

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA

September 8, 2026 @ 6pm

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III. Minutes: Approve- Meeting of August 11, 2026

IV. Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items for Consideration

VII. Old Business

VIII New Business:

- Sr. Library Clerk appointment

IX. Public Comment –

X. Adjournment: Next regular meeting October 13, 2026 @ 6pm

Minutes of the Port Jervis Free Library Board of Trustees

August 11, 2026

6:00 PM

Present: Dolores Carnosa, Ed Falcone, Carl Hendrick, Liz Miller, Dick Roberts, Dan Schaaf

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

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

III Minutes

Dick made a motion, seconded by Carl, to approve the minutes from the July 30, 2026 meeting. Carl, Liz, Dick and Dan voted affirmatively. Dolores abstained from the vote.

IV Correspondence - None

V Approval of Statistics and Financial Reports

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

VI Director's Report

- Ed reported that the new phone system is expected to be installed and operational in the coming week.
- Ed provided updates on three grants that are in various stages of completion:
 - DLD Construction 0386-27-2168. This grant is for main floor window replacement. The application was submitted in July and passed initial review and the State Preservation and Historical Office gave conditional approval; however, RCLS has taken the position that this is not sufficient. Ed stated that he was not optimistic that this proposal will ultimately be approved.
 - DLD Construction 0386-26-1790. This grant is for the new security camera system, work on which was completed in January 2025. DASNY has not yet approved the proposal. When it is approved, the Library will receive two payments of 90% and 10% of the grant amount. The project cost was \$18,860. The grant was submitted for \$14,145 and then reduced to \$9,120.
 - DASNY 15600. This grant for \$50,000 was started in 2018 and has gone through many changes in scope, with the final emphasis being renovation of the adult reference room. Feedback has been that the work should include more construction and less refurnishing. The window of opportunity for this grant is open into November. Ed will review it with the incoming Director so that she can bring the project to completion.
- *Carl made a motion, seconded by Dolores, to approve the Director's Report as presented. Unanimously passed.*

VII Unfinished Business

Dolores made a motion, seconded by Carl, to approve the offer letter dated July 22, 2026 made to Elizabeth Wolpert for the position of Library Director I, Port Jervis Free Library, effective August 31, 2026. Unanimously passed. Liz noted that this is a "provisional appointment" contingent on approval by

the Port Jervis Civil Service Commission. The oath of office will be administered on August 31, 2026, separate from a trustee meeting.

VIII New Business

Dick made a motion, seconded by Carl, to approve the 2025-2026 budget modifications as presented and to acknowledge a use of Fund Balance of \$24,965 for the fiscal year ended June 30, 2026.

Unanimously passed. It was noted that the original budget was cast anticipating a use of up to \$101,000 of Fund Balance.

IX Public Comment -- One member of the public spoke.

X Next Meeting

The next regular meeting is scheduled for September 8, 2026 at 6 PM.

XI Adjournment

Dick made a motion, seconded by Dan, to adjourn the meeting at 6:25 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

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

	<u>Jul 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,600,068.63
1006 · CHASE CHECKING	27,689.00
1007 · Chase Savings	1,998.11
1008 · NYLAF - Harrison Thune	8,296.82
Total Checking/Savings	<u>1,638,352.56</u>
Total Current Assets	<u>1,638,352.56</u>
TOTAL ASSETS	<u>1,638,352.56</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-2,957.48
Total Accounts Payable	<u>-2,957.48</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	-627.00
2210 · Social Security Tax Payable	-679.04
2212 · Medicare Withholding Tax Pay...	-158.80
2220 · NYS Withholding Tax	-906.65
MTA Tax Payable	31.20
2230 · NYS Retirement	14,131.22
Total Other Current Liabilities	<u>11,790.93</u>
Total Current Liabilities	<u>8,833.45</u>
Total Liabilities	8,833.45
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,208,779.05
Net Income	-134,395.18
Total Equity	<u>1,629,519.11</u>
TOTAL LIABILITIES & EQUITY	<u>1,638,352.56</u>

10:25 AM
09/01/26
Accrual Basis

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

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	0.00	1,232,269.00	-1,232,269.00	0.0%
Charges for Services				
4000 · Book Sales	584.80	4,000.00	-3,415.20	14.6%
4001 · Fines	163.77	750.00	-586.23	21.8%
4002 · NonResident Fees	375.00	1,000.00	-625.00	37.5%
4003 · Copier Fees	1,362.29	9,500.00	-8,137.71	14.3%
Total Charges for Services	2,485.86	15,250.00	-12,764.14	16.3%
Miscellaneous				
4004 · Gifts	79.75			
4008 · Library Merchandise	10.00			
Total Miscellaneous	89.75			
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	0.00	5,500.00	-5,500.00	0.0%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	0.00	18,500.00	-18,500.00	0.0%
Interest Income	5,065.63	55,000.00	-49,934.37	9.2%
4060 · Use of Fund Balance	0.00	186,013.00	-186,013.00	0.0%
Total Income	7,641.24	1,507,032.00	-1,499,390.76	0.5%
Gross Profit	7,641.24	1,507,032.00	-1,499,390.76	0.5%
Expense				
Personal Services				
6002 · Salaries Director	32,184.50	143,250.00	-111,065.50	22.5%
6000 · Salaries Clerical FT	49,576.26	267,000.00	-217,423.74	18.6%
6001 · Salaries Clerical PT	43,767.73	232,800.00	-189,032.27	18.8%
6003 · Salaries Maintenance	10,716.00	56,885.00	-46,169.00	18.8%
Total Personal Services	136,244.49	699,935.00	-563,690.51	19.5%
Contractual				
6005 · Board Reporting	502.50	2,827.00	-2,324.50	17.8%
6030 · Books	180.73	25,000.00	-24,819.27	0.7%
6031 · Books Children	440.47	7,000.00	-6,559.53	6.3%
6032 · Book Friends	0.00	1,000.00	-1,000.00	0.0%
6035 · Periodicals	2,334.00	13,000.00	-10,666.00	18.0%
6038 · Audio Adult	566.97	4,500.00	-3,933.03	12.6%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	0.00	750.00	-750.00	0.0%
6041 · ANSER	10,140.75	44,000.00	-33,859.25	23.0%
6045 · Computer Eqpt/Software	863.24	20,000.00	-19,136.76	4.3%
6050 · Library Supplies	980.67	10,000.00	-9,019.33	9.8%
6055 · Ins/Fire, Liab, Comp	29,860.91	30,000.00	-139.09	99.5%
6060 · Utilities Electricity	2,922.46	17,000.00	-14,077.54	17.2%
6061 · Utilities Gas	44.33	6,000.00	-5,955.67	0.7%
6062 · Utilities Water	0.00	2,000.00	-2,000.00	0.0%
6065 · Utilities Telephone/Internet	1,710.80	6,000.00	-4,289.20	28.5%
6070 · Building Janitorial Supp	359.65	6,000.00	-5,640.35	6.0%
6071 · Building Maintenance	2,307.44	37,977.00	-35,669.56	6.1%
6072 · Building Improvements	0.00	33,218.00	-33,218.00	0.0%
6075 · Copier Maintenance	464.99	6,000.00	-5,535.01	7.7%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	32,339.17	114,250.00	-81,910.83	28.3%
6087 · HUB	0.00	1,000.00	-1,000.00	0.0%
6088 · Bookkeeping	11,000.00	66,000.00	-55,000.00	16.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	1,298.81	700.00	598.81	185.5%
6100 · Dues	0.00	200.00	-200.00	0.0%
6120 · Postage	219.06	2,500.00	-2,280.94	8.8%
6125 · Programs	448.56	6,000.00	-5,551.44	7.5%
6126 · Programs Children	540.41	5,000.00	-4,459.59	10.8%
6133 · Library Election	0.00	1,600.00	-1,600.00	0.0%
6134 · Elevator	2,461.37	14,500.00	-12,038.63	17.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,297.00	2,800.00	-1,503.00	46.3%
Total Contractual	103,284.29	493,222.00	-389,937.71	20.9%

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Accrual Basis

**Port Jervis Free Library
Profit & Loss Budget vs. Actual**

July 2026 through June 2027

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Employee Benefits				
6010 - Employer Social Security	8,447.16	45,000.00	-36,552.84	18.8%
6015 - Employer Medicare	1,975.53	10,550.00	-8,574.47	18.7%
6056 - Insurance Wkmsns Comp	1,979.83	6,500.00	-4,520.17	30.5%
6057 - Insurance Disability	0.00	1,500.00	-1,500.00	0.0%
6085 - Civil Service	0.00	4,500.00	-4,500.00	0.0%
6131 - Benefits Health Ins	23,804.51	180,825.00	-157,020.49	13.2%
6132 - Benefits Retirement	0.00	65,000.00	-65,000.00	0.0%
Total Employee Benefits	36,207.03	313,875.00	-277,667.97	11.5%
Total Expense	275,735.81	1,507,032.00	-1,231,296.19	18.3%
Net Ordinary Income	-268,094.57	0.00	-268,094.57	100.0%
Net Income	-268,094.57	0.00	-268,094.57	100.0%

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Port Jervis Free Library

Payroll Summary

July 2026

Employee Wages, Taxes and Adjustments									
Gross Pay									
	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26
Salaries and Wages Director			0.00			0.00			0.00
Salaries and Wages FT			0.00	212.75	20.81	4,318.13			0.00
Salaries and Wages MTNC			0.00			0.00			0.00
Salaries and Wages PT	66	36.52	2,371.32			0.00	28	19.56	525.84
Total Gross Pay	66		2,371.32	212.75		4,318.13	28		525.84
Deductions from Gross Pay									
Health Insurance			0.00			0.00			0.00
Retirement			0.00			-129.55			-23.66
Total Deductions from Gross Pay			0.00			-129.55			-23.66
Adjusted Gross Pay	66		2,371.32	212.75		4,188.58	28		502.18
Taxes Withheld									
Federal Withholding			-507.00			-251.00			0.00
Medicare Employee			-34.38			-62.61			-7.63
Social Security Employee			-147.02			-267.72			-32.60
NY - Withholding			-102.40			-161.04			0.00
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-790.80			-742.37			-40.23
Net Pay	66		1,580.52	212.75		3,446.21	28		461.95
Employer Taxes and Contributions									
Medicare Company			34.38			62.61			7.63
Social Security Company			147.02			267.72			32.60
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
Total Employer Taxes and Contributions			181.40			330.33			40.23

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Port Jervis Free Library

Payroll Summary

July 2026

	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00	30	85.00	11,265.00		
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	19.56	1,987.65	76	19.81	1,468.36			0.00	93	23.15
Total Gross Pay		1,987.65	76		1,468.36	30		11,265.00	93	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-59.63			-44.06			0.00		
Total Deductions from Gross Pay		-59.63			-44.06			0.00		
Adjusted Gross Pay		1,928.02	76		1,424.30	30		11,265.00	93	
Taxes Withheld										
Federal Withholding		-12.00			0.00			-1,149.00		
Medicare Employee		-28.82			-21.29			-163.34		
Social Security Employee		-123.23			-91.03			-698.43		
NY - Withholding		-42.53			-22.25			-701.46		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-206.58			-134.57			-2,712.23		
Net Pay		1,721.44	76		1,289.73	30		8,552.77	93	
Employer Taxes and Contributions										
Medicare Company		28.82			21.29			163.34		
Social Security Company		123.23			91.03			698.43		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		152.05			112.32			861.77		

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Port Jervis Free Library Payroll Summary July 2026

	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 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	210	32.31	6,745.90			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	2,096.79	45	19.56	845.88			0.00	121	19.56	2,302.02
Total Gross Pay	2,096.79	45		845.88	210		6,745.90	121		2,302.02
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			0.00			-69.06
Total Deductions from Gross Pay	0.00			0.00			0.00			-69.06
Adjusted Gross Pay	2,096.79	45		845.88	210		6,745.90	121		2,232.96
Taxes Withheld										
Federal Withholding	-123.00			0.00			-685.00			-66.60
Medicare Employee	-30.40			-12.26			-97.81			-33.38
Social Security Employee	-130.00			-52.45			-418.25			-142.73
NY - Withholding	-50.31			-10.79			-299.14			-58.96
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-333.71			-75.50			-1,500.20			-301.67
Net Pay	1,763.08	45		770.38	210		5,245.70	121		1,931.29
Employer Taxes and Contributions										
Medicare Company	30.40			12.26			97.81			33.38
Social Security Company	130.00			52.45			418.25			142.73
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	160.40			64.71			516.06			176.11

Port Jervis Free Library
Payroll Summary
July 2026

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	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	210	39.62	8,320.20			0.00			0.00	
Salaries and Wages FT			0.00	210	25.01	5,142.90			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT			0.00			0.00	96	35.93	3,397.80	38
Total Gross Pay	210		8,320.20	210		5,142.90	96		3,397.80	38
Deductions from Gross Pay										
Health Insurance			-733.76			0.00			0.00	
Retirement			-374.40			-154.29			-101.93	
Total Deductions from Gross Pay			-1,108.16			-154.29			-101.93	
Adjusted Gross Pay	210		7,212.04	210		4,988.61	96		3,295.87	38
Taxes Withheld										
Federal Withholding			-729.00			-467.00			-309.00	
Medicare Employee			-120.64			-74.57			-49.27	
Social Security Employee			-515.85			-318.86			-210.66	
NY - Withholding			-363.93			-204.25			-136.83	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,729.42			-1,064.68			-705.76	
Net Pay	210		5,482.62	210		3,923.93	96		2,590.11	38
Employer Taxes and Contributions										
Medicare Company			120.64			74.57			49.27	
Social Security Company			515.85			318.86			210.66	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			636.49			393.43			259.93	

Port Jervis Free Library Payroll Summary July 2026

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Employee Wages, Taxes and Adjustments									
Gross Pay									
	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours
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	18.25	693.50	91	19.81	1,754.35	42	37.86	1,568.28	85
Total Gross Pay		693.50	91		1,754.35	42		1,568.28	85
Deductions from Gross Pay									
Health Insurance		0.00			0.00			0.00	
Retirement		-20.81			0.00			0.00	
Total Deductions from Gross Pay		-20.81			0.00			0.00	
Adjusted Gross Pay		672.69	91		1,754.35	42		1,568.28	85
Taxes Withheld									
Federal Withholding		-5.00			-1.00			-85.00	
Medicare Employee		-10.06			-25.44			-22.74	
Social Security Employee		-43.00			-108.77			-97.23	
NY - Withholding		-15.44			-26.11			-72.86	
Medicare Employee Addl Tax		0.00			0.00			0.00	
Total Taxes Withheld		-73.50			-161.32			-277.83	
Net Pay		599.19	91		1,593.03	42		1,290.45	85
Employer Taxes and Contributions									
Medicare Company		10.06			25.44			22.74	
Social Security Company		43.00			108.77			97.23	
NY - Unemployment		0.00			0.00			0.00	
NY - MCTMT (Transit Tax)		0.00			0.00			0.00	
Total Employer Taxes and Contributions		53.06			134.21			119.97	

Port Jervis Free Library
Payroll Summary
July 2026

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Employee Wages, Taxes and Adjustments

	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Jul 26
Gross Pay										
Salaries and Wages Director	0.00		0.00			0.00			0.00	0.00
Salaries and Wages FT	0.00		0.00			0.00			0.00	0.00
Salaries and Wages MTNC	0.00		0.00			0.00			0.00	0.00
Salaries and Wages PT	1,646.41	58.25	19.56	1,109.73	102	19.82	1,968.60	103.5	22.96	2,323.32
Total Gross Pay	1,646.41	58.25		1,109.73	102		1,968.60	103.5		2,323.32
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	1,646.41	58.25		1,109.73	102		1,968.60	103.5		2,323.32
Taxes Withheld										
Federal Withholding	-79.00			0.00			-10.00			-148.00
Medicare Employee	-23.87			-16.09			-28.55			-33.69
Social Security Employee	-102.07			-68.80			-122.06			-144.04
NY - Withholding	-31.12			-9.98			-104.14			-60.71
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-236.06			-94.87			-264.75			-386.44
Net Pay	1,410.35	58.25		1,014.86	102		1,703.85	103.5		1,936.88
Employer Taxes and Contributions										
Medicare Company	23.87			16.09			28.55			33.69
Social Security Company	102.07			68.80			122.06			144.04
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	125.94			84.89			150.61			177.73

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Port Jervis Free Library

Payroll Summary

July 2026

	[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		TOTAL	
	Hours	Rate	Jul 26	Hours	Rate	Jul 26	Hours	Rate	Hours	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	240.00
Salaries and Wages FT			0.00	212.5	41.94	8,803.05	210	21.89	4,487.70	1,055.25
Salaries and Wages MTNC	240	26.79	6,429.60			0.00			0.00	240.00
Salaries and Wages PT			0.00			0.00			0.00	1,149.00
Total Gross Pay	240		6,429.60	212.5		8,803.05	210		4,487.70	2,684.25
Deductions from Gross Pay										
Health Insurance			-161.14			-366.38			0.00	
Retirement			0.00			0.00			-134.63	
Total Deductions from Gross Pay			-161.14			-366.38			-134.63	
Adjusted Gross Pay	240		6,268.46	212.5		8,436.67	210		4,353.07	2,684.25
Taxes Withheld										
Federal Withholding			-579.00			-1,136.00			-390.00	
Medicare Employee			-93.22			-127.65			-65.07	
Social Security Employee			-398.64			-545.79			-278.24	
NY - Withholding			-275.82			-410.22			-169.93	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,346.68			-2,219.66			-903.24	
Net Pay	240		4,921.78	212.5		6,217.01	210		3,449.83	2,684.25
Employer Taxes and Contributions										
Medicare Company			93.22			127.65			65.07	
Social Security Company			398.64			545.79			278.24	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
Total Employer Taxes and Contributions			491.86			673.44			343.31	

Port Jervis Free Library
Payroll Summary
July 2026

10:23 AM
09/01/26

	TOTAL
Rate	Jul 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Salaries and Wages Director	19,585.20
Salaries and Wages FT	29,497.68
Salaries and Wages MTNC	6,429.60
Salaries and Wages PT	26,059.85
Total Gross Pay	81,572.33
Deductions from Gross Pay	
Health Insurance	-1,261.28
Retirement	-1,112.02
Total Deductions from Gross Pay	-2,373.30
Adjusted Gross Pay	79,199.03
Taxes Withheld	
Federal Withholding	-6,731.60
Medicare Employee	-1,182.78
Social Security Employee	-5,057.47
NY - Withholding	-3,330.22
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-16,302.07
Net Pay	62,896.96
Employer Taxes and Contributions	
Medicare Company	1,182.78
Social Security Company	5,057.47
NY - Unemployment	0.00
NY - MCTMT (Transit Tax)	0.00
Total Employer Taxes and Contributions	6,240.25

Port Jervis Free Library
Chase checking account activity
July 2026

Details	Posting Date	Description	Amount	Type
DEBIT	7/31/2026	Basic Online Payroll Payment 11230383786 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	7/31/2026	Basic Online Payroll Payment 11230372147 to #####3325	(202.90)	BASIC_PAYROLL
DEBIT	7/31/2026	Basic Online Payroll Payment 11230372146 to #####7906	(202.90)	BASIC_PAYROLL
DEBIT	7/31/2026	Basic Online Payroll Payment 11230380968 to #####2214	(202.90)	BASIC_PAYROLL
DEBIT	7/31/2026	Online ACH Payment 11230380967 To SusanWade (.#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	7/31/2026	Basic Online Payroll Payment 11230380969 to #####9892	(202.90)	BASIC_PAYROLL
DEBIT	7/29/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCD TRACE#:091000012460403 EED:260729 IND	(1,174.68)	ACH_DEBIT
DEBIT	7/29/2026	ORIG CO NAME:NYSIF ORIG ID:3387702000 DESC DATE:JUL-26 CO ENTRY DESCR:WEB_PAY SEC:WEB TRACE#:021000022844171 EED:260729 IND IC	(1,684.55)	ACH_DEBIT
DEBIT	7/29/2026	ORIG CO NAME:IRS ORIG ID:9951211000 DESC DATE:072926 CO ENTRY DESCR:USATAXPYMTSEC:CCD TRACE#:061036016903274 EED:260729 IND	(6,743.68)	ACH_DEBIT
DEBIT	7/28/2026	Basic Online Payroll Payment 11229768370 to #####4263	(21.40)	BASIC_PAYROLL
DEBIT	7/28/2026	Online Payment 30180642245 To AMAZON CAPITAL SERVICES 07/28	(350.00)	BILLPAY
DEBIT	7/28/2026	Online Payment 30180626571 To DEMCO 07/28	(1,647.43)	BILLPAY
DEBIT	7/28/2026	Online Payment 30180598707 To TOSHIBA FINANCIAL SERVICES 07/28	(464.95)	BILLPAY
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608385 to #####6097	(240.58)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608381 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604409 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608375 to #####1948	(339.82)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608380 to #####3288	(409.01)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604412 to #####6713	(424.05)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608377 to #####0782	(434.87)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604404 to #####0649	(435.93)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604413 to #####4789	(504.72)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608371 to #####4522	(538.36)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608373 to #####2769	(552.11)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608374 to #####0690	(562.35)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604414 to #####1730	(581.84)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604408 to #####9748	(620.65)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608382 to #####5734	(650.38)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604406 to #####1601	(875.81)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608379 to #####0937	(1,084.26)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604410 to #####4263	(1,176.55)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608376 to #####9139	(1,203.12)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608378 to #####2173	(1,455.25)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604407 to #####7671	(1,613.74)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229604405 to #####0031	(1,757.27)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608372 to #####2902	(2,080.37)	BASIC_PAYROLL
DEBIT	7/28/2026	Basic Online Payroll Payment 11229608384 to #####9409	(3,528.70)	BASIC_PAYROLL
DEBIT	7/27/2026	ORIG CO NAME:INTUIT ORIG ID:0000756346 DESC DATE:260727 CO ENTRY DESCR:8004INTUITSEC:CCD TRACE#:021000023929333 EED:260727 IND	(62.00)	ACH_DEBIT
CREDIT	7/27/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE: CO ENTRY DESCR:NYCLASS SEC:CCD TRACE#:042000015527517 EED:260727 IND ID:	50,000.00	ACH_CREDIT
DEBIT	7/21/2026	Online Payment 30094692010 To BLACKSTONE PUBLISHING 07/21	(98.75)	BILLPAY
DEBIT	7/21/2026	Online Payment 30094675207 To Bachman Law Firm PLLC 07/21	(3,299.17)	BILLPAY
DEBIT	7/21/2026	Online Payment 30094666197 To SCHINDLER ELEVATOR CORPORATION 07/21	(2,461.37)	BILLPAY

[illegible]

DEBIT	7/1/2026	Online Payment 29849667078 To Brodart Co 07/02	(150.95) BILLPAY
DEBIT	7/1/2026	Online Payment 29849648478 To PORT JERVIS WATER DEPT 07/02	(333.25) BILLPAY
DEBIT	7/1/2026	Online Payment 29849616048 To TOSHIBA FINANCIAL SERVICES 07/02	(431.56) BILLPAY
DEBIT	7/1/2026	Online Payment 29849621682 To DEMCO 07/02	(227.15) BILLPAY
DEBIT	7/1/2026	Online Payment 29849638315 To AMAZON CAPITAL SERVICES 07/02	(78.36) BILLPAY
DEBIT	7/1/2026	Online Payment 29849575768 To AMAZON CAPITAL SERVICES 07/02	(203.30) BILLPAY
DEBIT	7/1/2026	Online Payment 29849583582 To BLACKSTONE PUBLISHING 07/02	(111.94) BILLPAY
DEBIT	7/1/2026	Online Payment 29849572099 To PITNEY BOWES GLOBAL FINANCIAL SV 07/02	(219.06) BILLPAY
DEBIT	7/1/2026	Online Payment 29849598688 To Kanopy 07/02	(76.00) BILLPAY
DEBIT	7/1/2026	Basic Online Payroll Payment 11226298274 to #####4789	(53.65) BASIC_PAYROLL
DEBIT	7/1/2026	Basic Online Payroll Payment 11225974683 to #####7906	(202.90) BASIC_PAYROLL
DEBIT	7/1/2026	Basic Online Payroll Payment 11225974685 to #####9692	(202.90) BASIC_PAYROLL
DEBIT	7/1/2026	Basic Online Payroll Payment 11225974684 to #####2214	(202.90) BASIC_PAYROLL
DEBIT	7/1/2026	Basic Online Payroll Payment 11225974684 to #####3325	(202.90) BASIC_PAYROLL
DEBIT	7/1/2026	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:260701 CO ENTRY DESCR:CONS COLL SEC:PPD TRACE#:021000020717870 EED:260701	(679.54) ACH_DEBIT
DEBIT	7/1/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCD TRACE#:091000013055768 EED:260701 IND	(997.45) ACH_DEBIT
DEBIT	7/1/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCD TRACE#:0910000130555240 EED:260701 IND	(1,065.60) ACH_DEBIT
DSLP	7/1/2026	DEPOSIT ID NUMBER 359834	374.85 DEPOSIT
DSLP	7/1/2026	DEPOSIT ID NUMBER 359835	902.93 DEPOSIT



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

July 01, 2026 through July 31, 2026

Primary Account

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		\$28,131.91	\$34,300.41
Chase Business Premier Savings		1,998.08	1,998.11
Total		\$30,129.99	\$36,298.52
TOTAL ASSETS		\$30,129.99	\$36,298.52

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$28,131.91
Deposits and Additions	5	116,277.78
Electronic Withdrawals	102	-109,931.63
Fees	1	-127.65
Ending Balance	108	\$34,300.41

Your Chase Platinum Business Checking account provides:

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

There are additional fee waivers and benefits associated with your account – please review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

Activity Summary () Harrison-Thune

7/1/2026 - 7/31/2026

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$8,271.78
Dividends YTD		
Dividends		\$168.98
Purchases		\$25.04
Redemptions		\$0.00
Ending Market Balance		\$0.00
Average Monthly Rate		\$8,296.82
NAV / Share Price		3.5559%
Total		1.00
Total Fixed Income		\$8,296.82
		\$0.00
Account Total		\$8,296.82

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

Activity Summary (General Account)

7/1/2026 - 7/31/2026

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$1,710,028.07
Dividends YTD		\$40,229.81
Dividends		\$5,040.56
Purchases		\$0.00
Redemptions		(\$115,000.00)
Ending Market Balance		\$1,600,068.63
Average Monthly Rate		3.559%
NAV / Share Price		1.00
Total		\$1,600,068.63
Total Fixed Income		\$0.00
Account Total		\$1,600,068.63

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



September 1, 2026

Dear Member Library Board Presidents and Directors:

I'm pleased to share that the RCLS Board of Trustees approved the 2027 Operating Budget on August 18, 2026.

After five years of holding the RCLS Service Fee flat, the RCLS Board of Trustees is proposing a \$12,800, or 10%, increase for the coming year. This adjustment brings the total Service Fee to \$140,600, allocated among the 46 member libraries, helps ensure the continued delivery of essential system services to you, our community.

The 2027 increase in ILS Services Support of 24%, or \$152,400. This increase is primarily due to two reasons: the addition of one full-time Technical Services Specialist, including associated salary and benefits at a cost of \$58,300, and a transfer reduction of \$87,400 from the ILS Capital Fund, as per the Directors' Association.

The 2027 RCLS Budget continues to reflect a 10% reduction in State Aid to RCLS that was incorporated into the 2026 budget. Maintaining this conservative assumption helps ensure RCLS remains financially stable and well-positioned to navigate economic challenges that are expected due to cuts in the Federal Budget. This is reflected in the 0% increase RCLS received for 2026 State Aid.

To maintain financial stability, contributions to the following RCLS capital funds continue to be suspended for 2027:

- RCLS Delivery Vehicle Capital Fund: \$15,000
- RCLS Building Improvement Capital Fund: \$35,000
- ILS Capital Fund: \$33,200

The 2025 RCLS Road Trip demonstrated its value by drawing visitors to member libraries, reminding communities of the wide range of services and programs available. There is a 2027 RCLS Road Trip budget.

The RCLS Chief Financial Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email at least one day prior to the scheduled date.

The scheduled dates are:

Budget Discussion - Wednesday, September 16, 2026 (6:30PM – 7:30PM)

Budget Discussion - Wednesday, September 30, 2026 (10:00AM – 11:00AM)

Finally, please find the following essential documents included with this letter for your review.

1. 2027 General & ILS Budgets, plus 2027 RCLS Service Fee
2. 2027 Budget Highlights Reference Guide
3. 2027 ILS Services Support Cost (displaying each member's ILS Service Support contribution)
4. 2027 Budget Voting Ballot **(due by Friday, November 20, 2026)**

If you have any questions, please don't hesitate to contact me.

Sincerely,

Grace Riario

Grace Riario
Executive Director



**RAMAPO
CATSKILL
LIBRARY
SYSTEM**

2027 RCLS Budget Highlights Reference Guide

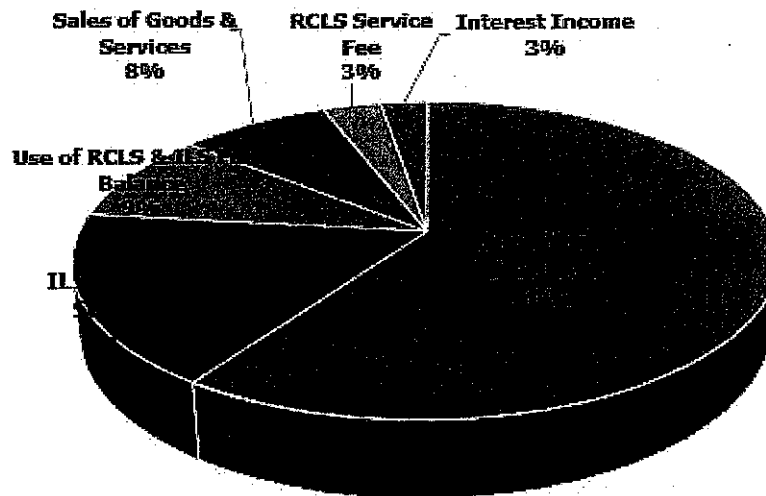
07/09/26 To RCLS Personnel & Finance Committee

08/18/26 To RCLS Board of Trustees

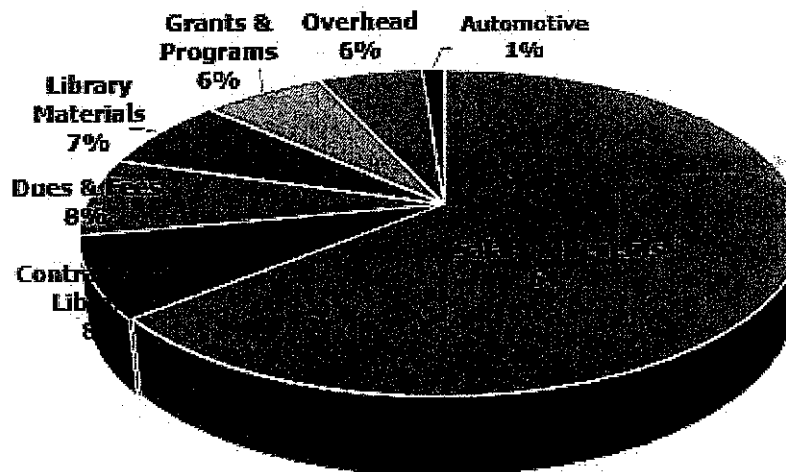
The 5 most interesting things about the 2027 RCLS Budget

1. After five years of holding the RCLS Service Fee flat, the RCLS Board of Trustees is proposing a \$12,800 or 10% increase for the coming year. This adjustment brings the total Service Fee to \$140,600 and helps ensure the continued delivery of essential system services to member libraries.
2. The 2027 increase in ILS Services Support of 24% or \$152,400 is primarily due to two reasons:
 - ✓ The addition of one full-time Technical Services Specialist, including associated salary and benefits at a cost of \$58,300. This investment strengthens the ILS Department's capacity to address the member libraries' needs and concerns shared during the Plan of Service focus groups.
 - ✓ The Directors' Association voted to reduce the Transfer from ILS Capital Fund by \$87,400. This action will offset future ILS operating costs and mitigate what would otherwise be a significant fee increase in 2028.
3. The Travel line has decreased substantially. With the continued 0% increase in State Aid, RCLS will not be attending Library Conferences this year. All ILS Travel has been eliminated for 2027.
4. Contributions to the RCLS Delivery Vehicle Capital Fund, to the RCLS Building Improvement Capital Fund, and the ILS Capital Fund continue to be suspended for 2027, due to a 0% increase budgeted for State Aid.
5. The 2026 Budget anticipated a 10% reduction in State Aid, representing a decrease of \$212,200 in revenue supporting RCLS operations. The 2026 State Budget did not include this reduction and so prudent 2026 budgeting has positioned RCLS to absorb the ongoing inflationary pressures in 2027.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS



State Aid	\$ 2,665,700
ILS Services Support	777,800
Use of RCLS & ILS Fund Balance	409,300
Sales of Goods & Services	362,400
RCLS Service Fee	140,600
Interest Income	113,100
Other Revenue	2,500
TOTAL REVENUE	\$ 4,471,400



Salary & Benefits	\$ 2,868,700
Contracts with Libraries	359,300
Dues & Fees	344,400
Library Materials	311,700
Grants & Programs	289,000
Overhead	246,400
Automotive	51,900
TOTAL EXPENSES	\$ 4,471,400

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

INCOME

NYS STATE AID

The 2027 RCLS Budget continues to reflect a 10% reduction in State Aid to RCLS that was incorporated into the 2026 budget. Maintaining this conservative assumption, because RCLS had a 0% increase in 2026 State Aid, helps ensure RCLS remains financially stable and well-positioned to navigate economic challenges that are expected due to cuts in the Federal Budget.

The 2026 Budget anticipated a 10% reduction in State Aid, representing a decrease of \$212,200 in revenue supporting RCLS operations. Prudent 2026 budgeting has positioned RCLS to absorb the ongoing inflationary pressures on the General budget.

This is reflected in the Transfer from General Fund Balance, which has increased from \$125,000 to \$320,300. By strategically leveraging a portion of these restored funds, RCLS can support ongoing operations while maintaining a prudent and fiscally responsible budgeting approach.

ILS SERVICES SUPPORT

The 2027 ILS Services Support is again offset by a Transfer from ILS Capital Fund of \$89,000, which is 50% of the amount available. The Directors' Association voted to reduce the Transfer from ILS Capital Fund from the proposed \$178,000 to \$87,400. This action will offset future ILS operating costs and mitigate what would otherwise be a significant fee increase in 2027.

This offset happens when both the ILS Operating Fund and ILS Capital Fund meets their "fully funded" status then, additional overages will either offset ILS Support annual costs in the second year following the surplus or be invested in new ILS services as recommended by the Director's Association. No new service recommendations were provided and \$178,000 is available to offset the FY 2027 ILS Operating Budget via transfer from the ILS Capital Fund. A total of 50% will be used in 2027 and 50% in 2028.

The addition of a full-time Technical Services Specialist position to meet the cataloging needs of member libraries is the major factor responsible for the increase in ILS Service Support costs.

ILS Services Support Costs - Schedule B provides detailed information, per library, based on the ILS Support formula. This formula considers a 3-year average of circulation and holdings, and a minimum support amount.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

INCOME

GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases with member libraries. This is where the purchasing power of the consortium provides outstanding savings on public dollars for member libraries. The \$61,200 increase is mostly due to two newly coordinated purchases of NYTimes Online All Access and HelpNow.

Goods & Service	Cost
System Wide E-Content Pool	\$215,100
Consumer Report	39,500
NYTimes Online All Access - <i>new</i>	29,600
HelpNow – <i>new</i>	20,000
MS365 Email Services	20,000
Movie Licensing	16,500
Other Coordinated Purchases	25,100
Total Goods & Services	\$365,800

RCLS SERVICE FEE

After five years of holding the RCLS Service Fee flat, the RCLS Board of Trustees is proposing a \$12,800 increase for the coming year. This adjustment would bring the total Service Fee to \$140,600 and help ensure the continued delivery of essential system services and support to member libraries.

INTEREST INCOME

RCLS continues to benefit from one of the most competitive investment options available for public funds through NYCLASS. While investment earnings have remained strong, we anticipate interest rates will gradually decline over the next 18 months. In addition, lower projected cash balances are expected to reduce investment income. As a result, interest revenue is budgeted to decrease by approximately \$16,700.

TRANSFER FROM FUND BALANCE

RCLS is able to utilize all of the \$212,200 in restored 2026 funding to support and balance the 2027 budget. This is reflected in the Transfer from General Fund Balance, which has increased from \$125,000 in the current year to \$320,300 in 2027.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

EXPENSES

PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 26 Full-Time Equivalents (FTE): 16.6 FTE are General, and 5.6 FTE are ILS Services.

This method of allocation allows ILS Services to utilize highly qualified and trained RCLS employees on a pro-rated basis. For example, it takes a combination of nine specialized employees to equal the 5.6 ILS FTEs.

For 2027, a full-time Technical Services Specialist position has been added to the ILS payroll. This position processes in-house authority records and brings four years of experience working with member libraries records, strengthening the department's capacity to meet library needs.

In addition, staffing allocations have been adjusted to better reflect current operational responsibilities and workload distribution. The allocations for the IT Manager and Network Administrator has been reduced by 10%, while the allocation for the Software Support Specialist has been increased by 10%. These changes ensure that payroll expenses are more accurately aligned with the level of support provided to ILS Services.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	0%	80%
IT Manager and Network Admin.	28%	15%
Assistant Network Administrator	3%	30%
Cataloger Consultant	0%	100%
Technical Services Specialist	0%	100%
Technical Services Specialist – <i>new for ILS</i>	0%	100%
% of Total Payroll	64%	19%

EMPLOYEE BENEFITS

Benefits are budgeted to increase 8% or \$76,700 overall. Benefits are allocated to General and ILS Services based on the percentage of total Payroll for each.

HOSPITALIZATION - The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by 7% or \$37,400; however, retiree health insurance is reduced by (\$4,900) for a net increase of 5% at \$32,500.

RETIREMENT - The RCLS employer contribution to the NYS Retirement System is budgeted to increase 4% or \$16,300.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

EXPENSES

EQUIPMENT, FURNITURE & FIXTURES

There are no equipment, furniture or fixture purchases planned for this year.

VEHICLE PURCHASE/LEASE

This line includes two lease payments on the electric Chevy Bolt and 25%, or \$8,200, of the cost of a replacement vehicle. The remaining 75% of the replacement vehicle cost will be funded through the Outreach budget.

LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at \$310,100 and supports system-wide library services and the purchase of eligible

OFFICE SUPPLIES

Included in this line are typical office supplies, plus PCs, laptops, and equipment. There is a (\$200) reduction in the ILS Budget.

TELECOMMUNICATIONS

The General budget line has decreased by (\$1,300) as a result of discontinuing the dedicated hotspot and cell phone previously assigned to the Government Relations Specialist. The ILS budget has also decreased by (\$100) due to cost savings achieved through the negotiation of a more favorable VoIP contract.

TRAVEL

The Travel line has decreased by a total of (\$13,400). With the reduction of State Aid, RCLS will not be attending Library Conferences this year.

All ILS Travel has been eliminated for a (\$1,000) reduction.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

EXPENSES

CONTRACTS WITH LIBRARIES

This line offsets estimated 'Goods & Services' revenue line for coordinated RCLS purchases for member libraries. The \$61,200 increase is due to the two new coordinated purchases of NYTimes Online All Access and HelpNow.

Contracts With Libraries	Cost
System Wide E-Content Pool	\$215,100
Consumer Report	39,500
NYTime Online All Access - <i>new</i>	29,600
HelpNow -- <i>new</i>	20,000
MS365 Email Services	20,000
Movie Licensing	16,500
Other Coordinated Purchases	18,600
Total Goods & Services	\$359,300

PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, PayPal Fees and CPA audit costs. The \$52,300 increase on the General side supports a Government Relations consultant and an IT consultant. The \$2,600 increase is mostly due to budgeted attorney fees relating to the upcoming ILS Agreement.

CONTINUING ED – RCLS Staff

The \$5,000 increase is for executive coaching for RCLS consultants and an online AI training course.

RCLS PROGRAMS

A \$9,000 increase is due to the 2027 RCLS Road Trip program.

SOFTWARE/HARDWARE MAINT. & SUBS

This includes maintenance agreements for hardware and software subscriptions. The General budget has increased by \$6,100 because RCLS implemented a cloud-based backup service and a cloud-based disaster recovery service.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

EXPENSES

The \$190,100 ILS Budget for Software/Hardware Maint. & Subs. represent a (\$19,800) decrease from 2026. EBSCO Discover Services, at a cost of \$20,900, has been moved to the Central Library Service Aid (CLSA) Budget. The following chart summarizes the 2027 ILS subscriptions.

Vendor & Service	ILS
Koha & Aspen	\$146,000
Message Bee	18,000
Koha Development	10,000
RCLS IT Services Support	5,000
Twilio	3,500
Misc. Software	2,600
Unknown & Buffer	5,000
Total ILS Software/Hardware Maint. & Subs.	\$190,100

CATALOGING TOOLS

Cataloging Tools in the ILS budget has increased by \$500 and includes the following tools:

Vendor & Service	Amount
OCLC – Cat Express	\$17,900
OCLS - WorldShare	6,200
Total Cataloging Tools	\$23,000

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

RCLS is budgeting for an 8% increase in electricity and gas for a \$2,300 increase.

OTHER OPERATION & MAINTENANCE

Includes the following: insurance, trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items. There is a \$3,500 increase on the General budget.

Insurance costs on the General side show an increase of \$4,200, and \$200 for ILS.

REFERENCE GUIDE: 2027 BUDGET HIGHLIGHTS

EXPENSES

REPAIRS TO BUILDING

The Repairs to Building budget remains unchanged at \$8,000.

NYS Aid

The (\$11,000) decrease represents less Coordinated Outreach Funds and State Correctional Facilities funds due to increased salaries and benefits.

TRANSFER TO OTHER FUNDS

Transfers to the RCLS Vehicle Delivery Fund and the RCLS Building Improvement Fund remain budgeted at \$0 as RCLS continues to manage the impact of reduced State Aid funding. This approach allows available resources to be directed toward sustaining core services and operational needs.

The transfer to ILS Capital Fund was reduced from \$33,200 to \$0 in 2026. No funds are scheduled to be transferred in 2027.



RAMAPO
CATSKILL
LIBRARY
SYSTEM

**Ramapo Catskill Library System
2027 RCLS Services Fee - \$3,816,268**
08/18/26 Approved by RCLS Board of Trustees

Library Name	Minimum Fee	Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2025 Debt Service Annual Report Question 12.31	2025 Expense Annual Report Q12.32 Service
Albert Wisner Public Library	\$ 1,250	23,453	3.03%	\$ 1,261	\$ -	\$ 1
Blauvelt Free Library	1,250	5,548	0.72%	298	-	
Chester Public Library	1,250	12,646	1.64%	680	-	
Cornwall Public Library	1,250	17,395	2.25%	935	-	1
Cragmoor Free Library	1,250	433	0.06%	23	-	
Daniel Pierce Library	1,250	6,070	0.79%	326	-	
Ellenville Public Library and Museum	1,250	12,454	1.61%	669	-	1
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	1,054	356,463	1
Fallsburg Library	1,250	12,045	1.56%	647	-	
Finkelstein Memorial Library	1,250	135,449	17.52%	7,280	-	9
Florida Public Library	1,250	5,132	0.66%	276	-	
Gardiner Library	1,250	5,610	0.73%	302	-	
Goshen Public Library And Historical Society	1,250	19,260	2.49%	1,035	495,194	2
Greenwood Lake Public Library	1,250	5,920	0.77%	318	-	1
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,847	614,935	5
Highland Falls Library	1,250	3,684	0.48%	198	-	
Josephine-Louise Public Library	1,250	6,818	0.88%	366	-	
Liberty Public Library	1,250	10,626	1.37%	571	152,900	
Livingston Manor - Roscoe Library	1,250	5,070	0.66%	273	-	
Mamakating Library District	1,250	10,718	1.39%	576	26,096	
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,386	598,750	1
Monroe Free Library	1,250	21,387	2.77%	1,150	90,553	1
Montgomery Free Library	1,250	3,834	0.50%	206	-	
Nanuet Public Library	1,250	14,199	1.84%	763	-	2
New City Free Library	1,250	46,916	6.07%	2,522	657,184	4
Newburgh Free Library	1,250	68,215	8.82%	3,666	-	5
Nyack Library	1,250	14,148	1.83%	760	435,874	2
Orangeburg Library	1,250	4,565	0.59%	245	-	
Palisades Free Library	1,250	810	0.10%	44	-	
Pearl River Public Library	1,250	15,574	2.01%	837	-	3
Piermont Library District	1,250	2,517	0.33%	135	-	
Pine Bush Area Public Library District	1,250	14,571	1.88%	783	-	
Port Jervis Free Library	1,250	17,073	2.21%	918	-	1
Rose Memorial Library Association	1,250	14,813	1.92%	796	-	
Sloatsburg Public Library	1,250	3,036	0.39%	163	-	
Suffern Free Library	1,250	30,869	3.99%	1,659	388,319	2
Sunshine Hall Free Library	1,250	2,196	0.28%	118	-	
Tappan Library	1,250	6,673	0.86%	359	-	
Thrall Public Library District of Middletown	1,250	59,174	7.65%	3,181	-	4
Tomkins Cove Public Library	1,250	1,841	0.24%	99	-	
Tuxedo Park Library	1,250	3,811	0.49%	205	-	
Valley Cottage Free Library	1,250	9,038	1.17%	486	-	2
Wallkill Public Library	1,250	8,036	1.04%	432	-	
West Nyack Free Library	1,250	9,655	1.25%	519	-	1
Western Sullivan Public Library	1,250	9,794	1.27%	526	-	1
Woodbury Public Library	1,250	12,197	1.58%	656	-	
TOTALS	\$ 57,500	773,036		\$ 41,550	\$ 3,816,268	\$ 71,

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800 Increase in 2027, first increase in five years.

Printed 7/16/2026

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st abt il	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2027 FEE	Service Fee as a % of Total Expenditures	Library	Total 2026 Fee	\$ Change From 2026	% Change From 2026
485	2.64%	\$ 1,098	\$ 3,608	0.19%	WAR	\$ 3,139	\$ 469	15%
310	1.21%	505	2,053	0.24%	BLV	1,906	147	8%
220	1.00%	414	2,343	0.33%	CHS	2,159	184	9%
332	1.92%	796	2,981	0.22%	COR	2,630	351	13%
363	0.21%	87	1,360	0.91%	CRG	1,340	20	1%
281	0.72%	300	1,877	0.36%	GRH	1,811	66	4%
362	1.62%	671	2,590	0.22%	EPL	2,193	397	18%
186	1.83%	762	3,066	0.23%	MTC	2,905	161	6%
998	0.43%	179	2,076	0.68%	FBR	1,942	134	7%
959	12.82%	5,327	13,857	0.15%	FML	11,657	2,200	19%
380	0.66%	273	1,799	0.38%	FPL	1,713	86	5%
585	0.52%	218	1,769	0.47%	GAR	1,714	55	3%
919	2.93%	1,219	3,504	0.17%	GOS	3,301	203	6%
164	1.47%	611	2,179	0.21%	GRL	1,910	269	14%
382	8.27%	3,435	6,522	0.11%	HAV	6,040	492	8%
992	0.44%	182	1,630	0.52%	HFL	1,568	62	4%
233	0.94%	392	2,008	0.30%	WAL	1,872	136	7%
188	0.50%	208	2,029	0.57%	LIB	1,967	62	3%
124	0.66%	274	1,797	0.38%	LIV/ROS	1,669	128	8%
915	0.54%	225	2,051	0.53%	MAM	1,917	134	7%
575	2.19%	911	3,548	0.23%	WAS	3,468	80	2%
527	2.06%	857	3,257	0.22%	MFL	2,937	320	11%
352	0.14%	60	1,516	1.48%	MNG	1,479	37	3%
153	4.02%	1,671	3,684	0.13%	NAN	3,337	347	10%
781	6.78%	2,816	6,588	0.14%	NWC	5,903	685	12%
563	7.45%	3,097	8,013	0.15%	NFL	7,004	1,009	14%
136	3.97%	1,651	3,661	0.13%	NYK	3,414	247	7%
986	0.98%	406	1,901	0.27%	ORG	1,793	108	6%
785	0.76%	315	1,609	0.30%	PAL	1,556	53	3%
292	4.77%	1,982	4,069	0.12%	PRL	3,524	545	15%
726	0.68%	284	1,669	0.34%	PMT	1,567	102	7%
953	0.48%	200	2,233	0.65%	PBL	2,085	148	7%
938	1.80%	748	2,915	0.23%	PTJ	2,532	383	15%
388	0.89%	370	2,416	0.38%	STP	2,308	108	5%
333	0.67%	280	1,693	0.35%	SLO	1,624	69	4%
173	3.72%	1,546	4,455	0.17%	SUF	4,156	299	7%
361	0.17%	70	1,438	1.19%	ELD	1,396	42	3%
990	1.38%	572	2,180	0.22%	TAP	1,982	198	10%
176	5.87%	2,441	6,872	0.16%	MID	5,863	1,009	17%
553	0.32%	134	1,483	0.64%	TCL	1,436	47	3%
516	0.95%	395	1,850	0.27%	TUX	1,750	100	6%
125	3.42%	1,421	3,157	0.13%	VCL	2,860	297	10%
378	0.53%	221	1,903	0.50%	WAK	1,779	124	7%
510	2.02%	839	2,608	0.18%	WNY	2,370	238	10%
572	1.45%	604	2,381	0.23%	WSPL	2,166	215	10%
996	1.17%	486	2,392	0.29%	CVL	2,158	234	11%
16		\$ 41,550	\$ 140,600	0.20%		\$ 128,313	\$ 12,800	10%



RAMAPO CATSKILL LIBRARY SYSTEM

2027 ILS Services Support Costs - Sche
07/09/26 To RCLS Personnel & Finance Comm
07/16/26 To ILS Committee
07/30/26 To ILS Committee - 4 Options on us
08/12/26 To Directors' Association
08/18/26 To RCLS Board of Trustees
09/01/26 To Member Library Boards
Option 3: 50% of \$178,000 = \$89,000 from C

Total ILS Support Formula (A + (C + D = E) + F) :

Library Name	Minimum Support Amount	3-Year Average Circulation	3-Year Average Holdings	3-Year Circulation + Holdings Usage	3-Year Usage Support
Albert Wisner Public Library	\$ 1,750	215,624	105,849	321,473	\$ 27,340
Blauvelt Free Library	1,250	44,691	65,938	110,629	9,410
Chester Public Library	1,250	59,759	82,654	142,413	12,110
Cornwall Public Library	1,750	162,539	106,751	269,290	22,900
Cragmoor Free Library	250	3,405	39,582	42,987	3,660
Daniel Pierce Library	1,250	36,774	70,881	107,655	9,150
Ellenville Public Library and Museum	1,250	38,349	90,591	128,940	10,960
Ethelbert B. Crawford Public Library	1,250	60,666	69,899	130,565	11,100
Fallsburg Library	750	18,367	57,408	75,775	6,440
Finkelstein Memorial Library	4,500	643,504	275,197	918,701	78,120
Florida Public Library	750	30,664	62,651	93,315	7,930
Gardiner Library	1,250	54,182	51,734	105,916	9,010
Goshen Public Library And Historical Society	1,750	132,243	107,417	239,660	20,380
Greenwood Lake Public Library	1,250	36,319	90,055	126,373	10,750
Haverstraw Kings Daughters Public Library	2,500	222,270	190,353	412,623	35,090
Highland Falls Library	750	33,390	64,771	98,161	8,350
Josephine-Louise Public Library	1,250	47,640	70,446	118,086	10,040
Liberty Public Library	750	26,936	56,309	83,245	7,080
Livingston Manor-Roscoe Library	1,250	14,462	88,623	103,085	8,770
Mamakating Library District	750	44,750	50,212	94,962	8,080
Moffat Library Of Washingtonville	1,250	110,633	75,662	186,295	15,840
Monroe Free Library	1,250	106,981	88,144	195,125	16,590
Montgomery Free Library	750	20,440	55,779	76,219	6,480
Nanuet Public Library	1,750	152,956	143,989	296,945	25,250
New City Free Library	2,500	280,755	145,382	426,136	36,240
Newburgh Free Library	2,500	186,882	186,630	373,512	31,760
Nyack Library	1,750	137,632	145,504	283,136	24,080
Orangeburg Library	1,250	38,246	79,316	117,562	10,000
Palisades Free Library	750	21,795	54,156	75,951	6,460
Pearl River Public Library	1,250	113,420	84,282	197,702	16,810
Piermont Library District	750	17,026	44,394	61,420	5,220
Pine Bush Area Public Library District	1,250	47,088	57,273	104,361	8,870
Port Jervis Free Library	1,250	54,819	76,874	131,692	11,200
Rose Memorial Library Association	750	37,232	56,897	94,129	8,000
Sloatsburg Public Library	1,250	25,850	76,598	102,448	8,710
Suffern Free Library	2,500	239,220	144,636	383,856	32,640
Sunshine Hall Free Library	750	15,860	53,580	69,441	5,900
Tappan Library	1,250	54,001	62,972	116,973	9,950
Thrall Public Library District of Middletown	2,500	145,343	258,271	403,614	34,320
Tomkins Cove Public Library	750	8,119	69,973	78,092	6,640
Tuxedo Park Library	750	37,961	60,140	98,101	8,340
Valley Cottage Free Library	1,750	127,057	143,497	270,554	23,010
Wallkill Public Library	750	45,234	50,355	95,588	8,130
West Nyack Free Library	1,250	83,525	76,412	159,937	13,600
Western Sullivan Public Library	1,250	74,511	104,528	179,039	15,220
Woodbury Public Library	1,250	45,048	65,197	110,245	9,370
TOTALS	\$ 62,500	4,154,169	4,257,760	8,411,928	\$ 715,300

B

Capital Funds

Fund to Offset ILS Costs = 24% inc.

ILS Support

1

2027 Total ILS Support	Library	2026 ILS Service Support	\$ Increase (Decrease) from 2026	% Increase (Decrease) from 2026
\$ 29,090	WAR	\$ 21,850	\$ 7,240	33%
10,660	BLV	8,900	1,760	20%
13,360	CHS	10,740	2,620	24%
24,650	COR	18,630	6,020	32%
3,910	CRG	4,410	(500)	-11%
10,400	GRH	8,720	1,680	19%
12,210	EPL	10,080	2,130	21%
12,350	MTC	9,940	2,410	24%
7,190	FBR	6,270	920	15%
82,620	FML	61,210	21,410	35%
8,680	FPL	7,790	890	11%
10,260	GAR	8,510	1,750	21%
22,130	GOS	18,240	3,890	21%
12,000	GRL	9,730	2,270	23%
37,590	HAV	27,200	10,390	38%
9,100	HFL	8,230	870	11%
11,290	WAL	9,250	2,040	22%
7,830	LJB	6,860	970	14%
10,020	LIV/ROS	9,470	550	6%
8,830	MAM	6,890	1,940	28%
17,090	WAS	13,170	3,920	30%
17,840	MFL	14,690	3,150	21%
7,230	MNG	6,310	920	15%
27,000	NAN	20,660	6,340	31%
38,740	NWC	30,230	8,510	28%
34,260	NFL	27,500	6,760	25%
25,830	NYK	19,970	5,860	29%
11,250	ORG	9,400	1,850	20%
7,210	PAL	6,400	810	13%
18,060	PRL	15,330	2,730	18%
5,970	PMT	5,420	550	10%
10,120	PBL	8,440	1,680	20%
12,450	PTJ	10,700	1,750	16%
8,750	STP	8,130	620	8%
9,960	SLO	8,380	1,580	19%
35,140	SUF	27,530	7,610	28%
6,650	ELD	5,870	780	13%
11,200	TAP	9,830	1,370	14%
36,820	MID	27,840	8,980	32%
7,390	TCL	7,130	260	4%
9,090	TUX	8,130	960	12%
24,760	VCL	19,430	5,330	27%
8,880	WAK	7,920	960	12%
14,850	WNY	12,060	2,790	23%
16,470	WSPL	13,160	3,310	25%
10,620	CVL	8,850	1,770	20%
\$ 777,800		\$ 625,400	\$ 152,400	24%

Minimum Support Amount Based on Column E 3-Year Circulation + Holdings Usage	
25,000 - 49,999	\$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

The total cost of ILS Support has increased by \$152,400, representing a 24% overall increase. For libraries whose increase is higher or lower than 24%, the difference is primarily due to changes in their 3-year average circulation and 3-year average holdings, which are key factors in the cost allocation methodology.

RCLS

RAMAPO
CATSKILL
LIBRARY
SYSTEM

2027 Budget Ballot

The Board of Trustees of the _____
Library on this day _____ of _____ 2026 approved a
resolution to

☐ accept

☐ not to accept

the Ramapo Catskill Library System 2027 RCLS Budget.

Board President *(signature)*

Board President *(Print)*

Please return by 4 p.m.

Friday, November 20, 2026

to

Stephen Hoefer, Chief Financial Officer
Ramapo Catskill Library System