

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
April 14, 2026 @ 6pm

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- Regular meeting of March 17, 2026

IV Approval of Statistics, Financial reports, and Bills

V Director Report

VI Action Items for Consideration:

- Full time Library Clerk approval
- Port Jervis Free Library Conflict of Interest Policy
- Memorandum of Understanding between The Port Jervis Free Library and Bay State Book Company LLC

VII Old Business:

-VIII New Business:

- Full time Library Clerk approval
- Port Jervis Free Library Conflict of Interest Policy
- Memorandum of Understanding between The Port Jervis Free Library and Bay State Book Company LLC

IX Public Comment –

X Adjournment: Next regular meeting Tuesday May 12, 2026 @ 6pm
Budget Workshop, Wednesday, May 6th @ 5pm.

Minutes of the Port Jervis Free Library Board of Trustees

March 17, 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

- Robert Eurich gave background on the American Indian Advancement Fund which is being established with the Library.
- Mx. Peter Grech stated that information about the schedule of Board meetings is difficult to ascertain on the website.

III Minutes

- *Liz made a motion, seconded by Valerie, to approve the minutes from the February 10, 2026 meeting. Passed 4-0; Dick abstained as he was not present at the meeting.*
- *Dick made a motion, seconded by Dolores, to approve the minutes from the March 4, 2026 special meeting. Unanimously carried.*

IV Correspondence - None

V Approval of Statistics and Financial Reports

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

VI Director's Report

- Carl introduced Edward Falcone, the Interim Director of the Library, stating that Ed has 45 years of experience in the NYS library system. He obtained a master's degree in library science from Pratt Institute in 1975 and has served as a Director since 1985, and as an Interim Director in five area libraries since 2020. He welcomed Ed, on behalf of the Board, to the Library and the City.
- Carl provided some updates and commentary from the prior Director's last report and some items that Carl and Ed had reviewed:
 - Two part time positions have been filled and a full time "provisional appointment" will be continued (see **New Business**).
 - It was determined that a sump pump needed replacing and Ralph and George Cheshire met with the Director.
 - Ed will contact RCLS regarding needed documentation for inclusion of the security camera installation cost into a grant. He will contact Stephen Hoefler at RCLS.
 - Ed sent the most recent draft of the Employee Policy Manual Update to Counsel.
 - The MOU with the Friends of the Port Jervis Library was finalized and submitted to the Board for approval (see **New Business**).
 - Ed will keep the Board updated regarding the Artful Gardeners project, which is currently on hold.
 - Liz will assist Ed in contacting the right person in Senator Skoufis's office regarding use of the DASNY Grant funds.

- ***Dick made a motion, seconded by Liz, to approve the March 2026 Director's Report as presented. Unanimously passed.***

VII Unfinished Business

Liz made a motion, seconded by Valerie, to approve the Establishing the Port Jervis Free Library American Indian Advancement Fund. Carl noted that the Board members had received a copy of the letter for their review. ***Unanimously passed.***

VIII New Business

- Carl noted that the Board members had received a copy of the Engagement Letter, Executive Search Proposal, dated March 9, 2026 and the subsequent Addendum between Bradbury Miller Associates “with special skill and knowledge derived from their many years of conducting director searches, utilizing their own learned judgement” and the Port Jervis Library for the standard search amount of \$31,000. ***Dolores made a motion, seconded by Liz, to approve the Executive Search Proposal, Engagement Letter and Addendum and to authorize the President to execute the documents. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to approve the 2026 Legal Notice, Library Tax Levy Proposition, Candidate Petition and Election of Trustees dates pertaining to the 2026-2027 budget and 2026 election process. Unanimously approved.*** The dates are:
 - April 14 Tuesday Petitions for board position issued
 - May 1 Friday Election date published (Legal notice)
 - May 5 Tuesday Petitions for board position returned
 - May 6 Wednesday Budget workshop
 - May 21 Thursday Budget hearing
 - May 29 Friday Deadline for absentee ballots requests to be mailed (5 PM)
 - June 4 Thursday Library election noon-8 PM (absentee ballots due by 5 PM)
 - July 1 Wednesday Reorganization meeting / administration of oath of office
- ***Valerie made a motion, seconded by Liz, to approve the Memorandum of Understanding between the Board of Trustees and Administration of the Port Jervis Free Library and the Friends of the Port Jervis Library. Unanimously passed.***
- ***Liz made a motion, seconded by Dolores, to approve the hiring of Amy Kerekes to the position of part-time library clerk at an hourly rate of \$18.00, effective March 10, 2026 (motion amended to correct the effective date to March 2, 2026) with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire. Unanimously passed.***
- ***Dolores a motion, seconded by Valerie, to approve the hiring of Anthe Constanti to the position of part-time library clerk at an hourly rate of \$18.00, effective March 12, 2026 with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire. Unanimously passed.***
- ***Liz made a motion, seconded by Dolores, to continue Echo Cherry's "provisional" appointment to the position of full-time library clerk which was originally approved on September 8, 2025, pending eligibility to be determined following a yet to be given civil service examination, at an hourly rate of \$19.25 per hour, effective March 17, 2026, with a probationary period of six (6) months, to begin with the date of hire. Unanimously passed.*** It was noted that a provisional employee who receives a permanent appointment to the same title that they were serving in provisionally shall have all the

time in provisional status credited to any probationary term that is required upon permanent appointment to a position.

IX Public Comment

- Sandiemarie Seger stated that she had spoken with the Police Department about reserving a parking spot on the street in front of the ramp for handicap parking. She also asked about having funds made available for the safekeeping and preservation of records currently kept in the basement.
- Mx. Peter Grech commented on the advertisement of meetings and decorum within the Library.

X Next Meeting

- The next regular meeting is scheduled for April 14, 2026 at 6 PM.

XI Adjournment

Dick made a motion, seconded by Dolores, to adjourn the meeting at 6:35 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

Port Jervis Free Library
Balance Sheet
As of February 28, 2026

	<u>Feb 28, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	2,152,635.96
1006 · CHASE CHECKING	8,652.45
1007 · Chase Savings	1,997.96
1008 · NYLAF - Harrison Thune	8,175.06
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Total Checking/Savings	2,171,761.43
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Total Current Assets	2,171,761.43
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TOTAL ASSETS	<u>2,171,761.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,685.07
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Total Accounts Payable	4,685.07
	<hr/>
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	13,660.86
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Total Other Current Liabilities	11,289.37
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Total Current Liabilities	15,974.44
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Total Liabilities	15,974.44
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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	394,619.52
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Total Equity	2,155,786.99
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TOTAL LIABILITIES & EQUITY	<u>2,171,761.43</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	2,674.01	3,000.00	-325.99	89.1%
4001 · Fines	549.67	750.00	-200.33	73.3%
4002 · NonResident Fees	900.00	1,000.00	-100.00	90.0%
4003 · Copier Fees	6,649.76	9,338.00	-2,688.24	71.2%
Total Charges for Services	10,773.44	14,088.00	-3,314.56	76.5%
Miscellaneous				
4004 · Gifts	10,883.68	300.00	10,583.68	3,627.9%
4008 · Library Merchandise	101.90	0.00	101.90	100.0%
Total Miscellaneous	10,985.58	300.00	10,685.58	3,661.9%
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	48,287.18	53,500.00	-5,212.82	90.3%
4060 · Use of Fund Balance	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,312,819.85	1,414,157.00	-101,337.15	92.8%
Gross Profit	1,312,819.85	1,414,157.00	-101,337.15	92.8%
Expense				
Personal Services				
6002 · Salaries Director	84,590.96	110,000.00	-25,409.04	76.9%
6000 · Salaries Clerical FT	134,543.68	180,000.00	-45,456.32	74.7%
6001 · Salaries Clerical PT	207,249.80	232,800.00	-25,550.20	89.0%
6003 · Salaries Maintenance	43,853.60	55,185.00	-11,331.40	79.5%
Total Personal Services	470,238.04	577,985.00	-107,746.96	81.4%
Contractual				
6005 · Board Reporting	1,646.00	1,827.00	-181.00	90.1%
6030 · Books	3,841.36	25,000.00	-21,158.64	15.4%
6031 · Books Children	4,944.11	7,000.00	-2,055.89	70.6%
6032 · Book Friends	437.85	1,300.00	-862.15	33.7%
6035 · Periodicals	11,744.74	13,000.00	-1,255.26	90.3%
6038 · Audio Adult	3,909.55	4,500.00	-590.45	86.9%
6039 · Video Adult	264.39	4,650.00	-4,385.61	5.7%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	30,767.75	44,000.00	-13,232.25	69.9%
6045 · Computer Eqpt/Software	4,690.52	20,000.00	-15,309.48	23.5%
6050 · Library Supplies	11,389.08	10,000.00	1,389.08	113.9%
6055 · Ins/Fire, Liab, Comp	27,482.66	30,000.00	-2,517.34	91.6%
6060 · Utilities Electricity	9,828.93	17,000.00	-7,171.07	57.8%
6061 · Utilities Gas	4,542.47	6,000.00	-1,457.53	75.7%
6062 · Utilities Water	573.22	2,000.00	-1,426.78	28.7%
6065 · Utilities Telephone/Internet	3,206.82	6,000.00	-2,793.18	53.4%
6070 · Building Janitorial Supp	2,366.92	6,000.00	-3,633.08	39.4%
6071 · Building Maintenance	23,230.60	39,977.00	-16,746.40	58.1%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	3,516.21	7,000.00	-3,483.79	50.2%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	136,855.90	131,000.00	5,855.90	104.5%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	49,500.00	68,000.00	-18,500.00	72.8%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	798.91	700.00	98.91	114.1%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	1,115.92	2,500.00	-1,384.08	44.6%

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	1,727.89	6,000.00	-4,272.11	28.8%
6126 · Programs Children	2,563.68	5,000.00	-2,436.32	51.3%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	10,657.51	6,500.00	4,157.51	164.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	21,687.25	2,800.00	18,887.25	774.5%
6138 · Security Services	0.00	70,000.00	-70,000.00	0.0%
Total Contractual	396,107.34	579,422.00	-183,314.66	68.4%
Employee Benefits				
6010 · Employer Social Security	29,215.93	45,000.00	-15,784.07	64.9%
6015 · Employer Medicare	6,832.73	9,250.00	-2,417.27	73.9%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	638.05	1,500.00	-861.95	42.5%
6085 · Civil Service	1,447.46	4,500.00	-3,052.54	32.2%
6131 · Benefits Health Ins	96,765.16	130,000.00	-33,234.84	74.4%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
Total Employee Benefits	196,407.33	256,750.00	-60,342.67	76.5%
Total Expense	1,062,752.71	1,414,157.00	-351,404.29	75.2%
Net Ordinary Income	250,067.14	0.00	250,067.14	100.0%
Net Income	250,067.14	0.00	250,067.14	100.0%

Port Jervis Free Library Payroll Summary

February 2026

	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 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	39.75	34.96	1,389.66	140	19.25	2,695.00	6	18.00	108.00	52	20.30
retroactive pay FT			0.00			0.00			0.00		
retroactive pay PT			0.00			0.00			0.00		
Total Gross Pay	39.75		1,389.66	140		2,695.00	6		108.00	52	
Deductions from Gross Pay											
Health Insurance			0.00			0.00			0.00		
Retirement			0.00			-80.86			-4.86		
Total Deductions from Gross Pay			0.00			-80.86			-4.86		
Adjusted Gross Pay	39.75		1,389.66	140		2,614.14	6		103.14	52	
Taxes Withheld											
Federal Withholding			-338.00			-146.00			0.00		
Medicare Employee			-20.15			-39.08			-1.56		
Social Security Employee			-86.16			-167.09			-6.69		
NY - Withholding			-59.02			-97.74			0.00		
NY - Disability Employee			0.00			0.00			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-503.33			-449.91			-8.25		
Net Pay	39.75		886.33	140		2,164.23	6		94.89	52	
Employer Taxes and Contributions											
Medicare Company			20.15			39.08			1.56		
Social Security Company			86.16			167.09			6.69		
NY - Disability Company			0.00			0.00			0.00		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			106.31			206.17			8.25		

Port Jervis Free Library
Payroll Summary
February 2026

	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Feb 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	1,055.60	35	18.26	639.10	4	18.00	72.00	66	21.59	1,390.94
retroactive pay FT	0.00			0.00			0.00		0.00	
retroactive pay PT	0.00			0.00			0.00		11.00	
Total Gross Pay	1,055.60	35		639.10	4		72.00	66	1,401.94	76
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00		0.00	
Retirement	-31.66			-19.17			0.00		0.00	
Total Deductions from Gross Pay	-31.66			-19.17			0.00		0.00	
Adjusted Gross Pay	1,023.94	35		619.93	4		72.00	66	1,401.94	76
Taxes Withheld										
Federal Withholding	-44.00			0.00			0.00		-82.00	
Medicare Employee	-15.30			-9.27			-1.04		-20.32	
Social Security Employee	-65.44			-39.62			-4.47		-86.92	
NY - Withholding	-49.74			-2.02			0.00		-33.38	
NY - Disability Employee	0.00			0.00			0.00		0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00		0.00	
Total Taxes Withheld	-174.48			-50.91			-5.51		-222.62	
Net Pay	849.46	35		569.02	4		66.49	66	1,179.32	76
Employer Taxes and Contributions										
Medicare Company	15.30			9.27			1.04		20.32	
Social Security Company	65.44			39.62			4.47		86.92	
NY - Disability Company	0.00			0.00			0.00		0.00	
NY - Unemployment	0.00			0.00			0.00		0.00	
NY - MCTMT (Transit Tax)	0.00			0.00			0.00		0.00	
Total Employer Taxes and Contributions	80.74			48.89			5.51		107.24	

Port Jervis Free Library
Payroll Summary
February 2026

	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director	0.00		20	264.15	5,283.00	140	23.45	3,283.00	56	33.37	1,868.72
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	30.75	2,337.00			0.00			202.26			0.00
retroactive pay FT	0.00				0.00			0.00			0.00
retroactive pay PT	0.00				0.00			0.00			0.00
Total Gross Pay		2,337.00	20		5,283.00	140		3,485.26	56		1,868.72
Deductions from Gross Pay											
Health Insurance	0.00				-528.03			0.00			0.00
Retirement	0.00				-237.74			-104.57			-56.06
Total Deductions from Gross Pay		0.00	20		-765.77	140		-104.57	56		-56.06
Adjusted Gross Pay		2,337.00	20		4,517.23	140		3,380.69	56		1,812.66
Taxes Withheld											
Federal Withholding	-192.00				-438.00			-294.00			-159.00
Medicare Employee	-33.89				-76.61			-50.54			-27.09
Social Security Employee	-144.90				-327.54			-216.09			-115.86
NY - Withholding	-82.76				-229.02			-128.54			-70.45
NY - Disability Employee	0.00				0.00			0.00			0.00
Medicare Employee Addl Tax	0.00				0.00			0.00			0.00
Total Taxes Withheld		-453.55			-1,071.17			-689.17			-372.40
Net Pay		1,883.45	20		3,446.06	140		2,691.52	56		1,440.26
Employer Taxes and Contributions											
Medicare Company	33.89				76.61			50.54			27.09
Social Security Company	144.90				327.54			216.09			115.86
NY - Disability Company	0.00				0.00			0.00			0.00
NY - Unemployment	0.00				0.00			0.00			0.00
NY - MICT/MT (Transit Tax)	0.00				0.00			0.00			0.00
Total Employer Taxes and Contributions		178.79			404.15			266.63			142.95

Port Jervis Free Library
Payroll Summary
February 2026

	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 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	44.5	18.25	812.13	60	18.25	1,095.00	29	36.30	1,052.70	71.25	18.25
retroactive pay FT			0.00			0.00			0.00		
retroactive pay PT			0.00			0.00			0.00		
Total Gross Pay	44.5		812.13	60		1,095.00	29		1,052.70	71.25	
Deductions from Gross Pay											
Health Insurance			0.00			0.00			0.00		
Retirement			-24.36			0.00			0.00		
Total Deductions from Gross Pay			-24.36			0.00			0.00		
Adjusted Gross Pay	44.5		787.77	60		1,095.00	29		1,052.70	71.25	
Taxes Withheld											
Federal Withholding			0.00			0.00			-57.00		
Medicare Employee			-11.77			-15.88			-15.26		
Social Security Employee			-50.35			-67.89			-65.27		
NY - Withholding			-8.52			-14.50			-48.85		
NY - Disability Employee			0.00			0.00			0.00		
Medicare Employee Addl Tax			0.00			0.00			0.00		
Total Taxes Withheld			-70.64			-98.27			-186.38		
Net Pay	44.5		717.13	60		996.73	29		866.32	71.25	
Employer Taxes and Contributions											
Medicare Company			11.77			15.88			15.26		
Social Security Company			50.35			67.89			65.27		
NY - Disability Company			0.00			0.00			0.00		
NY - Unemployment			0.00			0.00			0.00		
NY - MCTMT (Transit Tax)			0.00			0.00			0.00		
Total Employer Taxes and Contributions			62.12			83.77			80.53		

Port Jervis Free Library
Payroll Summary
February 2026

	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours
Employee Wages, Taxes and Adjustments											
Gross Pay											
Salaries and Wages Director	0.00		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	1,300.31	41	18.00	738.00	68	18.26	1,241.68	72	21.40	1,540.80	160
retroactive pay FT	0.00		0.00	0.00		0.00	0.00		0.00		0.00
retroactive pay PT	0.00		0.00	0.00		0.00	0.00		0.00		0.00
Total Gross Pay	1,300.31	41		738.00	68		1,241.68	72		1,540.80	160
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	
Adjusted Gross Pay	1,300.31	41		738.00	68		1,241.68	72		1,540.80	160
Taxes Withheld											
Federal Withholding	-72.00		0.00	-10.71		-6.00	-18.01		-97.00		-22.34
Medicare Employee	-18.86		-10.71	-45.76		-76.98	-95.53		-40.07		-95.53
Social Security Employee	-80.62		-6.58	0.00		0.00	0.00		0.00		0.00
NY - Withholding	-28.90		0.00	0.00		0.00	0.00		0.00		0.00
NY - Disability Employee	-2.40		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
Total Taxes Withheld	-202.78			-63.05			-167.54				-254.94
Net Pay	1,097.53	41		674.95	68		1,074.14	72		1,285.86	160
Employer Taxes and Contributions											
Medicare Company	18.86		10.71	45.76		18.01	76.98		22.34		95.53
Social Security Company	80.62		0.00	0.00		0.00	0.00		0.00		0.00
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
Total Employer Taxes and Contributions	99.48			56.47			94.99				147.87

Port Jervis Free Library
Payroll Summary
February 2026

	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	Hours	Rate	Feb 26	TOTAL	Feb 26
Employee Wages, Taxes and Adjustments													
Gross Pay													
Salaries and Wages Director	0.00	0.00		0.00	0.00		0.00	0.00	20.00		0.00	5,283.00	
Salaries and Wages FT			140	39.38	5,513.20	140	20.33	2,846.20	420.00		0.00	11,642.40	
Salaries and Wages WTRC	26.79	4,286.40			0.00		0.00	0.00	160.00		0.00	4,286.40	
Salaries and Wages PT					0.00		0.00	0.00	860.50		0.00	19,336.64	
retroactive pay FT		0.00			0.00		0.00	0.00			0.00	202.26	
retroactive pay PT		0.00			0.00		0.00	0.00			0.00	11.00	
Total Gross Pay		4,286.40	140		5,513.20	140		2,846.20	1,460.50			40,761.70	
Deductions from Gross Pay													
Health Insurance		-161.14			-366.38			0.00			0.00	-1,055.55	
Retirement		0.00			0.00			-85.38				-644.66	
Total Deductions from Gross Pay		-161.14			-366.38			-85.38				-1,700.21	
Adjusted Gross Pay		4,125.26	140		5,146.82	140		2,760.82	1,460.50			39,061.49	
Taxes Withheld													
Federal Withholding		-386.00			-680.00			-244.00				-3,235.00	
Medicare Employee		-62.15			-79.94			-41.27				-591.04	
Social Security Employee		-265.75			-341.82			-176.47				-2,527.22	
NY - Withholding		-183.88			-254.28			-105.66				-1,510.46	
NY - Disability Employee		0.00			0.00			0.00				-2.40	
Medicare Employee Addl Tax		0.00			0.00			0.00				0.00	
Total Taxes Withheld		-897.78			-1,356.04			-567.40				-7,866.12	
Net Pay		3,227.48	140		3,790.78	140		2,193.42	1,460.50			31,195.37	
Employer Taxes and Contributions													
Medicare Company		62.15			79.94			41.27				591.04	
Social Security Company		265.75			341.82			176.47				2,527.22	
NY - Disability Company		0.00			0.00			0.00				0.00	
NY - Unemployment		0.00			0.00			0.00				0.00	
NY - MCTMT (Transit Tax)		0.00			0.00			0.00				0.00	
Total Employer Taxes and Contributions		327.90			421.76			217.74				3,118.26	

Port Jewis Free Library
 Chase checking account activity
 February 2026

Details	Posting Date	Description	Amount	Type
DEBIT	2/27/2026	ORIG CO NAME:NYS DTF WT	(747.91)	ACH_DEBIT
DEBIT	2/26/2026	ORIG CO NAME:IRS	(4,721.04)	ACH_DEBIT
DEBIT	2/26/2026	Online Payment 28215132526 To Brodart Co 02/26	(143.66)	BILLPAY
DEBIT	2/26/2026	Online Payment 28215130675 To Brodart Co 02/26	(216.61)	BILLPAY
DEBIT	2/26/2026	Online Payment 28215129103 To Brodart Co 02/26	(115.72)	BILLPAY
DEBIT	2/26/2026	Online Payment 28215120414 To BLACKSTONE PUBLISHING 02/26	(67.98)	BILLPAY
DEBIT	2/26/2026	Online Payment 28215118489 To BLACKSTONE PUBLISHING 02/26	(211.94)	BILLPAY
DEBIT	2/25/2026	Basic Online Payroll Payment 11208667967 to #####2173	(69.30)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208412469 to #####0937	(1,166.54)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236649 to #####3288	(66.49)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236658 to #####6097	(94.89)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208260961 to #####0937	(180.72)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236656 to #####6231	(212.36)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236642 to #####7064	(212.37)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208239515 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236637 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236647 to #####0782	(261.05)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236657 to #####0432	(331.24)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236648 to #####1948	(361.36)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236638 to #####0649	(390.50)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236654 to #####1730	(491.77)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236640 to #####4522	(500.82)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236655 to #####4789	(514.50)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236644 to #####5804	(553.79)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236645 to #####9748	(590.47)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236650 to #####5734	(610.08)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236639 to #####1601	(671.49)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236643 to #####0031	(941.73)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236651 to #####9139	(1,082.12)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236653 to #####4263	(1,096.71)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208236652 to #####2173	(1,370.17)	BASIC_PAYROLL

DEBIT	2/24/2026	Basic Online Payroll Payment 11208236641 to #####7671	(1,613.75)	BASIC_PAYROLL
DEBIT	2/24/2026	Basic Online Payroll Payment 11208239514 to #####2902	(1,895.39)	BASIC_PAYROLL
CHECK	2/18/2026	CHECK 1199	(500.00)	CHECK_PAID
CHECK	2/18/2026	CHECK 1198	(1,447.46)	CHECK_PAID
CREDIT	2/17/2026	ORIG CO NAME:INTUIT * ORIG ID:0000756346 DESC DATE:260217 CO ENTRY DESCR:Payroll SEC:CCD TRACE#:02100	1,160.00	ACH_CREDIT
DEBIT	2/12/2026	Basic Online Payroll Payment 11207023087 to #####4263	(2,000.00)	BASIC_PAYROLL
DEBIT	2/12/2026	Online Payment 28041946107 To PROQUEST LLC 02/12	(2,940.31)	BILLPAY
DEBIT	2/12/2026	Online Payment 28041934059 To NY ST DEPT CIVIL SVC-AGENCY PMT 02/12	(11,324.26)	BILLPAY
DEBIT	2/12/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCD TRACE#:091	(762.55)	ACH_DEBIT
CREDIT	2/12/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS SEC:CCD TRACE#:0420C	40,000.00	ACH_CREDIT
DEBIT	2/11/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:021126 CO ENTRY DESCR:USATAXPYMNTSEC:CCD TRACE#:061	(4,750.48)	ACH_DEBIT
DEBIT	2/11/2026	Online Payment 28025992814 To Frontier 11182-4 02/11	(4.96)	BILLPAY
DEBIT	2/11/2026	Online Payment 28025974369 To TIME WARNER CABLE 02/11	(135.96)	BILLPAY
DEBIT	2/11/2026	Online Payment 28025946698 To GREENWALD DOHERTY 02/11	(4,257.00)	BILLPAY
DEBIT	2/11/2026	Online Payment 28025944272 To AMAZON CAPITAL SERVICES 02/11	(151.02)	BILLPAY
DEBIT	2/11/2026	Online Payment 28025933617 To AMAZON CAPITAL SERVICES 02/11	(7.00)	BILLPAY
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640662 to #####6231	(212.36)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640655 to #####7064	(212.37)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632113 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632106 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640660 to #####0782	(307.97)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632108 to #####4522	(313.59)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632117 to #####0432	(385.51)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640656 to #####0649	(385.89)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632116 to #####4789	(475.82)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632111 to #####5804	(482.23)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632115 to #####1730	(543.74)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640657 to #####9748	(582.37)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632114 to #####5734	(588.85)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632107 to #####1601	(675.78)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640663 to #####0937	(768.77)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632105 to #####0031	(844.26)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640659 to #####9139	(941.72)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632112 to #####4263	(1,082.11)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640658 to #####2173	(1,096.71)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206640658 to #####2173	(1,575.89)	BASIC_PAYROLL

DEBIT	2/10/2026	Basic Online Payroll Payment 11206632110 to #####7671	(1,613.73)	BASIC_PAYROLL
DEBIT	2/10/2026	Basic Online Payroll Payment 11206632109 to #####2902	(1,895.39)	BASIC_PAYROLL
DEBIT	2/10/2026	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:260210 CO ENTRY DESCR:CONS COLL SEC:PPD TRACE:	(820.79)	ACH_DEBIT
DEBIT	2/6/2026	Basic Online Payroll Payment 11206357755 to #####0432	(10.62)	BASIC_PAYROLL
DEBIT	2/6/2026	Basic Online Payroll Payment 11206357754 to #####9377	(2.55)	BASIC_PAYROLL
DEBIT	2/6/2026	Basic Online Payroll Payment 11206357759 to #####8462	(8.23)	BASIC_PAYROLL
DEBIT	2/6/2026	Basic Online Payroll Payment 11206357756 to #####9139	(30.08)	BASIC_PAYROLL
CHECK	2/5/2026	CHECK 1197	(175.36)	CHECK_PAID
DEBIT	2/4/2026	SERVICE CHARGES FOR THE MONTH OF JANUARY	(130.50)	FEE_TRANSACTION
DEBIT	2/3/2026	Online Payment 27935835610 To Frontier 02/03	(58.64)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935839558 To ORANGE & ROCKLAND UTILITIES 02/03	(2,695.94)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935823216 To TOSHIBA FINANCIAL SERVICES 02/03	(457.01)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935830653 To Neversink Lumber Co. Inc 02/03	(76.90)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935802238 To TIME WARNER CABLE 02/03	(130.00)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935808465 To AMAZON CAPITAL SERVICES 02/03	(19.95)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935766092 To BLACKSTONE PUBLISHING 02/03	(196.74)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935763937 To BLACKSTONE PUBLISHING 02/03	(208.74)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935760919 To CARDMEMBER SERVICE 02/03	(512.53)	BILLPAY
DEBIT	2/3/2026	Online Payment 27935778768 To Kanopy 02/03	(82.00)	BILLPAY
DEBIT	2/3/2026	DEPOSIT ID NUMBER 124474	1,088.65	DEPOSIT
DEBIT	2/3/2026	DEPOSIT ID NUMBER 124473	12,919.56	DEPOSIT
DEBIT	2/2/2026	Online Payment 27920096033 To SCHINDLER ELEVATOR CORPORATION 02/02	(2,365.56)	BILLPAY
DEBIT	2/2/2026	Online Payment 27920107102 To SCHINDLER ELEVATOR CORPORATION 02/02	(3,691.60)	BILLPAY
DEBIT	2/2/2026	Online Payment 27920085448 To Brodart Co 02/02	(138.83)	BILLPAY
DEBIT	2/2/2026	Online Payment 27920075292 To Rotary Club of Port Jervis NY 02/02	(224.00)	BILLPAY
DEBIT	2/2/2026	Online Payment 27920073687 To Tri State Paper and Cleaning 02/02	(232.55)	BILLPAY
DEBIT	2/2/2026	Online Payment 27920080750 To HOME DEPOT CREDIT SERVICES 02/02	(84.74)	BILLPAY
DEBIT	2/2/2026	Basic Online Payroll Payment 11205513263 to #####0031	(96.00)	BASIC_PAYROLL
DEBIT	2/2/2026	Basic Online Payroll Payment 11205535540 to #####9692	(202.90)	BASIC_PAYROLL
DEBIT	2/2/2026	Basic Online Payroll Payment 11205535542 to #####3325	(202.90)	BASIC_PAYROLL
DEBIT	2/2/2026	Basic Online Payroll Payment 11205541018 to #####2214	(202.90)	BASIC_PAYROLL
DEBIT	2/2/2026	Basic Online Payroll Payment 11205535541 to #####7906	(202.90)	BASIC_PAYROLL
DEBIT	2/2/2026	Online ACH Payment 11205535543 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT



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

January 31, 2026 through February 27, 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]	\$38,023.15	\$8,659.37
Chase Business Premier Savings	[REDACTED]	1,997.93	1,997.96
Total		\$40,021.08	\$10,657.33
TOTAL ASSETS		\$40,021.08	\$10,657.33

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$38,023.15
Deposits and Additions	4	55,168.21
Checks Paid	3	-2,122.82
Electronic Withdrawals	92	-82,278.67
Fees	1	-130.50
Ending Balance	100	\$8,659.37

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.

Activity Summary  **Harrison-Thune**

2/1/2026 - 2/28/2026

Investment Pool Summary	NYCLASS
Beginning Market Balance	\$8,152.70
Dividends YTD	\$47.22
Dividends	\$22.36
Purchases	\$0.00
Redemptions	\$0.00
Ending Market Balance	\$8,175.06
Average Monthly Rate	3.566%
NAV / Share Price	1.00
Total	\$8,175.06

Total Fixed Income	\$0.00
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Account Total	\$8,175.06
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Port Jervis Free Library
138 Pike Street
Port Jervis, NY 12771

Please Note:
THE FUND WILL BE CLOSED APRIL 3RD IN OBSERVANCE OF GOOD
FRIDAY

Activity Summary General Account

2/1/2026 - 2/28/2026

Investment Pool Summary	NYCLASS
Beginning Market Balance	\$2,186,742.89
Dividends YTD	\$12,797.14
Dividends	\$5,923.07
Purchases	\$0.00
Redemptions	(\$40,000.00)
Ending Market Balance	\$2,152,635.96
Average Monthly Rate	3.566%
NAV / Share Price	1.00
Total	\$2,152,635.96

Total Fixed Income	\$0.00
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Account Total	\$2,152,635.96
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Port Jervis Free Library
138 Pike Street
Port Jervis, NY 12771

DIRECTOR'S REPORT
April 2026

STAFF

- Stacy Joegle will be transitioning to full-time employment on or around May 1 (exact date TBD).
- Full-time staff were invited to participate in a focus group discussion on April 8 moderated by the search firm Bradbury Miller.

BUILDING & GROUNDS

- Ralph installed a grab bar in the staff restroom, and also added a threshold ramp.
- Our annual fire inspection turned up one violation: a modem in the basement needed to be plugged directly into a receptacle instead of an extension cord. A new receptacle was added.
- The City reviewed our request to add a handicap parking space in front of the building, and determined that it did not meet the requirements for several reasons.
- A vendor sent a proposal for a new phone system at the request of the previous director. It has many desirable features and I am seriously considering it, but it many require upgraded wiring.
- I asked Bay State Books, the provider of the three donation bins in the parking lot, for an MOU just so we have a formal record of our relationship. I am comfortable with the language they provided, and I recommend approval.
- The Garden Club is planning to have the trees pruned and to also do a general spring cleanup.

COLLECTION & SERVICES

- Orange & Rockland donated three home kits that patrons can check out to test their home's energy efficiency. They will start circulating soon.
- RCLS announced that as of April 1, the New York Times will be available online both in the library and at home for our patrons.

ANNUAL REPORT

- The staff is currently working on the 2025 State Report, which is due back at RCLS by April 13. Board action on the report will be on the May agenda.

MEETINGS ATTENDED

3/24 Friends of the Library
4/1 Calgi Construction Co.
4/6 RCLS Bullet Aid Workshop (on Zoom)
4/7 Police Chief William Worden
4/8 Artful Gardeners Spring Luncheon
Monthly Directors Association (on Zoom)

Program Statistics for March 2026

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	32	5 Sessions; all ages
Saturdays	Lego Free Build	10	4 sessions; all ages
Wednesdays	Toddler Story Time	10 kids + 14 adults	3 Sessions; Ages 0-3 Stories, songs, interactive activities
Wednesdays	Pre-K Story Time	0 kids + 0 adults	3 Sessions; Ages 3-5 Stories, songs, interactive activities
First Friday	Sensory PreK Play Day	0	Open play time for toddlers & preschoolers, with a focus on sensory-based activities
Fridays	PreK Play Day	7 kids + 7 adults	3 Sessions; Open play time for toddlers & preschoolers
Mar 17	Baby Sip Circle	1	An informal support group for new parents, in collaboration with the Orange County Health Dept.
Mar 4	Story Time w/ a Dental Hygienist	0	A program on oral hygiene and what to expect when you visit the dentist. For preschool kids & parents
Mar 5	Read Across America	40	Outreach opportunity at EME. Read to 2 classes.
Mondays	Intro to Recorders	26	4 weeks of musical instruction on how to play a block flute/ recorder. For homeschool children
Mar 10	Butterfly Painting	2	Craft program for ages 7 - 11
Mar 11	Cookie Dough Truffles	4 kids + 4 adults	Hands-on "cooking" program for ages 8-adult
Mar 12	Music Bingo	4	Interactive program for ages 10-14
Mar 17	Leprechaun Bait	5	A no-cooking snack-making program for ages 5-8
Mar 16	Flower Painting	5	Craft program for kids ages 7-11
Mar 18	Eurodance Party	3	An introduction to different music & cultures using a dance party format. For ages 8-17
Mar 20	Kid's Karaoke	5	Interactive music program for ages 8-12
Mar 24	Handprint Patchwork Suncatchers	4	Craft program for ages 5-8
Mar 27	March of the Rubber Ducks	5	Craft program for ages 10-18
Mar 30	March Snackness	8	Snack tasting and bracket ranking for ages 10-18
Mar 31	Fidget Bubbles	7	Craft program for ages 7-17
Mar 31	Homemade Pop-Tarts	9 kids + 1 parent	A simple cooking program for ages 5-8
All month	Can You Find...?	14	A self-guided scavenger hunt throughout the Children's Room. All ages.
Mar 5	Cheese Puff Showdown	9 kids + 5 adults	In celebration of Cheese Doodle Day, a variety of cheese puffs were sampled and rated. For all ages/families
Mar 13	Friendship Bracelet Friday	7 kids + 4 adults	Craft program for all ages
Mar 13	Letter Writing Social	4 kids + 3 adults	A social time to write letters. All ages.
Mar 20	Spelling Bee	5 kids + 3 adults	An old-fashioned spelling bee for all ages.
Mar 30	Spring Zines	6 kids + 2 adults	An introduction to zines. First of a 3-part series. All ages.
Mar 20	Homeschool Meetup	3 adults	Informal meeting with homeschooling families. Aimed at parents but children are welcome.
All month	Adult Take & Makes	4	Craft activities for adults to take home to do.

Program Statistics for March 2026

Thursdays	Fiber Crafts	74	Adult program. 4 Sessions
2 nd & 4th Mondays	Write Now	5	A writing group for ages 16 through adult. 2 sessions
Mar 6	Drop-By Drop Spindle Meetup	7	Adult program. Spinning yarn using drop spindles.
Mar 12	Women's Book Discussion	5	Adult program
Mar 18	Genealogy Workshop	6	Adult program
Mar 11	Tea Tasting	8	Adult program
Mar 21	Saturday Fiber Crafts	7	Adult program
Mar 19	Bullet Journal Workshop	0	Adult program
Mar 6 & 20	Senior Social	10	Social program for seniors, includes crafts, activities, guest speakers. 2 sessions
Mar 26	Craft Swap	8	An opportunity for patrons to exchange craft supplies
Mar 4	Pin Making with Stickers	2	Adult craft program
Mar 10	Peace of Mind	12	Preplanning your funeral presented by a local funeral director. Adults
Mar 12	Archeology in the Cemetery	6	Adult informational program
Mar 24	Felting	6	Adult craft program
Tuesday nights	AIAnon	24	Outside Group, 2 sessions
Thursday afternoons	Majhong	17	Outside Group, 4 sessions
Mar 26	Artful Gardeners	15	Outside Group, 1 session

MEMORANDUM OF UNDERSTANDING

Whereas a mission of the Port Jervis Library is to redistribute and manage excess books, and the mission of Bay State Book Company LLC is to recycle and process books through on-line services on the internet, the parties hereby agree to collaborate in the handling of used books as specified in this Memorandum of Understanding beginning on April 7, 2026.

Parties to Memorandum of Understanding:

The parties to this Memorandum of Understanding (“MOU”) include:

Port Jervis Library
138 Pike St,
Port Jervis, NY 12771

Contact person: Edward Falcone, 845-856-7313, efalcone.ptj@rcls.org

and

Bay State Book Company LLC (“BSB”)
473 Saint Paul Street
North Smithfield, RI 02896

Contact person: Larry O’Connor, 617-203-1797, larry@baystatebooks.com

Period of Memorandum:

This MOU shall begin on April 7, 2026 and continue in effect until terminated by either party.

Responsibilities:

- 1) At BSB’s expense, BSB will furnish 2 bins for the collection of used books in the Port Jervis Library.
- 2) Port Jervis Library will utilize said collection bins for books to be donated.
- 3) At BSB expense, BSB will empty the bins in Port Jervis Library on a regular, mutually-agreed upon basis.
- 4) BSB will own all books taken from the bins in Port Jervis Library to sell, redistribute, or dispose of at BSB’s discretion.

Term and Reporting:

- 1) BSB will weigh the books emptied from the bins in Port Jervis Library and taken to the BSB warehouse. Within 10 calendar days of the end of each calendar quarter, BSB will report the total weight of books taken during the prior quarter.
- 2) BSB will provide Port Jervis Library a report for each pound if called on. BSB will send the report within 10 calendar days of the end of the quarter.
- 3) BSB's report will be made by letter, sent to the Port Jervis Library. The letter must be mailed regular US Mail to the attention of Port Jervis Library, 138 Pike St, Port Jervis, NY 12771.

Termination and Notice:

Either The Port Jervis Library or BSB may terminate this agreement at any time with or without cause upon 30 calendar days' notice to other party. Notice of termination will be sent in writing to the other party at the addresses above by certified US Mail.

Within 30 calendar days of the termination date, BSB will submit a check for any payments due to Port Jervis Library under this MOU. BIN will be removed within 14 days of notice.

Insurance and Liability:

BSB hereby releases the Port Jervis Library and its officers, volunteers, members, and agents from any and all claims of liability of any kind whatsoever, including but not limited to claims of negligence and/or injury to BSB's staff or property resulting from BSB's performance of activities included in this MOU.

Signatures:

Agreed to:

 (date)
 Edward Falcone
 Port Jervis Library
 138 Pike St,
 Port Jervis, NY 12771

 (date)
 Larry O'Connor,
 Bay State Book Company LLC
 473 Saint Paul Street
 North Smithfield RI, 02896