board of Trustees for approval
7. The RCLS Board of Trustees approved the RCLS Free Direct Access Plan on xxxx
8. The final Free Direct Access Plan will be distributed to the New York State Library for approval on xxx

III. DEFINITIONS

Public Library System means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

Approved Plan of Service means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities, and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

Direct Access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the System or any member library in the System, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

Chartered service area means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the Commissioner as a valid part of the library's chartered service area. For purposes of this section, the Commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

Curbside use means the ability of an individual to use library resources on the outside of the premises of a library based on availability.

Resident borrower means an individual who resides within the boundaries of the chartered service area of a public or Association or Indian library as defined in section 253 of the Education Law and who is a library card holder at that library.

Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or Association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

Library resources mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

On-site use means the ability of an individual to use library resources on the premises of a library.

Serious inequities and hardships mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each System's approved Plan of Service and may include, but are not limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

Supported is defined as financial support to a library either by charter or by contract.

Tax support means funds supplied by local taxing agencies, which may be municipalities, school districts, or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

Unserved means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of the chartered service area of a library that is a member of that System.

Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system has identified as having an inadequate level of local income to support the delivery of acceptable library services.

Approved by the Directors' Association – May 13, 2026

Approved by a majority of member library Boards of Trustees – xxx

Adopted by the RCLS Board of Trustees xxx

Approved by the Division of Library Development – xx

RCLS

**RAMAPO
CATSKILL
LIBRARY
SYSTEM**

PLAN OF SERVICE 2027 – 2031

Approved by the RCLS Board of Trustees – XXX
Approved by Division of Library Development – XXXX

Section 1. General Information

- 1.1 Name of System – Ramapo Catskill Library System
- 1.2 Street Address – 619 Route 17M
- 1.3 City – Middletown
- 1.4 Zip Code – 10940
- 1.5 Four Digit Zip Code Extension – 4395
- 1.6 Telephone Number – 845-243-3747
- 1.7 Name of System Director – Grace Riario
- 1.8 Email Address of the System Director – griario@rcls.org
- 1.9 System Home Page URL – www.rcls.org
- 1.10 URL of Current List of Members – <https://guides.rcls.org/memberlibraries>
- 1.11 Date of Establishment – 1959
- 1.12 Date of Absolute Charter – 1965
- 1.13 Name of Central Library – Newburgh Free Library
- 1.14 Square Mileage of Service Area – 2,459
- 1.15 Population of System Service Area – 858,351 (2020 US Census)
- 1.16 Type of System – Public Library System (PLS)

Section 2 – System Governance and Membership

2.1 URL of Current Governing Bylaws – https://guides.rcls.org/Board_of_Trustees/Bylaws

2.2 System Board Appointment/Election - Indicate whether the System Board Members are appointed or elected (select one).

E – System Board Members are elected

2.3 Indicate by whom the System Board Members are elected –

Each library represented at the System Annual Meeting shall vote as a unit. At least one trustee of each member library desiring to vote must be present in person to cast the vote for the participating library.

2.4 Advisory Groups –

- a. Member Directors' Organization
- b. Coordinated Outreach Services Advisory Group
- c. Central Library Advisory Committee/System Service Committee

Other (specify using state notes)

Section 3 -Description of Planning, Approval, Evaluation, and Revision Process for All Sections of the Plan of Service.

3.1 Provide a summary describing the processes used to assess member needs in the development of the Plan of Service.

RCLS engaged an independent consultant to design and administer a questionnaire to gather comprehensive feedback on RCLS services, programs, and anticipated member library needs. The questionnaire was distributed to trustees, administrators, and staff from all member libraries. In addition, the consultant facilitated twenty-one focus groups between August and October 2025. All trustees and library employees were invited to participate and share input on existing services and programs, as well as on the evolving needs of member libraries. Focus groups were conducted in both virtual and in-person formats to maximize participation and accessibility.

3.2 Identify the groups involved in the development of the Plan of Service and each group's role.

1. RCLS Board Plan of Service Committee, which is made up of three RCLS board members, three members of the Directors' Association, two members of the RCLS Team, and the Executive Director – developed a request of proposal to hire an independent consultant to develop a questionnaire, facilitate focus groups, and analyze member library trustees and staff feedback to prepare a report which will be used to develop the first draft of the RCLS 2027-2031 Plan of Services.

2. Three consultants responded to the request for proposal, and the RCLS Board of Trustees' Plan of Service Committee reviewed and made a recommendation to hire Supernova Consultants to assist with the gathering and analysis of member libraries' feedback.
3. In November 2025, the RCLS Board of Trustees' Plan of Service Committee received the Consultant's report and began developing the first draft of the 2027-2031 Plan of Service.
4. Directors' Association's System Services Committee was provided with the first draft of the 2027-2031 Plan of Service and the consultant's report regarding the feedback received from member libraries on February 10, 2026.
5. Directors' Association's System Services Committee reviewed and commented on the first draft of the 2027-2031 Plan of Service on February 17, 2026
6. Directors' Association's System Services Committee reviewed and approved the second draft of the 2027-2031 Plan of Service on March 16, 2026, to be passed on for approval by the Directors' Association at their April 2026 meeting.
7. Members of the Directors' Association were encouraged to attend and provide feedback during the System Services meetings in February and March.
8. The final draft of the 2027-2031 Plan of Services was approved by the Directors' Association on April 8, 2026.
9. The approved Directors' Association 2027-2031 Plan of Service was distributed to member Library directors and Library Board presidents to be shared and approved by the member library Boards with a deadline for response of Friday, August 7, 2026.
10. The RCLS Board approved the 2027-2031 Plan of Services on

3.3 Describe the planning process for the 2027-2031 Central Library Plan.

1. RCLS shared the independent consultant report regarding the member libraries' feedback with the Director of the Central Library in February 2026.
2. RCLS Executive Director met with the Central Library Director and Staff to review the draft of the 2027-2032 Central Library Plan.
3. Members of the Directors' Association were encouraged to attend and provide feedback during the System Services meetings in February.
4. The Directors' Association's System Services Committee was provided with the first draft of the 2027-2031 Central Library Plan on March 16, 2026, for review and feedback.

5. The Central Library Board approved the 2027-2031 Central Library Plan on XXX

6. The RCLS Board approved the 2027-2031 Central Library Plan on XXX

3.4 Describe the integration of the 2027-2031 Central Library Plan with the system's Plan of Service.

The 2027-2031 Central Library Plan will work with the RCLS Plan of Service to support professional development and resource-sharing goals.

3.5 Provide the URL of the 2027-2031 Central Library Plan.

3.6 Describe the planning process for the 2027-2031 Direct Access Plan.

1. The RCLS Executive Director and the Chair of the Directors' Association Direct Access Committee met to review the 2027-2031 Direct Access Plan and ensure that the Plan met requirements.
2. Directors' Association's Direct Access Committee was provided with the first draft of the 2027-2031 Direct Access Plan on February 9, 2026.
3. Directors' Association's Direct Access Committee reviewed and commented on the second draft of the 2027-2031 Direct Access Plan on March 12, 2026
4. Directors' Association's Direct Access Committee reviewed and approved the third draft of the 2027-2031 Direct Access Plan on April 14, 2026, to be passed on for approval by the Directors' Association for their May 2026 meeting.
5. The final draft of the 2027-2031 Direct Access Plan was approved by the Directors' Association on xxx
6. The approved Directors' Association 2027-2031 Direct Access Plan was distributed to member Library directors and Library Board presidents to be shared and approved by the member library Boards with a deadline for response of Friday, August 7, 2026.
7. The RCLS Board approved the 2027-2031 Plan of Services on XXXX

3.7 Describe the integration of the 2027-2031 Direct Access Plan with the system's Plan of Service.

The 2027-2031 Direct Access Plan is designed to strengthen and sustain the shared library ecosystem across the Ramapo Catskill Library System service area by ensuring that all member

libraries participate equitably in resource sharing. Through this plan, costs and responsibilities are distributed fairly among the system's forty-six member libraries, reflecting both the collective value of shared access and the principle that a cooperative system is strongest when all members contribute. This approach supports systemwide access for community members while maintaining fiscal responsibility and long-term sustainability for libraries of varying sizes and capacities.

3.8 Provide the URL of the 2027-2031 Direct Access Plan.

3.16 Describe the information to be collected in order to determine members' satisfaction with the system's services.

An annual survey will be distributed to member library administrators to gather feedback on service usage and satisfaction.

Two Town Hall events will be scheduled yearly to provide an opportunity for member library trustees and staff to have an open conversation with the RCLS team.

3.17 Provide the URL of the proposed blank annual member survey.

3.18 Describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle.

The satisfaction of the majority of member library trustees and staff is essential to the continuation of any service or program. If a majority of members express dissatisfaction with a service, we will either discontinue it or modify it to better meet the needs of the membership.

3.19 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department

If changes are required, a draft of these changes would be prepared and shared with the Directors' Association System Services Committee, Directors' Association, member library Boards of Trustees, and the RCLS Board of Trustees. Once all of the groups provided their feedback, we would modify the draft as required, submit it to the RCLS Board for approval, and send the approved draft to DLD for approval.

Section 4. Mission Statement, Objectives, Outcomes, and Evaluation Methods

4.1 The Ramapo Catskill Library System Mission Statement RCLS

We deliver high-quality, cost-effective consolidated and cooperative services to support member libraries in meeting the needs of their communities.

4.3 Goal 1 – Resource Sharing

Integrated Library System (ILS)

Goal Statement: Enhance and maintain existing automation services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Assist member libraries in identifying, assessing, and implementing new material formats and unique collections to enhance the libraries' offerings.

Activities: Includes tasks such as:

- Adding new shelving locations.
- Establishing MARC records for titles in new formats.
- Develop MARC records for unique collections.
- Ensure new formats are visible on the discovery layer.

Outcomes: 2027 Library staff will be able to implement and access new material formats and unique collections.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library staff at libraries reporting indicate that they are able to implement and access new material formats and unique collections.

Note: repeat in 2028, 2029, 2030, and 2031.

4.3.1 Goal 1 – Resource Sharing

Integrated Library System (ILS): Managing

Goal Statement: Enhance and maintain existing web-based services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Maintain a current, integrated library system (ILS) for inventory control, material tracking, and the facilitation of access to the collections of member libraries participating in the ILS consortium from within the library and through remote access.

Activities: Includes tasks such as:

- Configuring the discovery layer.
- Managing and maintaining ILS software.
- Maintaining user documentation.
- Acting as a liaison with the ILS vendor and broader community.

Outcomes: 2027 Library staff will be able to use the web-based ILS to easily track and manage items in their collections.

Evaluation Method: 2027 Library staff will have access to the web-based system 95% during library hours.

Library staff at libraries reporting indicate 95% success in catalog searches for materials with complete catalog records.

Library staff at 80% of libraries reporting indicate that they are using reports generated by the ILS to manage their collections.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.4 Goal 1 – Resource Sharing

RCLS Delivery Service

Goal Statement: Offer a clearly defined set of cost-effective, coordinated delivery services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Maintain a cost-effective delivery system to meet the demand for the transfer of materials among RCLS libraries and support ILL with the libraries from other library systems.

Activities include tasks such as:

- Monitor daily delivery statistics; evaluate annually; adjust routes as required.
- Maintain delivery fleet; oversee vehicle and supply purchases.
- Consult with member libraries on delivery access during new construction and/or renovations to support the delivery of library materials.

Outcomes: 2027 Library staff are able to receive and send library materials from libraries within RCLS.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate satisfaction with the delivery service.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.4.1 Goal 1 – Resource Sharing

Interlibrary Loan

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Monitor electronic interlibrary loan activity to assess the impact on delivery and the equity of borrowing and lending among the libraries.

Activities: Includes tasks such as:

- Produce statistical reports of borrowing and lending among libraries.
- Adjust the borrowing routing algorithm.
- Maintain ILS settings that define sharing rules.

Outcomes: 2027 Library staff will see a balance between their ILL borrowing and lending activity.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library staff at libraries reporting indicate a loaning/borrowing balance.

Note: repeat in 2028, 2029, 2030, and 2031.

4.4.2 Goal 1- Resource Sharing

Interlibrary Loan

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate System interlibrary loans between member libraries and out-of-system libraries that allow access to resources unavailable within the System.

Activities: Includes tasks such as:

- Coordinate all ILL activities for materials requested from OCLC libraries.
- Organize training and support for regional ILL (e.g. SEAL).

Outcomes: Library staff can provide library users access to resources and materials unavailable at the local library or within the RCLS system.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate they are satisfied with ILL services.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.4.3 Goal 1 – Resource Sharing

Interlibrary Loan

Goal statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended. This goal is dependent upon timely responses from the facility.

Objective: Provide service to the Federal Correctional Institute, Otisville, NY (FCI) through interlibrary loans from RCLS libraries and the New York State Library.

Activities: Includes (but not limited to) tasks such as:

- Process ILL requests except when ILL guidelines are not met by the facility

Outcome: 2027 Library materials are available to dedicated library staff at the Otisville Federal Correctional Facility.

Note: repeat in 2028, 2029, 2030 and 2031.

Evaluation Method: 2027 FCI library staff report they are satisfied with the ILL service.

Note: repeat in 2028, 2029, 2030 and 2031

4.5 Goal 1 – Resource Sharing

Shared Electronic Collection

Goal: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Offer cost-effective hosting of and/or access to enhanced Web-based resources.

Activities: Includes tasks such as:

- Working with the vendors to maintain the interfaces.
- Selecting and administering the content pool.
- Collaborating with the vendor to enhance the product(s).

Outcomes: 2027 Library staff can make streaming library materials available to their users.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 The staff at 80% of libraries reporting indicate that they know how to access digital content and can explain this procedure to their users.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.6 Goal 1 - Resource Sharing

Supporting Technology

Goal Statement: Offer a clearly defined set of cost-effective, consolidated, and coordinated IT services designed to support local library business operations and maximize the value of local funds expended.

Objective: Offer member libraries IT services based on an IT agreement and a menu of services.

Activities: Includes tasks such as:

- Collaborate with member libraries' administration to select an annual IT menu of services that meet their business operations' needs.
- Consult with the administration of member libraries on IT infrastructure needs.
- Administer and manage the Library's Internet Service Provider (ISP) connectivity, including administrative access to the ISP account and ISP-provided equipment (e.g., the cable modem), to ensure reliable service and appropriate security controls.

Outcomes: Library administration has access to RCLS IT services and IT support staff after signing on to the service.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate they are satisfied with IT services

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.10 Goal 2 – Client Groups

Adult Literacy

Goal Statement: Offer a clearly defined set of cost-effective, consolidated, and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Offer adult literacy programs and services within the service area.

Activities: Includes tasks such as:

- Provide opportunities for member libraries to learn best literacy practices.
- Offer training sessions.
- Collaborate with member libraries to develop services that meet local community needs.

Intended Results: 2027 Library staff are aware of or have participated in RCLS literacy educational sessions or services.

Note: repeat in 2028, 2029, 2030, and 2031.

4.11 Goal 2 – Client Groups

Coordinated Outreach

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Facilitate information and consulting for member library staff to provide services addressing the New York State-designated Outreach populations' needs and issues.

Activities: Includes tasks such as:

- Conduct Coordinated Outreach Services Advisory Group (COSAG) meetings and activities that focus on the New York State-designated Outreach populations' needs and issues.
- Provide information that will enhance local library services to New York State-designated Outreach populations.
- Coordinate model program opportunities directed to target groups and hosted by member libraries.
- Supply information and encourage member libraries to use or take advantage of the New York State Talking Book and Braille Library services.

Outcome: 2027 Library staff are able to address the needs of the different New York State-designated Outreach target groups.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are able to address the needs of the different New York State-designated Outreach target groups.

Note: repeat in 2028(85%), 2029 (85%), 2030 (90%), 2031(90%)

4.12 Goal 2 – Client Groups

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Provide educational opportunities and a forum for correctional library staff to exchange information and programs in facilities to enhance their offerings.

Activities: Includes tasks such as:

- Coordinate regional and local meetings to discuss issues, concerns, needs, etc.
- Offer training sessions and support materials.
- Organize Statewide training opportunities.
- Develop programs for the facilities to offer.

Outcomes: 2027 Correctional library staff improve their understanding of the skills needed to deliver library services and programs to their clients.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate that they have participated in the educational opportunities and forums provided.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.12.1 Goal 2 – Client Groups

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate interlibrary loans for correctional institutions within the RCLS service area.

Activities: Includes tasks such as:

- Processing ILL requests for state correctional institutions.
- Develop collections to enhance correctional facility libraries' ILL services through collaboration between and among RCLS Staff and Correctional Facilities' librarians.

Outcomes: 2027 Correctional library staff have access to library materials from RCLS and other system libraries and the New York State Library.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate that they are satisfied with the interlibrary loan service provided by RCLS.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.12.2 Goal 2 – Client Groups

RCLS Plan of Service 2027-2031

Correctional Facilities (State and County)

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Facilitate the acquisition of materials and educational services for correctional facility libraries.

Activities: The following activities depend on funding allocation. Includes tasks such as:

- Coordinate the purchase of materials and programs.
- Organize the purchase of conference tickets and accommodation for the New York Library Association Conference.
- Business Office consulting services.

Outcomes: 2027 Correctional library staff acquire materials and programs as needed.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Staff at 80% of correctional libraries reporting indicate they are satisfied with purchasing and support services supplied by RCLS.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.13 Goal 2 – Client Groups

Youth Services

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Maintain and promote effective means of communication with and among member libraries to encourage cooperation.

Objective: Support projects and services to enhance youth services. **Activities:** Includes tasks such as:

- Participate in county library association meetings and activities.
- Coordinate roundtables and discussion groups as well as provide support, consultation, and advice to the officers and participants of the member library youth services groups.
- Consult with the youth services library staff regarding publishing trends and publishing houses.
- Manage and maintain unique collections to support youth services programming.
- Collaborate with Central Library staff to maintain and develop an eContent collection that meets the needs of the youth.

Outcomes: 2027 Youth services staff have the information and support required to provide services to children and teens.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Youth services staff at 80% of libraries reporting indicate that they have the information and resources needed to manage programs and services for children and teens.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.14 Goal 2 – Client Groups

Early Literacy (Birth to School Age with Parents/Caregivers)

Goal Statement: Offer a clearly defined set of cost-effective early literacy services designed to enhance local library early literacy needs and maximize the value of local funds expended.

Objective: Offer early literacy programs, services, and materials to assist member libraries in developing and/or enhancing their early literacy programs.

Activities: The following activities depend on funding allocation. Includes tasks such as:

- Support staff development at member libraries to help them incorporate early literacy initiatives.
- Cooperate with member library staff to develop tools to educate families about early literacy.
- Provide consulting services to member library staff regarding early literacy techniques.

Outcomes: 2027 Library staff are aware of the programs and services offered by RCLS to assist them in developing and/or enhancing their early literacy programs.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are aware of the programs and services offered by RCLS to help them develop and/or enhance their early literacy programs.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.16 Goal 3 – Professional Development and Training

Library Administration and Staff

Goal Statement: Provide opportunities to member libraries' staff and administration for the
RCLS Plan of Service 2027-2031 RCLS Board Approved XX/XX/XX

training, networking, and skills development needed to support library service and wholly encourage participation in opportunities offered by regional, state, and national organizations.

Objective: Coordinate or provide member library staff and administration with opportunities for training, networking, and skills development.

Activities: Includes tasks such as:

- Coordinate, arrange for, inform, or provide training, networking, and skills development, roundtables, or discussion groups.
- Organize and conduct ILS and emerging technology training sessions.
- Provide staff training on the enhanced discovery layer.
- Develop and maintain a menu of educational sessions for library staff.
- Foster leadership opportunities for library staff via educational offerings.
- Provide an orientation to educate member libraries' staff about RCLS services.
- Maintain a subscription to an online training platform to provide remote training.

Outcomes: 2027 Provide opportunities to member libraries' administrators and staff for the training and skills development needed to support library service and career advancement.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library administrators and staff at 80% of libraries reporting indicate that they are satisfied with the opportunities to receive training and skills development.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%).

4.16.1 Goal 3 – Professional Development and Training

Library Trustees

Goal Statement: Provide opportunities to member libraries' trustees for the training and skills development needed to support library governance.

Objective: Actively promote educational resources available to all trustees and encourage member library trustees to join and participate in state and national organizations.

Activities: Includes tasks such as:

- Provide trustee-related state and national organization information.
- Maintain an electronic mailing group for trustees.
- Provide and promote in-person and virtual local trustee training opportunities.
- Offer trustee training materials in the form of the Handbook for Library Trustees.
- Encourage library trustees to engage in collaboration and communication via open forums.
- Assist library trustees in meeting state educational requirements and governance best practices.

Outcomes: 2027 Library trustees are aware of and know how to access information about the national, state, and regional trustee resources and training opportunities.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library trustees at 80% of libraries reporting indicate that they are aware of the national, state, and regional organizations that support libraries and library services, and know how to access trustee resources and training opportunities.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (90%), 2031(90%)

4.17 Goal 4 – Consulting Services

Consulting and Development Services

Goal Statement: RCLS will maintain knowledge and information pertaining to state laws and initiatives that directly affect member libraries.

Objective: Provide consulting services to support member libraries in areas such as management and personnel administration, finances, youth services, adult services, community engagement, technology, trustee development, and Education law to assist member libraries in achieving service excellence.

Activities: Includes tasks such as:

- Provide consulting services about library-related policy, management, operational issues, state laws, and regulations, etc.
- Provide consulting services about library budget, financial policies, sustainable funding, E-Rate, and the Tax Cap / Tax Freeze calculations and filings.
- RCLS staff actively participate in local, regional, state, and national organizations when funding is available.

Outcomes: 2027 Library administrators and staff report they have the information they require to support excellent library service.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library administrators and staff at 80% of libraries reporting indicate they are satisfied with the consultant services provided by RCLS staff.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (85%), 2031 (90%)

4.17.1 Goal 4 – Consulting Services

Financial Consulting

Goal Statement: Enhance and maintain existing automation services and assist member libraries in implementing emerging technologies to improve library service and cooperation.

Objective: Provide technical support for all member libraries to assist them in maintaining an accurate record of their financial information.

Activities: Includes tasks such as:

- Provide advice on related financial software, such as QuickBooks, and on applications for the Annual Report/Construction Grant processes.
- Consult with member library staff and trustees on developing the library budget and funds related to capital projects.

Outcomes: 2027 Library trustees, administrators, and staff will have access to consulting support.

Note: repeat in 2028, 2029, 2030, and 2031.

Evaluation Method: 2027 Library trustees, administrators, and staff will initiate an average of twenty interactions with RCLS consulting services a month.

Library administrators and staff at 80% of libraries reporting indicate they are satisfied with the consulting services provided by RCLS staff.

Note: repeat in 2028 (80%), 2029 (85%), 2030 (85%), 2031 (90%)

4.17.2 Goal 4 – Consulting Services

Marketing Consulting

Goal Statement: Enhance and maintain knowledge and information pertaining to marketing and social media initiatives that directly affect member libraries.

Objective: Provide consulting services to support member libraries in marketing activities.

Activities: Includes tasks such as:

- Collaborate with member libraries in developing marketing materials.
- Communicate the value of library service to local and state stakeholders.
- Promote library services and programs to community members within the RCLS service area.

Outcomes: 2027 Library staff will have access to marketing consulting services to support their marketing efforts.

Evaluation Method: 2027 Library staff will initiate an average of twenty interactions with RCLS consulting services staff per month.

Note: repeat in 2028, 2029, 2030 and 2031

4.17.3 Goal 4 – Consulting Services

Social Media Campaigns and Communication

Goal Statement: Educate trustees and library staff about the importance of communicating and using social media campaign tools effectively.

Objectives: Educate trustees and library staff about projects and initiatives that highlight social media as a tool to strengthen the library's online presence and connect with their community.

Activities: Includes tasks such as:

- Consult with member library staff on their social media campaigns.
- Develop and sponsor continuing education opportunities using social media platforms to promote library services and programs.
- Collaborate with member library staff to foster social media best practices.

Outcomes: 2027 Trustees and library staff are aware of the RCLS consulting services.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 50% of libraries reporting indicate that they are aware of social media campaigns and best practices, and 20% of libraries had, on average, five interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028 (60%), 2029 (65%), 2020 (70%), 2031 (75%)

4.17.4 Goal 4 – Consulting Services

Sustainability Consulting

Goal Statement: Educate trustees and library staff about the importance of striving for sustainability within the library.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the triple bottom line of sustainability by employing environmentally sound, socially equitable, and economically feasible practices.

Activities: Includes tasks such as:

- Consult with member library staff on the sustainable practices that fit local needs.
- Develop and sponsor continuing education programs on sustainability.
- Maintain an electronic mailing list for library staff to share ideas and projects.
- Mentor member library staff to foster sustainable practices within the library environment.

Outcomes: 2027 Trustees, administrators, and library staff are aware of the importance of sustainability and RCLS sustainability consulting services.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 50% of libraries reporting indicate that they are aware of sustainability initiatives, and 20% of libraries had on average five interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028 (60%), 2029 (65%), 2030 (70%), 2031 (75%)

4.17.5 Goal 4 – Consulting Services

Advocacy Consulting

Goal Statement: Educate trustees and library staff about the importance of continuous advocacy and partnership with local, state and federal elected officials.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the importance of building strong relationships with local, state and federal officials.

Activities: Includes tasks such as:

- Promote the benefits of continuous library advocacy.
- Consult with member library staff about the legislative process and libraries' financial requests.
- Develop and sponsor continuing education programs on advocacy.
- Maintain an electronic mailing list for library staff to share ideas and projects that promote library advocacy.

Outcomes: 2027 Trustees and library staff are aware of the importance of library advocacy.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 80% of libraries reporting indicate that they are aware of the advocacy consulting services.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.17.6 Goal 4 – Consulting Services

Community Engagement and Partnerships Development

Goal Statement: Educate trustees and library staff about the importance of continuous engagement and partnership with local and state mission-aligned organizations and agencies.

Objectives: Educate trustees and library staff about projects and initiatives that highlight the importance of building strong relationships and participation with local and state mission-aligned organizations and agencies.

Activities: Includes tasks such as:

- Promote the benefits of continuous community engagement practices.

- Develop and sponsor continuing education programs about outreach to the New York State-designated Outreach target population.
- Provide an electronic mailing list for library staff to share ideas and projects that promote localized services.
- Assist member library staff with creating and maintaining local organization relationships.
- If funding is available, create a path forward to offering County social services to member libraries.
- If funding is available, explore other platforms of communication.

Outcomes: 2027 Trustees and library staff are aware of the importance of organization and agencies' partnership and local participation and 15% of libraries had on average ten interactions per month with the RCLS consulting services staff.

Note: Repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Trustees and library staff at 80% of libraries reporting indicate that they are aware of opportunities to partner with local organizations and agencies.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.17.7 Goal 4 – Consulting Services

Human Resources

Goal Statement: Assist trustees and library administration with employment concerns and best practices.

Objectives: Educate trustees and library staff about best human resources practices and the importance of following State and federal laws that govern libraries as an employer.

Activities: Includes tasks such as:

- Promote the benefits of continuous engagement in best human resources practices.
- Organize continuing education opportunities.
- Provide an electronic mailing list for library staff to share human resources information.
- Consult with the administration of member libraries on human resources concerns.

Outcomes: 2029 Trustees and library staff are aware of the importance of human resources best practices, and 20% of libraries, on average, have 10 interactions per month with RCLS consulting services staff.

Note: Repeat in 2030 and 2031

Evaluation Method: 2029 Trustees and library staff at 20% of libraries reporting indicate that they are aware of the human resources consulting services and find the service valuable.

Note: Repeat in 2029 (20%), 2030 (25%), 2031 (30%)

4.17.8 Goal 4 – Consulting Services

ILS Open-Source Development

Goal Statement: Improve the functionality and features of Open-Source Software for the benefit of member libraries.

Objectives: Address current pain points and develop feature enhancements for Open Source ILS Software.

Activities: Includes tasks such as:

- Work with an established committee to identify and prioritize bugs and most-requested feature enhancements.
- Promote discussion in the Open-Source community regarding identified bugs and enhancements.
- Collaborate with established developers to address bugs and build new features.
- Deliver bug fixes and feature enhancements for member libraries and the wider open-source community.

Outcomes: 2028 Library administration and library staff are aware of the mechanisms to suggest open-source ILS feature enhancements.

Evaluation Method: 2028, 20% of Library staff can name an enhancement championed and developed by RCLS.

Note: Repeat in 2028 (20%), 2029 (30%), 2030 (40%), 2031 (50%)

4.18 Goal 5 – Coordinated Services for Members

System-wide Database Access

Goal Statement: Coordinate Central Library and System activities to provide a broad range of services and online resources to support equity of access for all residents.

Objective: Negotiate and fund, in cooperation with the Central Library, a broad range of licensed electronic products, in addition to the State-wide resources available through NOVELNY, to provide access to all library users within the service area with high-quality information resources from libraries for access while at work or home.

Activities: Includes tasks such as:

- Continued funding of system-wide selected electronic resources contingent upon state funding.

Outcomes: 2027 Library staff continue to have access to NOVELNY databases and to

databases that fall outside NOVELNY's coverage.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library staff at libraries reporting indicates that 85% of users are satisfied with the databases available System-wide.

Note: repeat in 2028 (85%), 2029 (90%), 2030 (90%), 2031 (90%)

4.18.1 Goal 5 – Coordinated Services for Members

Group Licensing of Electronic Resources

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Negotiate group licensing of electronic products on behalf of sub-sets of member libraries, upon request, to provide additional resources to their patrons from the libraries.

Activities: Includes tasks such as:

- Technical support for access to selected databases.
- Acquire useful system-wide and local library metrics from database providers.
- Collaborate with member libraries to develop a database pool.

Outcomes: 2027 Library staff will be able to take advantage of group purchasing discounts for electronic databases beyond those licensed on a system-wide basis.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at libraries reporting indicate that 80% of users are satisfied with the databases available locally.

Note: Repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.18.2 Goal 5 – Coordinated Services for Members

Group Purchasing of Goods

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Objective: Negotiate consortium discounts for goods and services to support summer reading and other services, as developed, when it will be a financial benefit to twenty-five or more member libraries.

Activities: Includes tasks such as:

- Coordinate purchase of services, materials, supplies, equipment and programs.

Outcomes: 2027 Library staff are able to purchase selected materials and supplies at discounted prices to support summer reading and other designated programs.

Note: repeat in 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at 80% of libraries reporting indicate they have saved time and money by taking advantage of cooperative group purchasing.

Note: repeat in 2027 (80%), 2028 (85%), 2029 (90%), 2030 (95%)

4.18.3 Goal 5 – Coordinated Services for Members

Centralized Cataloging Services

Goal statement: Offer a clearly defined set of cost-effective centralized cataloging services designed to enhance local library holdings and maximize the value of local funds expended.

Objective: Administer a system-wide shared catalog through a centralized cataloging department that provides easy access to member libraries' materials and unique collections.

Activities: Includes tasks such as:

- Administer the software and resources to support cataloging.
- Catalog material formats using standard cataloging practices.
- Create and maintain system-wide cataloging standards that are compatible with new standards while integrating local practices.
- Upgrade existing records to facilitate access to materials within the System.
- Maintain RDA cataloging standards as ILS development permits.

Outcomes: 2027 Library staff can find and retrieve materials at any library within RCLS.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Staff at 80% of libraries reporting indicate that they are satisfied with the shared catalog.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031(90%)

4.18.4 Goal 5 – Coordinated Services for Members

Streaming Resources

Goal: Coordinate Central Library and System activities to provide a broad range of services

and web-based resources to support equity of access for residents.

Objective: Offer cost-effective hosting of and/or access to enhanced web-based resources.

Activities: Includes tasks such as:

- Working with the vendors to maintain the interfaces.
- Selecting and administering the content pool.
- Collaborating with vendors to enhance the product.
- System-wide database access support.

Outcomes: 2027 Library staff are able to make electronic databases and streaming library materials available to their users.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 The staff at 70% of libraries reporting indicate that they know how to access digital content and can explain this procedure to their users.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19 Goal 6 – Communication and Awareness

Awareness

Goal Statement: Encourage and support member libraries in their efforts to increase community awareness about public library programs and services.

Actively work to increase awareness of the value and importance of library services and to strengthen member libraries' advocacy efforts.

Objective: Encourage the participation of RCLS staff and trustees in local, regional, state, and national forums that support the System's mandate and afford the opportunity to advocate on behalf of librarians, libraries, and library services.

Activities: Includes tasks such as:

- Promote activities that support regional, state, and national advocacy efforts.
- Provide member libraries with an orientation to RCLS through headquarters tours and town hall meetings.
- Support library awareness efforts through online tools.
- Cooperate with state advocacy efforts to support library systems and libraries.

Outcomes: 2027 Library trustees, administrators and staff have the necessary information to be effective advocates for their library, RCLS and library services in NYS.

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting say that they have the skills and information to effectively advocate on behalf of

librarians, libraries, RCLS, and library services.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19.1 Goal 6 – Communication and Awareness

Communications among member libraries

Goal Statement: Maintain and promote effective means of communication with and among member libraries to encourage cooperation.

Objective: Maintain, evaluate, and modify communication tools to facilitate member libraries' engagement.

Activities: Includes tasks such as:

- Facilitate library trustees and staff service groups as a platform for discussion.
- Encourage committees within RCLS to collaborate on activities system-wide.

Outcomes: 2027 Library staff can easily access publications, policy statements, schedules, guidelines, and committee work minutes online.

NOTE: repeat in each year 2028, 2029, 2030 and 2031

Evaluation Method: 2027 Library staff at 80% of libraries reporting satisfaction with access to documents.

Note: repeat in 2028 (80%), 2029 (80%), 2030 (85%), 2031 (85%)

4.19.2 Goal 6 – Communication and Awareness

Communications among member libraries or branch libraries

Goal Statement: Maintain and promote effective means of communication with and among member libraries to encourage and facilitate collaboration.

Objective: Offer, maintain, evaluate, and modify, as required, Web-based and voice interactive communication systems through the use of email, electronic discussion groups, and voice mail to enhance communication with and among member libraries.

Activities: Includes tasks such as:

- Administer email services at RCLS headquarters.
- Maintain and develop email discussion groups.
- Maintain email directories.
- Develop and maintain email account policies as appropriate.

Outcomes: 2027 Library trustees, administrators, and staff who use the service have the information and support they require to communicate using the services.

NOTE: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries that use the services report satisfaction with the communication service available.

Note: repeat in 2028 (90%), 2029 (90%), 2030 (95%), 2031 (95%)

4.20 Goal 7 – Collaborative Efforts with Other Library Systems and Organizations

Cooperative efforts with other library systems

Goal Statement: Maintain an organizational environment that allows RCLS to partner with other library systems and organizations.

Objective: Initiate projects with other systems and organizations to expand access to resources and build partnerships that help sustain high-quality services.

Activities: Includes (but not limited to) tasks such as:

- Active participation in Southeastern ILL system (Southeastern Access to Libraries).
- Co-sponsor continuing education programs.
- Serve on other System and organization advisory boards, councils, and committees.
- Coordinate services with other organizations.
- Partner with other library systems and organizations to host educational events.

Outcomes: 2027 Library trustees, administrators and staff have access to additional resources and services through partnerships with other organizations and systems.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting say that expanded resources through RCLS partnerships with other organizations have helped to improve local services.

Note: repeat in 2028 (85%), 2029 (85%), 2030 (90%), 2031 (90%)

4.21 Goal 8 - Construction

Goal Statement: Offer a clearly defined set of cost-effective consolidated and coordinated services designed to enhance local library achievement and maximize the value of local funds expended.

Provide opportunities to member libraries' administration and trustees for skills development needed to support construction initiatives and to learn about projects that lead to efficient utilization of the library building, resulting in energy conservation.

Objective: Assist libraries with renovation and new construction projects that will facilitate effective library service, improve operational efficiency and meet minimum New York State Public Library Standards.

Activities: Includes tasks such as:

- Facilitate workshops with library administration and trustees to prepare a plan of service, gather community input, and promote public support.
- Provide consulting services for the integration of technology within the library building.
- Provide consulting services in the preparation of the New York State Construction Grant application.
- Provide consulting services for the optimization of building space and education about facility trends.
- Educate libraries' trustees and administrators about ways to improve building efficiency, energy conservation and green initiatives.

Outcomes: 2027 Library administration and trustees acknowledge RCLS consulting services staff and training were helpful to them during renovation/construction.

Note: repeat in 2028, 2029, 2030, and 2031

Evaluation Method: 2027 Library trustees, administrators, and staff at 80% of libraries reporting indicate they know where to obtain the information, skills, and resources required to complete a building project and improve building efficiency and energy conservation.

NOTE: repeat in 2028 (85%), 2029 (85%), 2030 (85%) and 2031 (85%)

4.23 Assurance

The library system's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and it was reviewed and approved by the library system board on (date – mm/dd/yyyy).

4.24 Approval - For NYSL Use Only

The library system's Plan of Service was reviewed and approved by the New York State Education Department on (date – mm/dd/yyyy).

4.25 Revision Assurance

The library system's Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and it was reviewed and approved by the library system board on (date – mm/dd/yyyy).

4.26 Revision Approval - For NYSL Use Only

The library system's revised Plan of Service was reviewed and approved by the New York State Education Department on (date – mm/dd/yyyy).

Port Jervis Free Library

Budget Adjustments - Fiscal Year Ending June 30, 2026

Preliminary

increase to decrease to
 budget line

6086 Professional Services	\$ 25,000	
6134 Elevator	7,010	
6137 Security System	19,050	
6138 Security Services		\$ 51,060

EDWARD A. HARTZOG, ESQ.
ATTORNEY AND COUNSELOR AT LAW
New York • Washington, D.C.

June 3, 2026

VIA E-MAIL: efalcone.ptj@RCLS.org

Mr. Edward Falcone
Interim Director
The Port Jervis Free Library
138 Pike Street
Port Jervis, New York 12771

Re: Engagement Letter – Election Law § 3-112 / Election Investigation

Dear Mr. Falcone:

This letter shall serve as an agreement to retain my services, (the “**Agreement**”), on behalf of the “Board of Trustees of the Port Jervis Free Library (the “**Library**”) – a duly chartered public library by the Board of Regents of the State of New York, pursuant to Education Law § 216 – in assisting with the investigation into (and responding to) the complaint filed by Mr. Daniel Schaaf, on June 2, 2026, regarding the alleged unauthorized issuance of absentee ballots to voters for the upcoming June 4 budget vote and board of trustees election; and, additionally, providing guidance to the Board and administrative staff as to the scope and impact of the recently enacted “Dr. John L. Flateau Voting & Elections Database of New York Act” – which became effective on April 1, 2026 and requires local school districts, including the Library, to provide specific information to the New York State Board of Elections regarding their election(s) and voters – (the “**Client**”), dated as of **June 3, 2026**.

1. Scope of Engagement. I will provide legal counsel to the Client on all issues regarding the above-referenced matter(s) including but not limited to any and/or all; investigation(s), research, discovery, interview(s), hearing(s), pre-trial preparation, trial, appeal(s) and/or negotiation(s) of settlement.

a. Scope Strictly Limited. The scope of this engagement is exclusively limited to those matters and issues specifically enumerated in Paragraph 1. This Agreement is expressly limited to establishing an attorney-client relationship with the Client named above. The attorney client relationship created

hereby is expressly limited to Client, and no un-named party or entity will be considered a client.

b. Acceptance. This offer of engagement is valid only if signed and returned to my office within 5 days. The engagement will commence upon Client signing this Agreement and returning the signed version in person or, via mail to my New York City office, located at 1185 Avenue of the Americas, 3rd Floor, New York, New York 10036. The correspondence must also contain payment, as detailed in paragraph 2 below. I encourage Client to keep a copy of the signed version of this Agreement for Client's Records.

2. Consideration for Services Rendered. The legal fee for services rendered will be fixed at an hourly rate of **\$575.00 [five hundred seventy-five dollars] per hour**, billed in increments of six minutes. To commence representation, I require an initial deposit of **\$5,000.00 [five thousand dollars]** with the return of the signed version of this Agreement to my office.

a. Termination of Engagement. If a party terminates this Agreement under paragraph 3 below, any unearned fees will be returned to Client within 20 days.

b. Disbursements and Outside Charges. The consideration for services rendered does not include disbursements and outside charges reasonably connected with the scope of the engagement contemplated by this Agreement, including (but not limited to) expenses, costs, fees, and the like in connection with copying, printing, publishing, recording, appraisal, valuation, service of process, mail, delivery, or courier; such disbursements and outside charges will be the sole responsibility of Client. No such disbursements or outside charges in excess of \$200 will be incurred without first informing Client and obtaining Client's approval. Disbursements and outside charges will be tabulated on an invoice sent to Client by regular mail, e-mail, or both at least once per 60 days.

c. Payment of Fees. Detailed bills are provided upon request or at the completion of and/or preparation of any complaint, motion or other application to the Court for relief, and reflect time and expenses from the date of any prior bill. Once the retainer is exhausted, the Client is responsible for the payment of all fees and expenses over and above the Retainer Amount. Fees are payable upon receipt of the statement. The Firm ordinarily will not perform work for any client whose account is more than 30 days in arrears. We reserve the right to charge market rate interest on accounts unpaid for more than 30 days. You have the right to terminate the representation at any time – as set forth in paragraph 3 "Termination" below – I have the same right, subject to an obligation to give you reasonable notice to arrange alternative representation. In either event, fees and costs incurred on or before the date of termination must be paid as described in this letter.

3. Termination. Client has the unrestricted right to terminate this Agreement at any time, and for any reason, upon written notice by regular mail, e-mail, or both. I may terminate this Agreement on account of an impasse between us, a material breach of this Agreement (including non-payment of consideration for services rendered), or for any other permissible reason under this Agreement or the New York Rules of Professional Conduct. Upon termination of this Agreement by either party, I have the right to collect from Client (i) any consideration due for services rendered and (ii) any disbursements or outside charges incurred but not yet paid. I may seek any remedy allowable by law and the New York State Rules of Professional Conduct, including (but not limited to) a retaining or charging lien.

4. Cooperation. I represent that all legal advice will be rendered in my best professional judgment and in the best interests of Client. Client's refusal to follow or cooperate with such legal advice may be considered an impasse giving me good cause to terminate this Agreement under paragraph 3 above.

5. No Guarantee of Results. Client acknowledges that I cannot guarantee the successful outcome of any transaction or litigation with respect to any person or government agency not party to this Agreement, and I have not made, do not make, and will not make any such guarantee or representation to Client.

Initial here to affirm acknowledgement of Paragraph 5 above:

6. Arbitration and Governing Law. Any dispute under this Agreement will be governed by the laws of the State of New York. In the event a dispute arises with respect to fees between \$1,000 and \$50,000, Client shall have the right to seek arbitration with respect to such fees. Any such arbitration shall be governed by 22 NYCRR Part 137. I may also, with the consent of Client, request arbitration of any fee dispute. Arbitration is considered to be a more efficient and less costly method of resolving disputes and results in a final and binding determination. Upon the occurrence of a dispute, I will provide Client with the necessary information and forms regarding arbitration.

Kindly indicate your understanding and acceptance of the Agreement and the attached Statement of Clients' Rights and Responsibilities by signing where indicated below.

Port Jervis Free Library
June 3, 2026

I have read the above Agreement and attached Statement. I have received a copy of both and accept all of the terms of the Agreement.

CLIENT:

Date: _____

By: Edward Falcone, Interim Director
The Port Jervis Free Library

FIRM:

Date: _____

Edward A. Hartzog, Esq.

Statement of Clients' Rights and Responsibilities

Your attorney is providing you with this statement to inform you of what you, as a client, are entitled to by law or by custom. To help prevent any misunderstanding between you and your attorney, please read this statement carefully.

If you ever have any questions about these rights, or about the way your case is being handled, do not hesitate to ask your attorney. He or she should be readily available to represent your best interests and keep you informed about your case.

An attorney may not refuse to represent you on the basis of race, creed, color, sex, sexual orientation, age, national origin or disability.

You are entitled to an attorney who will be capable of handling your case; show you courtesy and consideration at all times; represent you zealously; and preserve your confidences and secrets that are revealed in the course of the relationship.

You are entitled to a written retainer agreement which must set forth, in plain language, the nature of the relationship and the details of the fee arrangement. At your request, and before you sign the agreement, you are entitled to have your attorney clarify in writing any of its terms, or include additional provisions.

You are entitled to fully understand the proposed rates and retainer fee before you sign a retainer agreement, as in any other contract.

You may refuse to enter into any fee arrangement that you find unsatisfactory.

Your attorney may not request a fee that is contingent on the securing of a divorce or on the amount of money or property that may be obtained.

Your attorney may not request a retainer fee that is nonrefundable. That is, should you discharge your attorney, or should your attorney withdraw from the case, before the retainer is used up, he or she is entitled to be paid commensurate with the work performed on your case and any expenses, but must return the balance of the retainer to you. However, your attorney may enter into a minimum fee arrangement with you that provides for the payment of a specific amount below which the fee will not fall based upon the handling of the case to its conclusion.

You are entitled to know the approximate number of attorneys and other legal staff members who will be working on your case at any given time and what you will be charged for the services of each.

You are entitled to know in advance how you will be asked to pay legal fees and expenses, and how the retainer, if any, will be spent.

At your request, and after your attorney has had a reasonable opportunity to investigate your case, you are entitled to be given an estimate of approximate future costs of your case, which estimate shall be made in good faith but may be subject to change due to facts and circumstances affecting the case.

You are entitled to receive a written, itemized bill on a regular basis, at least every 60 days.

You are expected to review the itemized bills sent by counsel, and to raise any objections or errors in a timely manner. Time spent in discussion or explanation of bills will not be charged to you.

You are expected to be truthful in all discussions with your attorney, and to provide all relevant information and documentation to enable him or her to competently prepare your case.

You are entitled to be kept informed of the status of your case, and to be provided with copies of correspondence and documents prepared on your behalf or received from the court or your adversary.

You have the right to be present in court at the time that conferences are held.

You are entitled to make the ultimate decision on the objectives to be pursued in your case, and to make the final decision regarding the settlement of your case.

Your attorney's written retainer agreement must specify under what circumstances he or she might seek to withdraw as your attorney for nonpayment of legal fees. If an action or proceeding is pending, the court may give your attorney a "charging lien," which entitles your attorney to payment for services already rendered at the end of the case out of the proceeds of the final order or judgment.

You are under no legal obligation to sign a confession of judgment or promissory note, or to agree to a lien or mortgage on your home to cover legal fees. Your attorney's written retainer agreement must specify whether, and under what circumstances, such security may be requested. In no event may such security interest be obtained by your attorney without prior court approval and notice to your adversary. An attorney's security interest in the marital residence cannot be foreclosed against you.

You are entitled to have your attorney's best efforts exerted on your behalf, but no particular results can be guaranteed.

If you entrust money with an attorney for an escrow deposit in your case, the attorney must safeguard the escrow in a special bank account. You are entitled to a written escrow agreement, a written receipt, and a complete record concerning the escrow. When the terms of the escrow agreement have been performed, the attorney must promptly make payment of the escrow to all persons who are entitled to it.

Port Jervis Free Library
June 3, 2026

In the event of a fee dispute, you may have the right to seek arbitration. Your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.