

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA

July 30, 2026 @ 6 PM
Meeting to be held in Reference Room

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III. Minutes: Approve- Meeting of May 21, 2026 (Budget Hearing); updated minutes of June 9, Reorganization meeting of July 1st and Special Meeting of July 21, 2026

IV. Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items for Consideration:

- State Aid for Library Construction Program (FY 2026-2027)
- Engagement Letter
- Bookkeeper contract
- Director Selection

VII. Old Business:

- Director selection
- State Aid for Library Construction Program (FY 2026-2027)

VIII New Business:

- Accept resignation of Rachel Leeds
- Engagement Letter
- Bookkeeper contract

IX. Public Comment

X. Adjournment: Next regular meeting August 11, 2026 @ 6 PM

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

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

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

II Public Comment – agenda

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

III Unfinished Business

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

IV New Business – Budget Hearing

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

V Public Comment

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

VI Next Meeting

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

VII Adjournment

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

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees

June 9, 2026

6:00 PM

Present: Ed Falcone, Carl Hendrick, Valerie Maginsky, Liz Miller. Dolores Carnosa and Dick Roberts were excused.

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

II Public Comment – agenda - None

III Minutes

- *Valerie made a motion, seconded by Liz, to approve the minutes from the May 12, 2026 meeting. Unanimously passed.*
- Approval of the minutes from the May 21, 2026 budget hearing was tabled until the next meeting.

IV Correspondence - None

V Approval of Statistics and Financial Reports

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

VI Director's Report

Liz made a motion, seconded by Valerie, to approve the June 2026 Director's Report as presented. Unanimously passed.

VII Unfinished Business

- Carl stated that on March 4, 2026, the temporary position of Interim Director was approved for a three-month period to concur with civil service requirements. An extension was approved by civil service. At this time the library would like to extend the Agreement for another three-month period to end September 4, 2026, while the search for a permanent Director continues. *Liz made a motion, seconded by Valerie, to extend the term of the Interim Director, Edward Falcone, to September 4, 2026, with the same terms of employment as originally approved. Unanimously passed.*
- Carl provided an update regarding the Director search, saying that the Board has received documents from the consultant for 25 candidates for review. The consultant is scheduling phone screening calls with the individuals. The next step is a videoconference via Zoom with the consultant and the board search committee members on June 17 to discuss the pool and select six to nine candidates for semifinal interviews, which are scheduled for June 29 and 30. All three sessions will be done using videoconferencing, with the Board members using the HUB to participate. The public has the right to attend these meetings, but the substance of the discussion will be in executive session, as allowed in matters leading to the appointment/employment of a particular person. The final two candidates will be interviewed in person by the entire Board on July 21.

VIII New Business

- Carl stated that the Board had received a copy of the Election Tally Sheet submitted by the inspectors for the June 4, 2026 election. ***Liz made a motion, seconded by Valerie to certify the June 4, 2026 election results as follows: Proposition 1 (the budget) – 130 yes, 83 no; for Trustee: Daniel Schaaf 111 votes, Gretchen Stephens 101 votes, with no write-in votes. Unanimously passed.*** Carl thanked the voters for approving the budget and extended a welcome to Dan to the Board.
- ***Liz made a motion, seconded by Valerie, stating “The Port Jervis Free Library hereby passes a resolution directing the Port Jervis School District to collect the Real Property Tax amount of \$1,232,269 (one million two hundred thirty-two thousand two hundred sixty-nine dollars) from taxpayers of the Port Jervis School District on behalf of the Port Jervis Free Library.” Unanimously passed.***
- ***Valerie made a motion, seconded by Liz, to approve the 2027-2031 RCLS Plan of Service as presented. Unanimously passed.***
- ***Valerie made a motion, seconded by Liz, to approve the RCLS Direct Access Plan as presented. Unanimously passed.***
- ***Liz made a motion, seconded by Valerie, to approve the RCLS 2027 Menu of IT Services for contract year 5 of 5 as presented and to authorize the Interim Director to execute the contract with RCLS.*** This agreement is for fully supported IT services for the calendar year 2027 at a cost of \$31,125. ***Unanimously approved.***
- ***Valerie made a motion, seconded by Liz, to approve fiscal year 2026 budget transfers as presented.*** There will be additional budget transfers proposed at the conclusion of the fiscal year ended June 30, 2026. Overall, the Library continues to operate within the overall budget. ***Unanimously approved.***
- Liz stated that the agenda notes an engagement letter from Edward Hartzog, Esq., to authorize him to assist with the investigation into the complaint filed by Mr. Daniel Schaaf on June 2, 2026, regarding the alleged unauthorized issuance of absentee ballots to voters for the June 4th budget vote and Board of Trustee election. As Carl intended to abstain from the vote and there is not a sufficient number of Board members to approve the letter, the matter was tabled to a subsequent meeting.

IX Public Comment

- Bert Thelander expressed his desire to see outreach into the Deerpark community, linkage of such to the Strategic Plan, that metrics be established to measure success in meeting the objectives stated within the Strategic Plan, and to gather feedback from the public.
- Mx. Peter Grech stated concern about the need to implement safeguards to assure that relationships deemed inappropriate between management and employees do not occur.

X Next Meeting

- The next regular meeting is scheduled for July 14, 2026 at 6 PM.
- A reorganization meeting is scheduled for July 1, 2026 at noon.
- Special meetings related to the Director search will be held on June 17, 2026 at 1 PM, and June 29 and 30, 2026 at 3 PM.

XI Adjournment

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

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees
July 1, 2026 – Reorganization Meeting
12:00 NOON

Present: Dolores Carnosa, Carl Hendrick, Liz Miller Excused: Dick Roberts

I Call to Order/Pledge of Allegiance

The meeting was called to order at 12:00 noon followed by the Pledge of Allegiance.

II Swearing In

Carl administered the Oath of Office to Daniel Schaaf, Trustee.

III Public Comment – agenda items only

Carl thanked Valerie Maginsky for her hard work and dedication in performing the duties as a Trustee over the past six years.

IV New Business -- none

V Reorganization

- *Carl made a motion, seconded by Dolores, to nominate Elizabeth Miller as President. Unanimously passed.* Liz Miller presided over the remainder of the meeting.
- *Liz made a motion, seconded by Dolores, to nominate Carl Hendrick as Vice President. Unanimously passed.*
- *Carl made a motion, seconded by Dolores, to nominate Dick Roberts as Financial Officer. Unanimously passed.*
- *Carl made a motion, seconded by Liz, to nominate Dolores Carnosa as Secretary. Unanimously passed.*

VI Public Comment – This will exclude any comment on any issue involving a specific employee as this must be done in Executive Session. (As stated in the Patron Complaint Policy)
There was no public comment.

VII Next Meeting

The next regular meeting is scheduled for July 14, 2026 @ 6:00 PM.

VIII Adjournment -- *Carl made a motion, seconded by Dolores, to adjourn the meeting at 12:03 PM. Unanimously passed.*

Respectfully Submitted,
Susan Wade, Board Clerk

Minutes of the Port Jervis Free Library Board of Trustees
July 21, 2026 – Special Meeting
12:30 PM

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

I Call to Order/Pledge of Allegiance

Liz called the meeting to order at 12:34 PM.

II Public Comment – agenda - None

III Unfinished Business - None

IV New Business

- ***Dolores made a motion, seconded by Carl, to approve the absences of Richard K. Roberts on June 9, July 1 and July 21, 2026, accepted as satisfactory.*** Liz noted that "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned." Dick has had recent health issues that has prevented him from attending recent meetings. ***Unanimously passed.***
- Liz stated that all of the trustees had received a copy of the email from the Director regarding State Aid for Library Construction Program (FY 2026-2027) and asked for a motion to approve the following Resolution: "The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law section 273-a (as amended by Chapter 148 of the laws of 2014) and Commissioners Regulations section 90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the library Board of Trustees of the Port Jervis Free Library." ***Carl made the motion, seconded by Dolores. Unanimously passed.*** Liz signed the associated documents to be filed with the grant and RCLS.

V Unfinished Business

- Liz stated that the Board will conduct interviews with three candidates for the Director position. She introduced Mandy Simon from Bradbury Miller Associates.
- Simon provided an overview of the search process as follows:
 - Discovery meetings with the search committee and a focus group of employees
 - Preparation of the job announcement
 - Creation of an evaluation rubric
 - Assessment of the initial cohort of 30 applicants
 - Phone interviews with 25 candidates, creation of a top-10 list
 - Zoom meetings of 30 minutes each held with six semi-finalists
 - Three finalists were selected and are on site for building tours, meetings with full-time staff and interviews with the Board
 - An exit interview will be conducted with each candidate
 - Employment offer will be extended on behalf of the Board, contingent on successful background review

- *Carl made a motion, seconded by Dan, to move into Executive Session at 12:47 PM to discuss the employment history, qualifications, and interview of particular persons, those being candidates A, B and C, leading to the appointment and employment with the Port Jervis Free Library as Library Director I. Unanimously passed.*
- *Carl made a motion, seconded by Dolores, to invite Mandy Simon into Executive Session, and to invite candidates A, B and C, individually, into Executive Session.*
- *Dolores made a motion, seconded by Dan, to come out of Executive Session at 4:36 PM. Unanimously passed.*
- *Carl made a motion, seconded by Dolores, to allow Bradbury Miller Associates to act on behalf of the Port Jervis Free Library to make a conditional/provisional offer to the selected candidate. Unanimously passed.*

VI Public Comment - None

VII Next Meeting

The next regular meeting is scheduled for July 30, 2026

VIII Adjournment

Carl made a motion, seconded by Dan, to adjourn the meeting at 4:36 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk

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

	<u>May 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,824,939.05
1006 · CHASE CHECKING	23,745.46
1007 · Chase Savings	1,998.05
1008 · NYLAF - Harrison Thune	8,247.88
Total Checking/Savings	<u>1,859,230.44</u>
Total Current Assets	<u>1,859,230.44</u>
TOTAL ASSETS	<u>1,859,230.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-754.59
Total Accounts Payable	<u>-754.59</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	12,339.66
Total Other Current Liabilities	<u>9,999.37</u>
Total Current Liabilities	<u>9,244.78</u>
Total Liabilities	<u>9,244.78</u>
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	88,818.19
Total Equity	<u>1,849,985.66</u>
TOTAL LIABILITIES & EQUITY	<u>1,859,230.44</u>

2:30 PM

07/08/26

Accrual Basis

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

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
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	3,063.06	3,000.00	63.06	102.1%
4001 · Fines	592.26	750.00	-157.74	79.0%
4002 · NonResident Fees	975.00	1,000.00	-25.00	97.5%
4003 · Copier Fees	7,104.06	9,338.00	-2,233.94	76.1%
Total Charges for Services	11,734.38	14,088.00	-2,353.62	83.3%
Miscellaneous				
4004 · Gifts	10,948.28	300.00	10,648.28	3,649.4%
4008 · Library Merchandise	131.90	0.00	131.90	100.0%
Total Miscellaneous	11,080.18	300.00	10,780.18	3,693.4%
Operating Grants				
4023 · Local Public Funds OLA	6,251.56	3,000.00	3,251.56	208.4%
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	20,685.13	13,000.00	7,685.13	159.1%
Interest Income	70,906.63	53,500.00	17,406.63	132.5%
4060 · Use of Fund Balance	0.00	101,000.00	-101,000.00	0.0%
Total Income	1,339,876.84	1,414,157.00	-74,280.16	94.7%
Gross Profit	1,339,876.84	1,414,157.00	-74,280.16	94.7%
Expense				
Personal Services				
6002 · Salaries Director	116,827.96	110,000.00	6,827.96	106.2%
6000 · Salaries Clerical FT	187,855.73	180,000.00	7,855.73	104.4%
6001 · Salaries Clerical PT	239,451.95	232,800.00	6,651.95	102.9%
6003 · Salaries Maintenance	54,569.60	55,185.00	-615.40	98.9%
Total Personal Services	598,705.24	577,985.00	20,720.24	103.6%
Contractual				
6005 · Board Reporting	1,646.00	1,827.00	-181.00	90.1%
6030 · Books	6,840.47	25,000.00	-18,159.53	27.4%
6031 · Books Children	7,182.97	7,000.00	182.97	102.6%
6032 · Book Friends	692.08	1,300.00	-607.92	53.2%
6035 · Periodicals	14,359.74	13,000.00	1,359.74	110.5%
6038 · Audio Adult	4,613.04	4,500.00	113.04	102.5%
6039 · Video Adult	264.39	4,650.00	-4,385.61	5.7%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	41,208.50	44,000.00	-2,791.50	93.7%
6045 · Computer Eqpt/Software	8,150.94	20,000.00	-11,849.06	40.8%
6050 · Library Supplies	14,961.20	10,000.00	4,961.20	149.6%
6055 · Ins/Fire, Liab, Comp	27,482.66	30,000.00	-2,517.34	91.6%
6060 · Utilities Electricity	13,287.86	17,000.00	-3,712.14	78.2%
6061 · Utilities Gas	5,778.25	6,000.00	-221.75	96.3%
6062 · Utilities Water	1,847.05	2,000.00	-152.95	92.4%
6065 · Utilities Telephone/Internet	4,294.24	6,000.00	-1,705.76	71.6%
6070 · Building Janitorial Supp	3,014.16	6,000.00	-2,985.84	50.2%
6071 · Building Maintenance	27,005.08	39,977.00	-12,971.92	67.6%
6072 · Building Improvements	21,634.02	36,218.00	-14,583.98	59.7%
6075 · Copier Maintenance	5,298.50	7,000.00	-1,701.50	75.7%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	159,625.46	156,000.00	3,625.46	102.3%
6087 · HUB	973.08	1,000.00	-26.92	97.3%
6088 · Bookkeeping	61,169.00	68,000.00	-6,831.00	90.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	1,033.91	700.00	333.91	147.7%
6100 · Dues	210.00	200.00	10.00	105.0%
6120 · Postage	1,352.78	2,500.00	-1,147.22	54.1%

2:30 PM

07/08/26

Accrual Basis

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
6125 · Programs	2,419.02	6,000.00	-3,580.98	40.3%
6126 · Programs Children	3,267.41	5,000.00	-1,732.59	65.3%
6133 · Library Election	1,206.96	1,000.00	206.96	120.7%
6134 · Elevator	13,503.31	13,510.00	-6.69	100.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	21,923.50	21,850.00	73.50	100.3%
6138 · Security Services	0.00	18,940.00	-18,940.00	0.0%
Total Contractual	476,245.58	579,422.00	-103,176.42	82.2%
Employee Benefits				
6010 · Employer Social Security	44,030.95	45,000.00	-969.05	97.8%
6015 · Employer Medicare	8,695.52	9,250.00	-554.48	94.0%
6056 · Insurance Wkmns Comp	0.00	6,500.00	-6,500.00	0.0%
6057 · Insurance Disability	5,133.91	1,500.00	3,633.91	342.3%
6085 · Civil Service	1,447.46	4,500.00	-3,052.54	32.2%
6131 · Benefits Health Ins	118,765.42	130,000.00	-11,234.58	91.4%
6132 · Benefits Retirement	61,508.00	60,000.00	1,508.00	102.5%
6140 · NY-MCTMT	31.20			
Total Employee Benefits	239,612.46	256,750.00	-17,137.54	93.3%
Total Expense	1,314,563.28	1,414,157.00	-99,593.72	93.0%
Net Ordinary Income	25,313.56	0.00	25,313.56	100.0%
Net Income	25,313.56	0.00	25,313.56	100.0%

Port Jervis Free Library
Payroll Summary
May 2026

Employee Wages, Taxes and Adjustments									
Gross Pay	Hours	Rate	May 26	Hours	Rate	May 26	Hours	Rate	May 26
Salaries and Wages Director			0.00			0.00			0.00
Salaries and Wages FT			0.00	140.25	19.25	2,699.81			0.00
Salaries and Wages MTNC			0.00			0.00			0.00
Salaries and Wages PT	37	34.96	1,293.52			0.00	13	18.00	234.00
Total Gross Pay	37		1,293.52	140.25		2,699.81	13		234.00
Deductions from Gross Pay									
Health Insurance			0.00			0.00			0.00
Retirement			0.00			-81.00			-10.53
Total Deductions from Gross Pay			0.00			-81.00			-10.53
Adjusted Gross Pay	37		1,293.52	140.25		2,618.81	13		223.47
Taxes Withheld									
Federal Withholding			-338.00			-147.00			0.00
Medicare Employee			-18.75			-39.14			-3.39
Social Security Employee			-80.19			-167.39			-14.51
NY - Withholding			-54.76			-97.99			0.00
NY - Disability Employee			0.00			0.00			0.00
Medicare Employee Addl Tax			0.00			0.00			0.00
NY - City Resident			0.00			0.00			0.00
Total Taxes Withheld			-491.70			-451.52			-17.90
Net Pay	37		801.82	140.25		2,167.29	13		205.57
Employer Taxes and Contributions									
Medicare Company			18.75			39.14			3.39
Social Security Company			80.19			167.39			14.51
NY - Disability Company			0.00			0.00			0.00
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
NY - MCTMT (Zone 2)			0.00			0.00			0.00
Total Employer Taxes and Contributions			98.94			206.53			17.90

Port Jervis Free Library
Payroll Summary
May 2026

Employee Wages, Taxes and Adjustments									
Gross Pay									
Rate	May 26	Hours	Rate	May 26	Hours	Rate	May 26	Hours	Rate
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	20.30	61	18.00	1,098.00	37	18.26	675.62	7	18.00
Total Gross Pay	345.10	61		1,098.00	37		675.62	7	
Deductions from Gross Pay									
Health Insurance	0.00			0.00			0.00		
Retirement	-10.35			-32.94			-20.27		
Total Deductions from Gross Pay	-10.35			-32.94			-20.27		
Adjusted Gross Pay	334.75	61		1,065.06	37		655.35	7	
Taxes Withheld									
Federal Withholding	-5.00			0.00			0.00		
Medicare Employee	-5.01			-15.92			-9.79		
Social Security Employee	-21.39			-68.08			-41.89		
NY - Withholding	-17.96			-19.34			-3.36		
NY - Disability Employee	0.00			0.00			0.00		
Medicare Employee Addl Tax	0.00			0.00			0.00		
NY - City Resident	0.00			0.00			0.00		
Total Taxes Withheld	-49.36			-103.34			-55.04		
Net Pay	285.39	61		961.72	37		600.31	7	
Employer Taxes and Contributions									
Medicare Company	5.01			15.92			9.79		
Social Security Company	21.39			68.08			41.89		
NY - Disability Company	0.00			0.00			0.00		
NY - Unemployment	0.00			0.00			0.00		
NY - MCTMT (Transit Tax)	0.00			0.00			0.00		
NY - MCTMT (Zone 2)	0.00			0.00			0.00		
Total Employer Taxes and Contributions	26.40			84.00			51.68		

Port Jervis Free Library
Payroll Summary
May 2026

Employee Wages, Taxes and Adjustments											
Gross Pay											
	May 26	Hours	Rate	May 26	Hours	Rate	May 26	Hours	Rate	May 26	
Salaries and Wages Director	0.00	19	85.00	7,425.00			0.00			0.00	
Salaries and Wages FT	0.00			0.00			0.00	88	31.75	2,794.00	
Salaries and Wages MTNC	0.00			0.00			0.00			0.00	
Salaries and Wages PT	126.00			0.00	57	21.59	1,230.63	22	30.75	676.50	
Total Gross Pay	126.00	19		7,425.00	57		1,230.63	110		3,470.50	
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	126.00	19		7,425.00	57		1,230.63	110		3,470.50	
Taxes Withheld											
Federal Withholding	0.00			-755.00			-66.00			-329.00	
Medicare Employee	-1.83			-107.66			-17.84			-50.32	
Social Security Employee	-7.81			-460.35			-76.30			-215.17	
NY - Withholding	0.00			-458.28			-25.87			-143.98	
NY - Disability Employee	0.00			0.00			0.00			0.00	
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00	
NY - City Resident	0.00			0.00			0.00			0.00	
Total Taxes Withheld	-9.64			-1,781.29			-186.01			-738.47	
Net Pay	116.36	19		5,643.71	57		1,044.62	110		2,732.03	
Employer Taxes and Contributions											
Medicare Company	1.83			107.66			17.84			50.32	
Social Security Company	7.81			460.35			76.30			215.17	
NY - Disability Company	0.00			0.00			0.00			0.00	
NY - Unemployment	0.00			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00	
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00	
Total Employer Taxes and Contributions	9.64			568.01			94.14			265.49	

Employee Wages, Taxes and Adjustments

Page 4

Port Jervis Free Library
Payroll Summary
May 2026

Employee Wages, Taxes and Adjustments									
Gross Pay									
Rate	May 26	Hours	Rate	May 26	Hours	Rate	May 26	Hours	Rate
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	34.37	73	18.25	1,332.26	56	18.25	1,022.00	28	36.30
Total Gross Pay	2,259.83	73	1,332.26		56	1,022.00		28	
Deductions from Gross Pay									
Health Insurance	0.00		0.00			0.00			
Retirement	-67.79		-39.96			0.00			
Total Deductions from Gross Pay	-67.79		-39.96			0.00			
Adjusted Gross Pay	2,192.04	73	1,292.30		56	1,022.00		28	
Taxes Withheld									
Federal Withholding	-205.00		-10.00			0.00			
Medicare Employee	-32.77		-19.32			-14.82			
Social Security Employee	-140.11		-82.60			-63.37			
NY - Withholding	-90.94		-28.73			-11.66			
NY - Disability Employee	0.00		0.00			0.00			
Medicare Employee Addl Tax	0.00		0.00			0.00			
NY - City Resident	0.00		0.00			0.00			
Total Taxes Withheld	-468.82		-140.65			-89.85			
Net Pay	1,723.22	73	1,151.65		56	932.15		28	
Employer Taxes and Contributions									
Medicare Company	32.77		19.32			14.82			
Social Security Company	140.11		82.60			63.37			
NY - Disability Company	0.00		0.00			0.00			
NY - Unemployment	0.00		0.00			0.00			
NY - MCTMT (Transit Tax)	0.00		0.00			0.00			
NY - MCTMT (Zone 2)	0.00		0.00			0.00			
Total Employer Taxes and Contributions	172.88		101.92			78.19			

Port Jervis Free Library
Payroll Summary
May 2026

Employee Wages, Taxes and Adjustments									
	Hours	Rate	May 26	Hours	Rate	May 26	Hours	Rate	May 26
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	73	21.40	0.00	160	26.79	4,286.40	140	40.38	5,653.20
Salaries and Wages PT			1,562.20			0.00			0.00
Total Gross Pay	73		1,562.20	160		4,286.40	140		5,653.20
Deductions from Gross Pay									
Health Insurance			0.00			-161.14			-366.38
Retirement			0.00			0.00			0.00
Total Deductions from Gross Pay			0.00			-161.14			-366.38
Adjusted Gross Pay	73		1,562.20	160		4,125.26	140		5,286.82
Taxes Withheld									
Federal Withholding			-99.00			-386.00			-710.00
Medicare Employee			-22.66			-62.15			-81.97
Social Security Employee			-96.86			-265.75			-350.50
NY - Withholding			-41.12			-183.88			-261.84
NY - Disability Employee			0.00			0.00			0.00
Medicare Employee Addl Tax			0.00			0.00			0.00
NY - City Resident			0.00			0.00			0.00
Total Taxes Withheld			-259.64			-897.78			-1,404.31
Net Pay	73		1,302.56	160		3,227.48	140		3,882.51
Employer Taxes and Contributions									
Medicare Company			22.66			62.15			81.97
Social Security Company			96.86			265.75			350.50
NY - Disability Company			0.00			0.00			0.00
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
NY - MCTMT (Zone 2)			0.00			0.00			0.00
Total Employer Taxes and Contributions			119.52			327.90			432.47

Port Jervis Free Library
Payroll Summary
May 2026

	TOTAL			
	Rate	May 26	Hours	Rate
Employee Wages, Taxes and Adjustments				
Gross Pay				
Salaries and Wages Director		0.00	159.00	12,971.80
Salaries and Wages FT	20.33	2,922.44	511.75	14,652.64
Salaries and Wages MTNC		0.00	160.00	4,286.40
Salaries and Wages PT		0.00	930.00	19,983.57
Total Gross Pay		2,922.44	1,760.75	51,894.41
Deductions from Gross Pay				
Health Insurance		0.00		-1,261.28
Retirement		-87.67		-741.27
Total Deductions from Gross Pay		-87.67		-2,002.55
Adjusted Gross Pay		2,834.77	1,760.75	49,891.86
Taxes Withheld				
Federal Withholding		-252.00		-4,269.40
Medicare Employee		-42.37		-752.47
Social Security Employee		-181.19		-3,217.46
NY - Withholding		-109.65		-2,102.80
NY - Disability Employee		0.00		-2.40
Medicare Employee Addl Tax		0.00		0.00
NY - City Resident		0.00		-26.69
Total Taxes Withheld		-585.21		-10,371.22
Net Pay		2,249.56	1,760.75	39,520.64
Employer Taxes and Contributions				
Medicare Company		42.37		752.47
Social Security Company		181.19		3,217.46
NY - Disability Company		0.00		0.00
NY - Unemployment		0.00		0.00
NY - MCTMT (Transit Tax)		0.00		0.00
NY - MCTMT (Zone 2)		0.00		0.00
Total Employer Taxes and Contributions		223.56		3,969.93

Port Jervis Free Library
Chase Activity - May 2026

Details	Posting Date	Description	Amount	Type
DEBIT	5/27/2026	ORIG CO NAME:JNTUIT * ORIG ID:0000756346 DESC DATE:260527 CO ENTRY DESCR:QuickBooksSEC:CC	(2,274.50)	ACH_DEBIT
DEBIT	5/27/2026	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:260527 CO ENTRY DESCR:CONS COLL SEC	(741.27)	ACH_DEBIT
DEBIT	5/26/2026	Online ACH Payment 11220794806 To Cheshire (#####5530)	(1,975.00)	ACH_PAYMENT
DEBIT	5/26/2026	Online ACH Payment 11220734795 To Cheshire (#####5530)	(175.00)	ACH_PAYMENT
DEBIT	5/22/2026	Online Payment 29317250992 To Tri State Paper and Cleaning 05/22	(222.05)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317232721 To AMAZON CAPITAL SERVICES 05/22	(8.99)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317230073 To AMAZON CAPITAL SERVICES 05/22	(96.02)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317195162 To RCLS 05/22	(152.00)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317179770 To AMAZON CAPITAL SERVICES 05/22	(139.44)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317171803 To AMAZON CAPITAL SERVICES 05/22	(316.48)	BILLPAY
DEBIT	5/22/2026	Online Payment 29317151789 To BLACKSTONE PUBLISHING 05/22	(199.83)	BILLPAY
DEBIT	5/20/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCI	(10,497.91)	BILLPAY
DEBIT	5/20/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:052026 CO ENTRY DESCR:USATAXPYMTSEC:CCI	(1,089.09)	ACH_DEBIT
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873699 to #####6097	(6,197.06)	ACH_DEBIT
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873686 to #####5536	(94.88)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879619 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879618 to #####0782	(250.00)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879612 to #####4522	(276.72)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879614 to #####0649	(416.29)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873697 to #####0432	(418.60)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873693 to #####0690	(518.62)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873687 to #####9748	(519.36)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873700 to #####4789	(530.83)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873690 to #####1730	(546.78)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873685 to #####5804	(554.25)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873691 to #####6713	(567.85)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879617 to #####5734	(590.90)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873682 to #####1601	(626.78)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873689 to #####0937	(814.91)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873695 to #####9139	(1,005.40)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873683 to #####4263	(1,085.17)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873693 to #####4263	(1,096.72)	BASIC_PAYROLL

DEBIT	5/19/2026	Basic Online Payroll Payment 11219879616 to #####2173	(1,455.25)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873681 to #####7671	(1,613.75)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219879613 to #####0031	(1,731.19)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873684 to #####2902	(1,941.26)	BASIC_PAYROLL
DEBIT	5/19/2026	Basic Online Payroll Payment 11219873688 to #####9409	(2,980.06)	BASIC_PAYROLL
CREDIT	5/18/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE:	40,000.00	ACH_CREDIT
DEBIT	5/14/2026	Online Payment 29215016117 To Brodant Co 05/14	(177.02)	BILLPAY
DEBIT	5/14/2026	Online Payment 29215023699 To TIME WARNER CABLE 05/14	(168.98)	BILLPAY
DEBIT	5/14/2026	Online Payment 29214992923 To Frontier 111182-4 05/14	(4.96)	BILLPAY
DEBIT	5/14/2026	Online Payment 29214991109 To AMAZON CAPITAL SERVICES 05/14	(598.97)	BILLPAY
DEBIT	5/14/2026	Online Payment 29214958663 To AMAZON CAPITAL SERVICES 05/14	(299.99)	BILLPAY
DEBIT	5/14/2026	Online Payment 29214975544 To AMAZON CAPITAL SERVICES 05/14	(36.12)	BILLPAY
CHECK	5/12/2026	Basic Online Payroll Payment 11219443039 to #####4263	(34.05)	BASIC_PAYROLL
DEBIT	5/12/2026	CHECK 1206	(589.00)	CHECK_PAID
DEBIT	5/12/2026	Online Payment 29183356820 To NY ST DEPT CIVIL SVC-AGENCY PMT 05/12	(11,765.13)	BILLPAY
DEBIT	5/11/2026	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE:	(1,040.40)	ACH_DEBIT
DEBIT	5/8/2026	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:260508 CO ENTRY DESCR:CONS COLL SEC	(700.43)	ACH_DEBIT
DEBIT	5/7/2026	Online Payment 29129934561 To CARDMEMBER SERVICE 05/07	(241.37)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129939898 To PN FIRE AND ALARM 05/07	(158.25)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129908628 To Kanopy 05/07	(1,207.03)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129911732 To Greenwald Doherty LLP 05/07	(58.00)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129901305 To Brodant Co 05/07	(1,102.50)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129886907 To Frontier 05/07	(58.56)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129867157 To AMAZON CAPITAL SERVICES 05/07	(153.26)	BILLPAY
DEBIT	5/7/2026	Online Payment 29129865675 To AMAZON CAPITAL SERVICES 05/07	(44.99)	BILLPAY
DEBIT	5/7/2026	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:050726 CO ENTRY DESCR:USATAXPYMTSEC:CCI	(161.20)	BILLPAY
CREDIT	5/6/2026	ORIG CO NAME:NYCLASS ORIG ID:1133914966 DESC DATE:	(6,012.20)	ACH_DEBIT
DEBIT	5/6/2026	DEPOSIT ID NUMBER 124477	30,000.00	ACH_CREDIT
DEBIT	5/5/2026	SERVICE CHARGES FOR THE MONTH OF APRIL	94.30	DEPOSIT
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936004 to #####6097	(128.10)	FEE_TRANSACTION
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939056 to #####3288	(110.69)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936007 to #####6231	(116.36)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935991 to #####7064	(142.69)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939051 to #####5536	(142.70)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935997 to #####5536	(250.00)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935997 to #####5536	(250.00)	BASIC_PAYROLL

DEBIT	5/5/2026	Basic Online Payroll Payment 11217939057 to #####1948	(265.84)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939065 to #####0782	(323.59)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936003 to #####4789	(385.37)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939052 to #####4522	(385.53)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935994 to #####0649	(418.60)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939061 to #####0690	(442.36)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935992 to #####9748	(513.79)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936002 to #####1730	(554.24)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939059 to #####6713	(576.19)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939054 to #####5804	(624.93)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936008 to #####0432	(633.03)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939055 to #####5734	(675.78)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939050 to #####1601	(908.31)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935993 to #####0031	(1,000.84)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935998 to #####0937	(1,005.40)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217936006 to #####9139	(1,082.12)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939058 to #####4263	(1,152.84)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939060 to #####2173	(1,455.24)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217939053 to #####7671	(1,613.73)	BASIC_PAYROLL
DEBIT	5/5/2026	Basic Online Payroll Payment 11217935990 to #####2902	(1,941.25)	BASIC_PAYROLL
DEBIT	5/4/2026	Basic Online Payroll Payment 11217800603 to #####0031	(2,663.65)	BASIC_PAYROLL
CREDIT	5/4/2026	ORIG CO NAME:NYCLASS ORIG ID:113914966 DESC DATE: CO ENTRY DESCR:NYCLASS SEC:CCD	20,000.00	ACH_CREDIT
DEBIT	5/1/2026	Online Payment 29036297808 To Kanopy 05/01	(58.00)	BILLPAY
DEBIT	5/1/2026	Online ACH Payment 11217612137 To SusanWade (_#####0178)	(5,500.00)	ACH_PAYMENT
DEBIT	5/1/2026	Basic Online Payroll Payment 11217612136 to #####9692	(202.90)	BASIC_PAYROLL
DEBIT	5/1/2026	Basic Online Payroll Payment 11217612134 to #####2214	(202.90)	BASIC_PAYROLL
DEBIT	5/1/2026	Basic Online Payroll Payment 11217612135 to #####7906	(202.90)	BASIC_PAYROLL
DEBIT	5/1/2026	Basic Online Payroll Payment 11217612133 to #####3325	(202.90)	BASIC_PAYROLL



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

May 01, 2026 through May 29, 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

00005667 DRI 802 141 15426 NNNNNNNNNN P 1 000000000 D2 0000

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]	\$30,462.94	\$25,761.85
Chase Business Premier Savings	[REDACTED]	1,998.02	1,998.05
Total		\$32,460.96	\$27,759.90
TOTAL ASSETS		\$32,460.96	\$27,759.90

CHASE PLATINUM BUSINESS CHECKING

PORT JERVIS FREE LIBRARY

Account Number [REDACTED]

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$30,462.94
Deposits and Additions	4	90,094.30
Checks Paid	1	-589.00
Electronic Withdrawals	91	-94,078.29
Fees	1	-128.10
Ending Balance	97	\$25,761.85

Your Chase Platinum Business Checking account provides:

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

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

Please Note:
THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE
JUNETEENTH HOLIDAY AND JULY 3RD IN OBSERVANCE OF THE
INDEPENDENCE DAY HOLIDAY

Activity Summary [REDACTED] General Account

5/1/2026 - 5/31/2026

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$1,909,429.22
Dividends YTD		
Dividends		\$30,100.23
Purchases		\$5,509.83
Redemptions		\$0.00
Ending Market Balance		(\$90,000.00)
Average Monthly Rate		\$1,824,939.05
NAV / Share Price		3.505%
Total		1.00
Total Fixed Income		\$1,824,939.05
Account Total		\$0.00
		\$1,824,939.05

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

Activity Summary [REDACTED] Harrison-Thune

5/1/2026 - 5/31/2026

Please Note:
THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE
JUNETEENTH HOLIDAY AND JULY 3RD IN OBSERVANCE OF THE
INDEPENDENCE DAY HOLIDAY

Investment Pool Summary		NYCLASS
Beginning Market Balance		\$8,223.38
Dividends YTD		\$120.04
Dividends		\$24.50
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$8,247.88
Average Monthly Rate		3.505%
NAV / Share Price		1.00
Total		\$8,247.88
Total Fixed Income		\$0.00
Account Total		\$8,247.88

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

DIRECTOR'S REPORT JULY 2026

This report covers the period from 6/10/26 to 7/23/26

Personnel

- Part-time Library Clerk Rachel Leeds resigned on 6/15. There are no current plans to fill the vacancy.
- The Employee Handbook was revised and sent to the FLEA for comment.

Building & Grounds

- Ralph Tidd re-striped the parking lot on 6/25.
- We have purchased a new internet-based telephone system, and it should be in place by August.
- An air conditioning pipe froze on 7/6, and Ralph called for service. The building remained comfortable, and the problem has not reoccurred.

Grants

- I am submitting a grant application to replace the windows on the main floor. Most of the supporting material has been sent to RCLS for their initial review, but there is an outstanding issue regarding a required approval letter from the NYS Historic Preservation Office. The issue is unresolved as of this writing, and it could disqualify the application.
- Last year's construction grant, which funded the new security camera system, was never closed out. I am in the process of gathering the documentation needed to submit a final report.
- Sen. Skoufis has awarded us a grant of \$8,928 to support Youth Programming.

Library Friends

- Olivia Huang has been re-elected President of the Friends.
- The Friends have been meeting with Robert Eurich to discuss plans for a future program that will support the American Indian Advancement Fund. The discussions are ongoing.

Library Services

- The Hub reopened on 7/1 and is operating on Tuesdays and Thursday from 12-4 pm.
- The annual Summer Reading Program kicked off on 7/6, with activities and challenges for all ages.
- The staff is working on a new, more comprehensive monthly statistical report, and I hope to have the first one ready by our next meeting.

Meetings Attended:

6/10 Monthly Directors Association meeting (Zoom)
6/12 Mandatory Construction Grant Workshop (RCLS Headquarters)
7/8 Monthly Directors Association meeting (Zoom)

Mark Your Calendars: The RCLS 2026 Legislative Breakfast Annual Meeting & Awards will take place at the Wallkill Golf and Country Club in Middletown NY on Friday, September 18th

PJFL MONTHLY STATISTICS - JUNE 2026

CIRCULATION

	JUNE 2026	JUNE 2025
Days Open	24	24
Adult Fiction	885	736
Adult Non-Fiction	497	316
Adult DVD	308	154
Adult Audio	90	95
Adult Periodicals	103	41
Adult Misc (includes Graphic Novels, Manga, Video Game, etc.)	37	13
Board Games	3	
J Fiction	640	563
J Non-Fiction	127	152
J Picture Books	39	77
J DVD	32	58
J Graphic Novels	90	58
J Misc (includes Audio, Board Books, Launchpad, Manga, Periodical, Video Game, etc.)	27	47
YA Fiction	65	64
YA Graphic Novels	37	7
YA Manga	31	16
YA Misc (includes Non-Fiction, Video games, etc.)	7	9
Total Monthly Circulation	3018	2406

INTERLIBRARY LOAN

Items Borrowed	799	715
Items Loaned	605	514

COLLECTION

Items Added	260	134
Items Deleted	399	59
Total Items in Collection	45457	unavailable

LIBRARY CARDS

Patrons Added	37	26
Total Patrons	3772	unavailable

INTERNET USAGE

Computer Signups	Reference Room	200	210
	Children's Room	57	30
	The Hub	0	48
	Total	257	288
	Wireless Use	8414	9967

Susan A. Wade
PO Box 56
Highland Lake, NY 12743

July 30, 2026

Ms. Liz Miller, President
Port Jervis Free Library Board of Trustees
138 Pike Street
Port Jervis, NY 12771

Dear Liz:

By this letter, I am requesting that the agreement for bookkeeping services for the Port Jervis Free Library dated December 18, 2018 and extended annually thereafter, be again extended for the period July 1, 2026 through June 30, 2027 with all terms and conditions as included in the original agreement, with the following update:

Monthly remuneration of \$5,500.00, at the end of each month for which service is provided. **This represents no increase for the past two fiscal years.**

If this arrangement is agreeable, please acknowledge consent by the Board of Trustees by your signature below.

Sincerely,

Susan A. Wade

Consent: _____
Liz Miller, For the Board of Trustees