

**PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
May 20, 2025 @ 10:15 a.m.**

I Call to Order / Pledge of Allegiance

II Public Comment – Agenda Items Only

III Minutes: Approve- Meeting of April 15, 2025, Budget Workshop of May 7, 2025 and Special Meeting of May 15, 2025

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI Action Items for Consideration:

- Director search proposal and addendum
- Retain Nugent and Hauussler PC to prepare financial audit
- NYCLASS Municipal Cooperation Agreement
- 2025-2026 Budget

VII Old Business:

- 2025-2026 Budget
- Financial audit
- Strategic Plan
- Staffing

VIII New Business:

- NYCLASS Municipal Cooperation Agreement
- Director search proposal

IX. 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)

X Next meeting

Budget Hearing: May 22nd @ 6pm

Budget Vote and Trustee Election: June 5, 2025; Noon-8pm

Next regular meeting June 17, 2025 @ 10:15am

XI Adjournment

Minutes of the Port Jervis Free Library Board of Trustees

April 15, 2025

10:15 a.m.

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

Public: Anonymous, Sean Donnelly, Carol Kuperman, Toni Marion, Taylor Sauschuck, Anton Treuting, Connie Treuting, Susan Wade

I Call to Order/Pledge of Allegiance - The meeting was called to order at 10:15 a.m.

II Executive Session - agenda

No comments.

III Minutes (Attachment 1A-B)

Liz made a motion, seconded by Valerie, to approve the minutes of the March 18 and April 8, 2025 meetings. Passed unanimously; though Dolores abstained from approving the March 18 minutes as she was not present at the meeting.

IV Correspondence – none

V Approval of Statistics and Financial Reports (Attachment 2A-G)

Valerie made a motion, seconded by Liz, to approve the statistics, financial reports and bills as presented. Unanimously passed.

VI Director's Report (Attachment 3A-B)

- A half-day staff training day is scheduled for May 23 from 9 a.m. to 1 PM. The Library will then open to the public at 2:00 PM.
- A letter of resignation from Diane Sommers is expected to be received.
- The cooler for the water fountain has malfunctioned again. Each repair has cost approximately \$1,100. A new filtration system would be about \$1,700, not including installation cost. Curran will investigate the cost for installation.
- The website mockup was submitted to the Board for review. After addressing members' concerns, the final product will be submitted to the website host on April 16.
- Orange County Health will begin to host a Baby Café two Fridays a month at the Library.
- *Valerie made a motion, seconded by Dolores, to approve the Directors Report. Unanimously passed.*

VII Unfinished Business (Attachment 4)

- The RFP for security services will need to be revised and must be publicly advertised. It will also have to conform to Port Jervis Civil Service requirements. Curran will visit other libraries that have security services in place to observe the operation. Funding for the service will be considered in the FY 2026 budget review.

- Carl reported that the Strategic Plan Committee met via Zoom on April 14 and will meet again on May 12.
- Curran had samples of carpeting for the Library. The Board stated that this project will be deferred until the more comprehensive to-be-developed schedule of facility needs is prepared and can be addressed in FY 2026 budget considerations.
- The Artful Gardeners plan was reviewed. Liz stated that if no work is done past the sidewalk, City approval is not necessary. The cherry tree will remain in place and there will be no raised beds. All agreed that the project can proceed. Curran will make the necessary contact.
- *Dolores made a motion, seconded by Valerie, to amend the rate of pay for Alyssa Davis from an hourly rate of \$16.50 to \$16.75 per hour, effective March 10, 2025. Unanimously passed.*

VIII New Business (Attachment 5)

- *Liz made a motion, seconded by Dolores, to approve the Public Comment policy as presented. Unanimously passed.*
- It was noted that NYLAF is merging with NYCLASS; a resolution will need to be passed by the Board at a later date. The merger is expected to be completed in July 2025.

IX Public Comment

Anonymous commented that the employees, director and trustees, by nature of having accepted their positions, have implied obligations to the public.

X Next Meeting

- The next regularly scheduled meeting will take place Tuesday, May 20, 2025 at 10:15 a.m.
- A budget meeting will take place on Thursday, May 22, 2025 at 6:00 PM.

XI Adjournment – *Liz made a motion, seconded by Dolores, to adjourn the meeting at 10:47 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees
May 7, 2025
5:00 PM

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

I Call to Order - The meeting was called to order at 5:00 PM.

II Public Comment - agenda items only – no comments

III Budget Workshop

- Copies of the proposed budget were available to the public and were distributed to the Board.
- The Director and several members of the public provided comments.
- Comments included questions related to changes in personnel line items, increase in the professional services line item to include costs for director search, level of bookkeeping costs, and decrease in election-related line item.

V Next meeting

- A special meeting will take place Thursday, May 15, 2025 at 4 PM.
- The next regularly scheduled meeting will take place Tuesday, May 20, 2025 at 10:15 a.m.
- A budget hearing will be held on Thursday, May 22, 2025 at 6:00 PM.

VI Adjournment

- ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 5:29 PM. Unanimously approved.***

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees

May 15, 2025

4:00 PM

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

I Call to Order/Pledge of Allegiance - The meeting was called to order at 4:00 PM.

II Public Comment - agenda items only – no comments

III Unfinished Business – Executive Session

- *Dick made a motion, seconded by Valerie, to enter into Executive Session at 4:01 PM with regards to a personnel matter; to discuss the employment matters related to a particular person. Dick, Valerie and Carl voted in the affirmative.* The Director was invited to participate.
- *Dick made a motion, seconded by Valerie, to come out of executive session at 4:03 PM with regards to a personnel matter to discuss the employment matters related to a particular person. Dick, Valerie and Carl voted in the affirmative.*
- It was noted in open session that no vote was taken as a result of executive session.

IV Public Comment

- Seven members of the public signed in and five spoke.
- Comments included questions around the budget to include cuts to personnel, increase in professional services to include costs for director search. There were statements that indicated opposition to the budget during the upcoming vote.
- The President noted that Public Comment policy states “neither Board members nor staff will engage in dialogue with a speaker, other than they may thank each speaker.

V Next meeting

- The next regularly scheduled meeting will take place Tuesday, May 20, 2025 at 10:15 a.m.
- A budget hearing will be held on Thursday, May 22, 2025 at 6:00 PM.

VI Adjournment

- *Valerie made a motion, seconded by Dick, to adjourn the meeting at 4:13 PM. Valerie, Dick and Carl voted in the affirmative.*

Respectfully Submitted,

- Susan Wade, Board Secretary

Port Jervis Free Library
Balance Sheet
As of April 30, 2025

	<u>Apr 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
1005 · NYLAF	1,906,890.76
1006 · CHASE CHECKING	43,910.30
1007 · Chase Savings	1,997.65
1008 · NYLAF - Harrison Thune	7,911.54
Total Checking/Savings	<u>1,961,010.25</u>
Total Current Assets	<u>1,961,010.25</u>
TOTAL ASSETS	<u>1,961,010.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	24,756.79
Total Accounts Payable	<u>24,756.79</u>
Other Current Liabilities	
2200 · Federal Withholding Tax Payable	-2,147.00
2210 · Social Security Tax Payable	-3,107.00
2212 · Medicare Withholding Tax Payabl	-726.64
2220 · NYS Withholding Tax	-981.31
2230 · NYS Retirement	13,560.69
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>6,599.20</u>
Total Current Liabilities	<u>31,355.99</u>
Total Liabilities	<u>31,355.99</u>
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	474,730.24
3900 · Retained Earnings	1,043,042.01
Net Income	331,477.01
Total Equity	<u>1,929,654.26</u>
TOTAL LIABILITIES & EQUITY	<u>1,961,010.25</u>

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

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,176,339.42	1,184,556.00	-8,216.58	99.3%
PILOT	0.00	1,500.00	-1,500.00	0.0%
Charges for Services				
4000 · Book Sales	2,777.94	3,000.00	-222.06	92.6%
4001 · Fines	754.70	750.00	4.70	100.6%
4002 · NonResident Fees	1,350.00	1,000.00	350.00	135.0%
4003 · Copier Fees	7,801.33	9,338.00	-1,536.67	83.5%
Total Charges for Services	12,683.97	14,088.00	-1,404.03	90.0%
4055 · Services to Other Governments	2,600.00	13,000.00	-10,400.00	20.0%
Miscellaneous				
4004 · Gifts	691.27	300.00	391.27	230.4%
4008 · Library Merchandise	95.00	0.00	95.00	100.0%
Total Miscellaneous	786.27	300.00	486.27	262.1%
Operating Grants				
4023 · Local Public Funds OLA	9,633.56	3,000.00	6,633.56	321.1%
4025 · State Aid LLSA	5,377.00	5,000.00	377.00	107.5%
4026 · RCLS Grnts & St. Aid thru R...	10,000.00	10,000.00	0.00	100.0%
Total Operating Grants	25,010.56	18,000.00	7,010.56	138.9%
Interest Income	69,988.11	19,000.00	50,988.11	368.4%
Total Income	1,287,408.33	1,250,444.00	36,964.33	103.0%
Gross Profit	1,287,408.33	1,250,444.00	36,964.33	103.0%
Expense				
Personal Services				
6002 · Salaries Director	89,175.87	68,340.00	20,835.87	130.5%
6000 · Salaries Clerical FT	139,748.52	200,000.00	-60,251.48	69.9%
6001 · Salaries Clerical PT	189,584.08	252,800.00	-63,215.92	75.0%
6003 · Salaries Maintenance	45,337.60	53,575.00	-8,237.40	84.6%
Total Personal Services	463,846.07	574,715.00	-110,868.93	80.7%
Contractual				
6005 · Board Reporting	1,117.50	1,827.00	-709.50	61.2%
6030 · Books	7,480.97	25,000.00	-17,519.03	29.9%
6031 · Books Children	3,865.92	7,000.00	-3,134.08	55.2%
6032 · Book Friends	852.22	1,000.00	-147.78	85.2%
6035 · Periodicals	11,180.48	10,000.00	1,180.48	111.8%
6038 · Audio Adult	2,624.89	4,500.00	-1,875.11	58.3%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	36.84	1,500.00	-1,463.16	2.5%
6041 · ANSER	31,396.50	29,460.00	1,936.50	106.6%
6045 · Computer Eqpt/Software	14,508.15	20,000.00	-5,491.85	72.5%
6050 · Library Supplies	10,183.97	8,500.00	1,683.97	119.8%
6055 · Ins/Fire, Liab, Comp	25,660.10	30,000.00	-4,339.90	85.5%
6060 · Utilities Electricity	12,896.97	17,000.00	-4,103.03	75.9%
6061 · Utilities Gas	4,786.27	11,000.00	-6,213.73	43.5%
6062 · Utilities Water	1,129.85	2,200.00	-1,070.15	51.4%
6065 · Utilities Telephone/Internet	3,901.50	6,000.00	-2,098.50	65.0%
6070 · Building Janitorial Supp	2,386.82	6,000.00	-3,613.18	39.8%
6071 · Building Maintenance	33,339.24	24,977.00	8,362.24	133.5%
6072 · Building Improvements	3,360.00	29,650.00	-26,290.00	11.3%
6075 · Copier Maintenance	5,270.81	7,000.00	-1,729.19	75.3%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	74,165.04	80,000.00	-5,834.96	92.7%
6087 · HUB	221.94	5,000.00	-4,778.06	4.4%
6088 · Bookkeeping	55,000.00	61,965.00	-6,965.00	88.8%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	597.05	700.00	-102.95	85.3%
6100 · Dues	20.00	600.00	-580.00	3.3%

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6120 · Postage	1,735.30	2,000.00	-264.70	86.8%
6125 · Programs	2,717.26	5,000.00	-2,282.74	54.3%
6126 · Programs Children	965.06	5,000.00	-4,034.94	19.3%
6133 · Library Election	21.63	1,500.00	-1,478.37	1.4%
6134 · Elevator	5,630.01	6,000.00	-369.99	93.8%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	2,121.50	2,000.00	121.50	106.1%
Total Contractual	319,173.79	418,779.00	-99,605.21	76.2%
Employee Benefits				
6010 · Employer Social Security	28,758.48	45,000.00	-16,241.52	63.9%
6015 · Employer Medicare	6,725.78	9,250.00	-2,524.22	72.7%
6056 · Insurance Wkmns Comp	3,091.64	8,000.00	-4,908.36	38.6%
6057 · Insurance Disability	-173.13	4,500.00	-4,673.13	-3.8%
6085 · Civil Service	3,403.09	5,200.00	-1,796.91	65.4%
6131 · Benefits Health Ins	112,030.05	130,000.00	-17,969.95	86.2%
6132 · Benefits Retirement	52,941.00	55,000.00	-2,059.00	96.3%
Total Employee Benefits	206,776.91	256,950.00	-50,173.09	80.5%
Total Expense	989,796.77	1,250,444.00	-260,647.23	79.2%
Net Ordinary Income	297,611.56	0.00	297,611.56	100.0%
Net Income	297,611.56	0.00	297,611.56	100.0%

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Port Jervis Free Library Payroll Summary April 2025

		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
		Hours	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Apr 25
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director				0.00			0.00		0.00
Salaries and Wages FT				0.00			0.00		0.00
Salaries and Wages MTNC				0.00			0.00		0.00
Salaries and Wages PT	24	32.51		780.24	79.75	16.50	1,315.88	13.5	222.75
retroactive pay FT				0.00			0.00		0.00
Total Gross Pay	24			780.24	79.75		1,315.88	13.5	222.75
Deductions from Gross Pay									
Health Insurance				0.00			0.00		0.00
Retirement				0.00			0.00		-10.02
Total Deductions from Gross Pay				0.00			0.00		-10.02
Adjusted Gross Pay	24			780.24	79.75		1,315.88	13.5	212.73
Taxes Withheld									
Federal Withholding				-169.00			-16.00		0.00
Medicare Employee				-11.32			-19.08		-3.23
Social Security Employee				-48.38			-81.59		-13.81
NY - Withholding				-33.90			-30.33		0.00
Medicare Employee Addl Tax				0.00			0.00		0.00
Total Taxes Withheld				-262.60			-147.00		-17.04
Net Pay	24			517.64	79.75		1,168.88	13.5	195.69
Employer Taxes and Contributions									
Medicare Company				11.32			19.08		3.23
Social Security Company				48.38			81.59		13.81
NY - Unemployment				0.00			0.00		0.00
NY - MCTMT (Transit Tax)				0.00			0.00		0.00
Total Employer Taxes and Contributions				59.70			100.67		17.04

Port Jervis Free Library Payroll Summary April 2025

	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00			0.00			0.00		
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	18.68	1,279.58	44	16.75	737.01	69	18.95	1,307.55	79.25	28.54
retroactive pay FT		0.00			0.00			0.00		
Total Gross Pay		1,279.58	44		737.01	69		1,307.55	79.25	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			0.00		
Retirement		-38.38			-22.11			0.00		
Total Deductions from Gross Pay		-38.38			-22.11			0.00		
Adjusted Gross Pay		1,241.20	44		714.90	69		1,307.55	79.25	
Taxes Withheld										
Federal Withholding		-75.00			0.00			-82.00		
Medicare Employee		-18.55			-10.69			-18.96		
Social Security Employee		-79.34			-45.69			-81.06		
NY - Withholding		-59.15			-8.44			-29.96		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-232.04			-64.82			-211.98		
Net Pay		1,009.16	44		650.08	69		1,095.57	79.25	
Employer Taxes and Contributions										
Medicare Company		18.55			10.69			18.96		
Social Security Company		79.34			45.69			81.06		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
Total Employer Taxes and Contributions		97.89			56.38			100.02		

Port Jervis Free Library

Payroll Summary

April 2025

	Apr 25	Hours	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Rate	Apr 25
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00	20	264.15	5,283.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	2,261.80			0.00	76	31.01	2,356.76	59	20.77	1,225.43
retroactive pay FT	0.00			0.00			0.00			0.00
Total Gross Pay	2,261.80	20		5,283.00	76		2,356.76	59		1,225.43
Deductions from Gross Pay										
Health Insurance	0.00			-289.14			0.00			0.00
Retirement	0.00			-237.74			-70.70			0.00
Total Deductions from Gross Pay	0.00			-526.88			-70.70			0.00
Adjusted Gross Pay	2,261.80	20		4,756.12	76		2,286.06	59		1,225.43
Taxes Withheld										
Federal Withholding	-194.00			-464.00			-227.00			-9.00
Medicare Employee	-32.79			-76.61			-34.17			-17.77
Social Security Employee	-140.23			-327.55			-146.12			-75.98
NY - Withholding	-80.40			-233.48			-97.74			-26.52
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-447.42			-1,101.64			-505.03			-129.27
Net Pay	1,814.38	20		3,654.48	76		1,781.03	59		1,096.16
Employer Taxes and Contributions										
Medicare Company	32.79			76.61			34.17			17.77
Social Security Company	140.23			327.55			146.12			75.98
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	173.02			404.16			180.29			93.75

Port Jervis Free Library
Payroll Summary
April 2025

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Employee Wages, Taxes and Adjustments									
Gross Pay									
	Hours	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Rate	Apr 25
Salaries and Wages Director			0.00			0.00			0.00
Salaries and Wages FT	140	18.00	2,520.00			0.00			0.00
Salaries and Wages MTNC			0.00			0.00			0.00
Salaries and Wages PT			0.00	70.25	16.50	1,159.13	28	33.77	945.56
retroactive pay FT			0.00			0.00			0.00
Total Gross Pay	140		2,520.00	70.25		1,159.13	28		945.56
Deductions from Gross Pay									
Health Insurance			0.00			0.00			0.00
Retirement			-75.60			0.00			0.00
Total Deductions from Gross Pay			-75.60			0.00			0.00
Adjusted Gross Pay	140		2,444.40	70.25		1,159.13	28		945.56
Taxes Withheld									
Federal Withholding			-136.00			-12.00			-56.00
Medicare Employee			-36.54			-16.81			-13.71
Social Security Employee			-156.24			-71.86			-58.62
NY - Withholding			-90.44			-17.46			-45.06
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-419.22			-118.13			-173.39
Net Pay	140		2,025.18	70.25		1,041.00	28		772.17
Employer Taxes and Contributions									
Medicare Company			36.54			16.81			13.71
Social Security Company			156.24			71.86			58.62
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
Total Employer Taxes and Contributions			192.78			88.67			72.33

Port Jervis Free Library

Payroll Summary

April 2025

Employee Wages, Taxes and Adjustments		Rate		Hours		Apr 25		Hours		Rate		Apr 25		Hours		Rate	
Gross Pay		Rate		Hours		Apr 25		Hours		Rate		Apr 25		Hours		Rate	
Salaries and Wages Director		0.00				0.00						0.00					
Salaries and Wages FT		21.65		3,031.00		0.00				0.00		0.00					
Salaries and Wages MTNC		0.00		0.00		0.00				0.00		0.00					
Salaries and Wages PT		0.00		0.00		0.00		41		16.50		676.50		80.5		16.75	
retroactive pay FT		178.61		0.00		0.00						0.00				1,348.38	
Total Gross Pay		3,209.61		41		676.50		80.5		676.50		1,348.38		50		1,348.38	
Deductions from Gross Pay																	
Health Insurance		-289.14		0.00		0.00				0.00		0.00				0.00	
Retirement		-96.29		0.00		0.00				0.00		0.00				0.00	
Total Deductions from Gross Pay		-385.43		0.00		0.00				0.00		0.00				0.00	
Adjusted Gross Pay		2,824.18		41		676.50		80.5		676.50		1,348.38		50		1,348.38	
Taxes Withheld																	
Federal Withholding		-296.00		0.00		0.00				0.00		-20.00				-20.00	
Medicare Employee		-46.54		-9.81		-9.81				-9.81		-19.56				-19.56	
Social Security Employee		-198.99		-41.95		-41.95				-41.95		-83.60				-83.60	
NY - Withholding		-127.23		-4.30		-4.30				-4.30		-71.92				-71.92	
Medicare Employee Addl Tax		0.00		0.00		0.00				0.00		0.00				0.00	
Total Taxes Withheld		-668.76		-56.06		-56.06				-56.06		-195.08				-195.08	
Net Pay		2,155.42		41		620.44		80.5		620.44		1,153.30		50		1,153.30	
Employer Taxes and Contributions																	
Medicare Company		46.54		9.81		9.81				9.81		19.56				19.56	
Social Security Company		198.99		41.95		41.95				41.95		83.60				83.60	
NY - Unemployment		0.00		0.00		0.00				0.00		0.00				0.00	
NY - MCTMT (Transit Tax)		0.00		0.00		0.00				0.00		0.00				0.00	
Total Employer Taxes and Contributions		245.53		51.76		51.76				51.76		103.16				103.16	

Port Jervis Free Library
Payroll Summary
April 2025

2:23 PM
05/07/25

Employee Wages, Taxes and Adjustments									
Gross Pay									
	Apr 25	Hours	Rate	Apr 25	Hours	Rate	Apr 25	Hours	Rate
Salaries and Wages Director	0.00			0.00			0.00		0.00
Salaries and Wages FT	0.00			0.00			0.00	140	36.68
Salaries and Wages MTNC	0.00			0.00	160	25.76	4,121.60		5,135.20
Salaries and Wages PT	870.00	71	19.72	1,400.12			0.00		0.00
retroactive pay FT	0.00			0.00			0.00		0.00
Total Gross Pay	870.00	71		1,400.12	160		4,121.60	140	5,135.20
Deductions from Gross Pay									
Health Insurance	0.00			0.00			-144.56		-336.70
Retirement	0.00			0.00			0.00		0.00
Total Deductions from Gross Pay	0.00			0.00			-144.56		-336.70
Adjusted Gross Pay	870.00	71		1,400.12	160		3,977.04	140	4,798.50
Taxes Withheld									
Federal Withholding	-68.00			-91.00			-378.00		-630.00
Medicare Employee	-12.61			-20.30			-59.76		-74.46
Social Security Employee	-53.94			-86.81			-255.54		-318.38
NY - Withholding	-22.04			-34.23			-178.46		-238.44
Medicare Employee Addl Tax	0.00			0.00			0.00		0.00
Total Taxes Withheld	-156.59			-232.34			-871.76		-1,261.28
Net Pay	713.41	71		1,167.78	160		3,105.28	140	3,537.22
Employer Taxes and Contributions									
Medicare Company	12.61			20.30			59.76		74.46
Social Security Company	53.94			86.81			255.54		318.38
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	66.55			107.11			315.30		392.84

Port Jervis Free Library
Payroll Summary
April 2025

2:23 PM
05/07/25

	[REDACTED]			TOTAL	
	Hours	Rate	Apr 25	Hours	Rate
Employee Wages, Taxes and Adjustments					
Gross Pay					
Salaries and Wages Director			0.00	20.00	5,283.00
Salaries and Wages FT	140	18.71	2,619.40	560.00	13,305.60
Salaries and Wages MTNC			0.00	160.00	4,121.60
Salaries and Wages PT			0.00	853.75	17,886.69
retroactive pay FT			98.23		276.84
Total Gross Pay	140		2,717.63	1,593.75	40,873.73
Deductions from Gross Pay					
Health Insurance			0.00		-1,059.54
Retirement			-81.53		-632.37
Total Deductions from Gross Pay			-81.53		-1,691.91
Adjusted Gross Pay	140		2,636.10	1,593.75	39,181.82
Taxes Withheld					
Federal Withholding			-239.00		-3,162.00
Medicare Employee			-39.41		-592.68
Social Security Employee			-168.49		-2,534.17
NY - Withholding			-100.98		-1,530.48
Medicare Employee Addtl Tax			0.00		0.00
Total Taxes Withheld			-547.88		-7,819.33
Net Pay	140		2,088.22	1,593.75	31,362.49
Employer Taxes and Contributions					
Medicare Company			39.41		592.68
Social Security Company			168.49		2,534.17
NY - Unemployment			0.00		0.00
NY - MCTMT (Transit Tax)			0.00		0.00
Total Employer Taxes and Contributions			207.90		3,126.85

PORT JERVIS FREE LIBRARY
CHASE CHECKING ACCOUNT ACTIVITY
April 9, 2025 to May 14, 2025

Details	Posting Date	Description	Amount	Type
CHECK	5/14/2025	CHECK 1166	(77.00)	CHECK_PAID
DEBIT	5/14/2025	ONLINE PAYMENT TO GREENWALD DOHERTY 05/14	(5,791.50)	BILLPAY
CHECK	5/13/2025	CHECK 1159	(350.00)	CHECK_PAID
DEBIT	5/12/2025	ORIG CO NAME:Equipment Financ ORIG ID:T411400571 DESC DATE:250509 CO ENTRY DESCR:OnlineInv SEC:CCD TRA	(450.50)	ACH_DEBIT
CREDIT	5/12/2025	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO ENTRY DESCR:NYLAF SEC:CCD TRACE#0420C	50,000.00	ACH_CREDIT
DEBIT	5/9/2025	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO ENTRY DESCR:TAX PAYMNTSEC:CCD TRACE#	(779.57)	ACH_DEBIT
DEBIT	5/9/2025	Online Payment 24699362127 To NY ST DEPT CIVIL SVC-AGENCY PMT 05/09	(10,421.64)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699359646 To CARDMEMBER SERVICE 05/09	(801.74)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699343568 To TIME WARNER CABLE 05/09	(130.00)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699326121 To Frontier 05/09	(58.50)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699324824 To Frontier 111182-4 05/09	(4.96)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699348314 To ORANGE & ROCKLAND UTILITIES 05/09	(1,424.85)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699321627 To Rotary Club of Port Jervis NY 05/09	(221.00)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699318997 To Brodart Co 05/09	(61.23)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699284453 To Masters Termite & Pest Control 05/09	(270.31)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699281123 To Neversink Lumber Co. Inc 05/09	(40.42)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699255765 To Tri State Paper and Cleaning 05/09	(447.55)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699212337 To Brodart Co 05/09	(57.86)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699186727 To Baker and Taylor 05/09	(249.81)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699209027 To BLACKSTONE PUBLISHING 05/09	(259.75)	BILLPAY
DEBIT	5/9/2025	Online Payment 24699188723 To RCLS 05/09	(7,443.50)	BILLPAY
DEBIT	5/8/2025	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:250508 CO ENTRY DESCR:CONS COLL SEC:PPD TRA	(632.37)	ACH_DEBIT
DEBIT	5/7/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:050725 CO ENTRY DESCR:USATAXPYMTSEC:CCD TRACE#	(4,850.92)	ACH_DEBIT
DSLIP	5/7/2025	DEPOSIT ID NUMBER 797851	1,301.73	DEPOSIT
DSLIP	5/7/2025	DEPOSIT ID NUMBER 797850	3,407.00	DEPOSIT
DEBIT	5/6/2025	Basic Online Payroll Payment 11171767782 to #####0031	(92.00)	BASIC_PAYROLL
DEBIT	5/6/2025	Online ACH Payment 11171531225 To #####6097)	(144.95)	ACH_PAYMENT
DEBIT	5/6/2025	Basic Online Payroll Payment 11171531224 to #####0782	(239.46)	BASIC_PAYROLL
DEBIT	5/6/2025	Online ACH Payment 11171531230 To #####6231)	(271.91)	ACH_PAYMENT
DEBIT	5/6/2025	Basic Online Payroll Payment 11171531214 to #####7064	(271.92)	BASIC_PAYROLL
DEBIT	5/6/2025	Online ACH Payment 11171531220 #####1948)	(335.75)	ACH_PAYMENT
DEBIT	5/6/2025	Basic Online Payroll Payment 11171539480 to #####3260	(356.70)	BASIC_PAYROLL
DEBIT	5/6/2025	Basic Online Payroll Payment 11171531212 to #####0649	(386.09)	BASIC_PAYROLL
DEBIT	5/6/2025	Basic Online Payroll Payment 11171531223 to #####1376	(442.63)	BASIC_PAYROLL
DEBIT	5/6/2025	Online ACH Payment 11171531229 #####4789)	(530.97)	ACH_PAYMENT
DEBIT	5/6/2025	Basic Online Payroll Payment 11171531216 to #####4522	(584.39)	BASIC_PAYROLL

DEBIT	5/6/2025 Basic Online Payroll Payment 11171531218 to #####9748	ORIG ID:S146013200 DESC DATE:	CO ENTRY DESCR:TAX PAYMNTSEC:CCD	TRACE#	(591.72) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171539481 to #####5734	ORIG ID:3387702000 DESC DATE:042325	CO ENTRY DESCR:USATAXPYMTSEC:CCD	TRACE#	(621.64) BASIC_PAYROLL
DEBIT	5/6/2025 Online ACH Payment 11171531227 To [REDACTED] (#####1730)				(638.48) ACH_PAYMENT
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531228 to #####9139				(701.16) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531210 to #####1601				(795.29) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531211 to #####0031				(872.90) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531213 to #####4263				(1,008.35) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531222 to #####8462				(1,012.59) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531226 to #####0937				(1,012.67) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531215 to #####7671				(1,552.63) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531217 to #####2902				(1,768.61) BASIC_PAYROLL
DEBIT	5/6/2025 Basic Online Payroll Payment 11171531221 to #####2173				(1,827.25) BASIC_PAYROLL
DEBIT	5/5/2025 SERVICE CHARGES FOR THE MONTH OF APRIL				(126.30) FEE_TRANSACTION
DEBIT	5/1/2025 Online Payment 24601323329 To Kanopy 05/01				(51.00) BILLPAY
DEBIT	5/1/2025 Basic Online Payroll Payment 11171044834 to #####2214				(185.00) BASIC_PAYROLL
DEBIT	5/1/2025 Basic Online Payroll Payment 11171044832 to #####9692				(185.00) BASIC_PAYROLL
DEBIT	5/1/2025 Basic Online Payroll Payment 11171044835 to #####7906				(185.00) BASIC_PAYROLL
DEBIT	5/1/2025 Online ACH Payment 11171044833 To SusanWade (#####0178)				(5,500.00) ACH_PAYMENT
DEBIT	5/1/2025 Basic Online Payroll Payment 11171044836 to #####3325				(185.00) BASIC_PAYROLL
CHECK	4/28/2025 CHECK 1157				(211.19) CHECK_PAID
CHECK	4/28/2025 CHECK 1163				(232.86) CHECK_PAID
CHECK	4/24/2025 CHECK 1160				(3,750.00) CHECK_PAID
DEBIT	4/23/2025 ORIG CO NAME:NYS DTF WT	ORIG ID:S146013200 DESC DATE:	CO ENTRY DESCR:TAX PAYMNTSEC:CCD	TRACE#	(793.51) ACH_DEBIT
DEBIT	4/23/2025 ORIG CO NAME:IRS	ORIG ID:3387702000 DESC DATE:042325	CO ENTRY DESCR:USATAXPYMTSEC:CCD	TRACE#	(4,924.36) ACH_DEBIT
DEBIT	4/22/2025 Online ACH Payment 11169772662 To [REDACTED] (#####6097)				(195.69) ACH_PAYMENT
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781402 to #####0782				(202.05) BASIC_PAYROLL
DEBIT	4/22/2025 Online ACH Payment 11169772666 To [REDACTED] (#####6231)				(269.93) ACH_PAYMENT
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781398 to #####7064				(269.94) BASIC_PAYROLL
DEBIT	4/22/2025 Online ACH Payment 11169781403 To [REDACTED] (#####1948)				(302.93) ACH_PAYMENT
DEBIT	4/22/2025 Basic Online Payroll Payment 11169772660 to #####3260				(356.70) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781397 to #####0649				(386.08) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781401 to #####5734				(546.14) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781400 to #####9139				(560.27) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169772659 to #####9748				(569.76) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781396 to #####4522				(572.28) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781404 to #####1376				(589.32) BASIC_PAYROLL
DEBIT	4/22/2025 Online ACH Payment 11169781407 To [REDACTED] (#####4789)				(614.71) ACH_PAYMENT
DEBIT	4/22/2025 Online ACH Payment 11169772664 To [REDACTED] (#####1730)				(632.18) ACH_PAYMENT
DEBIT	4/22/2025 Basic Online Payroll Payment 11169772657 to #####0031				(872.91) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169781395 to #####1601				(935.12) BASIC_PAYROLL
DEBIT	4/22/2025 Basic Online Payroll Payment 11169772661 to #####4263				(1,008.35) BASIC_PAYROLL

DEBIT	4/22/2025	Basic Online Payroll Payment 11169772665 to #####8462	CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200	(1,012.59)	BASIC_PAYROLL
DEBIT	4/22/2025	Basic Online Payroll Payment 11169772663 to #####0937	CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200	(1,142.75)	BASIC_PAYROLL
DEBIT	4/22/2025	Basic Online Payroll Payment 11169781394 to #####7671	CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200	(1,552.64)	BASIC_PAYROLL
DEBIT	4/22/2025	Basic Online Payroll Payment 11169772658 to #####2902	CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200	(1,768.61)	BASIC_PAYROLL
DEBIT	4/22/2025	Basic Online Payroll Payment 11169781405 to #####2173	CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200	(1,827.23)	BASIC_PAYROLL
CREDIT	4/22/2025	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE:041525 CO ENTRY DESCR:NYLAF	SEC:CCD	TRACE#	04200		50,000.00	ACH_CREDIT
DEBIT	4/17/2025	Online Payment 24447943851 To Baker and Taylor 04/17	SEC:CCD	TRACE#	04200		(14.58)	BILLPAY
DEBIT	4/17/2025	Online Payment 24447952390 To DEMCO 04/17	SEC:CCD	TRACE#	04200		(313.13)	BILLPAY
DEBIT	4/17/2025	Online Payment 24447923933 To Brodard Co 04/17	SEC:CCD	TRACE#	04200		(58.32)	BILLPAY
DEBIT	4/17/2025	Online Payment 24447885767 To AMAZON CAPITAL SERVICES 04/17	SEC:CCD	TRACE#	04200		(241.33)	BILLPAY
DEBIT	4/17/2025	Online Payment 24447882924 To AMAZON CAPITAL SERVICES 04/17	SEC:CCD	TRACE#	04200		(104.20)	BILLPAY
DEBIT	4/17/2025	Online Payment 24447898915 To RCLS 04/17	SEC:CCD	TRACE#	04200		(82.14)	BILLPAY
DEBIT	4/16/2025	Online Payment 24437171540 To GREENWALD DOHERTY 04/16	SEC:CCD	TRACE#	04200		(5,593.50)	BILLPAY
DEBIT	4/15/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:041525 CO ENTRY DESCR:USATAXPYMTSEC:CCD	SEC:CCD	TRACE#	04200		(6.00)	ACH_DEBIT
DEBIT	4/15/2025	Online Payment 24425100427 To Bachman Law Firm PLLC 04/15	SEC:CCD	TRACE#	04200		(2,159.58)	BILLPAY
DEBIT	4/15/2025	Online ACH Payment 11169129465 To Cheshire (#####5530)	SEC:CCD	TRACE#	04200		(1,600.00)	ACH_PAYMENT
DEBIT	4/14/2025	ORIG CO NAME:NYS DTF WT ORIG ID:5146013200 DESC DATE:041125 CO ENTRY DESCR:TAX PAYMTSEC:CCD	SEC:CCD	TRACE#	04200		(774.30)	ACH_DEBIT
DEBIT	4/11/2025	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:041125 CO ENTRY DESCR:USATAXPYMTSEC:CCD	SEC:CCD	TRACE#	04200		(4,791.64)	ACH_DEBIT
DEBIT	4/11/2025	Online Payment 24379617521 To TIME WARNER CABLE 04/11	SEC:CCD	TRACE#	04200		(198.15)	BILLPAY
DEBIT	4/11/2025	Online Payment 24379585070 To Frontier 111182-4 04/11	SEC:CCD	TRACE#	04200		(4.96)	BILLPAY
DEBIT	4/11/2025	Online Payment 24379573326 To RCLS 04/11	SEC:CCD	TRACE#	04200		(2,720.00)	BILLPAY
DEBIT	4/11/2025	Online Payment 24379538020 To NY ST DEPT CIVIL SVC-AGENCY PMT 04/11	SEC:CCD	TRACE#	04200		(10,421.64)	BILLPAY



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

April 01, 2025 through April 30, 2025

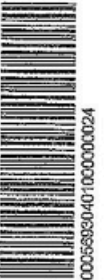
Primary Account

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



Check funds availability: We've increased your available funds on certain check deposits

As of March 23, 2025, in the cases where your full check deposit is not available on the first business day after your deposit, the minimum amount we make available on the first business day after you deposit a check increased from \$225 to \$275. As a reminder, your deposit receipt will show the date when your deposit is expected to be available.

For more details, including the reasons why we may delay full check deposits, please see our Funds Availability Policy, in Section IV of the Deposit Account Agreement at chase.com/Business/Disclosures.

If you have any questions, please call us at the number listed on this statement.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking		\$79,127.67	\$46,257.75
Chase Business Premier Savings		1,997.62	1,997.65
Total		\$81,125.29	\$48,255.40
TOTAL ASSETS		\$81,125.29	\$48,255.40



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED MAY 26TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

Activity Summary **General Account**

4/1/2025 - 4/30/2025

Investment Pool Summary

	MAX
Beginning Balance	\$1,950,190.78
Dividends	\$6,699.98
Purchases	\$0.00
Redemptions	(\$50,000.00)
Ending Balance	\$1,906,890.76
Average Monthly Rate	4.212%
Share Price	\$1.000
Total	\$1,906,890.76

Total Fixed Income

\$0.00

Account Total

\$1,906,890.76

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



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Brittany Woodruff
(717) 519-5911
bwoodruff@pmanetwork.com



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED MAY 26TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

Activity Summary [REDACTED] **Harrison-Thune**

4/1/2025 - 4/30/2025

Investment Pool Summary

Beginning Balance	MAX
	\$7,884.26
Dividends	\$27.28
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$7,911.54
Average Monthly Rate	4.212%
Share Price	\$1.000
Total	\$7,911.54

Total Fixed Income

	\$0.00
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Account Total

	\$7,911.54
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Port Jervis Free Library
Susan Wade
138 Pike Street
Port Jervis, NY 12771



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Brittany Woodruff
(717) 519-5911
bwoodruff@pmanetwork.com

Port Jervis Free Library Director's Report
May 20, 2025

Staffing Issues

1. Staffing Shortage
 - a. April – We are currently looking to fill a full-time and a part-time position. I am hopeful to have both positions filled before the end of the month.
 - b. May – Two current part time candidates have been recommended for full time work. Staff member 009 will need to take the civil service test to be eligible, so a test will need to be called.
2. Staff Day
 - a. May – Staff Day will be May 23rd from 9am to 1pm. We will open the library to the public at 2pm.

Building Issues

1. Facilities Updates
 - a. March – The Circulator on the Boiler may need to be replaced before next fall. Replace valves on the radiators before next fall.
 - b. April – I told Ralph to get quotes on the radiator fix. A list of other projects is being compiled by me and Ralph at the board's request.
 - c. May – Ralph and George are still working on the radiator fix price.
2. Carpet
 - a. November – I have created a RFP and submitted it to the board for approval.
 - b. January – With board approval, I have started sending out the carpet RFPs. February – All quotes should be in before the end of the Monday.
 - c. March – All quotes are in for the board's review.
 - d. May – The carpet project will be put on hold.
3. Property
 - a. May – No update.
4. Security
 - a. February – I have been reaching out to several local and regional security companies for quotes. I should have some quotes before the end of the month.
 - b. April – I have given out the RFP. We have some quotes in, but I'm waiting for one company to finish their estimate.
 - c. May – I have visited Thrall Library in Middletown to observe their security apparatus. I will be visiting with other libraries as time allows. I will be writing the new RFP with updated information.

Policies and Procedures

1. Policy Manuals Update & Insurance
 - a. October – We received a grace period to get the necessary changes done to our internal policies.
 - b. December – I have attached additional edits that I would like to see in the manual with my report. The Judith Bachman Law Firm PLLC has written the Contractor contract template for the library.
 - c. January – The policy manual is with FLEA. The FOIL policy and forms are finished.
 - d. February – Flea should have the policy manual done by the end of the month.

- e. March/April/May – The policy manual is with the Greenwald Doherty law firm for final review.

2. Bylaws

- a. April/May – The revised bylaws have been submitted to the board. The board has submitted the bylaws to the Judith Bachman Law Firm PLLC for review.

Tech Issues

1. Website

- a. January – Belsito Communications, Inc. is ready to start on our website. I should be receiving their completion timeline soon.
- b. February – I have given them all of the information that they were looking for and we have received our first mockup of the website.
- c. March – The new website mockup is finished and ready for review. I'm having the staff review for functionality first then I'll send it to the board for a final review.
- d. April – The new website mockup has been submitted to the board for review.
- e. May – The staff/board/director suggestions have been given to Belsito. The updated web page should be available to preview soon.

Friends of the Library and Community Organizations – May 2025

- 1. The Friends of the Library will be gifting the library a new refrigerator for staff and program use. Also, the director will be finishing the Memorandum of Understanding soon for the board to review.
- 2. I have been going to Rotary and the Outdoor club meetings regularly to help promote the library.
- 3. The Artful Gardeners group will be starting on their front lawn project soon. I will keep the board updated with the timeline as it becomes available.

Programs and Patron Report – May 2025

- 1. Connie will give the program report.

Grants and Funding

- 1. RCLS Grants – No update.
- 2. DASNY Grants – It was recently brought to my attention, by the office of NY State Sen. Skoufis, that we have a grant worth \$50,000 that we have not taken advantage of. It is for certain capital projects. If the board allows, I will write the grant to use the funds. If the board has any projects they have in mind that would fit into this category, please let me know.

Program Statistics for April 2025

Date	Topic	Attendance/ Participation	Notes
Mondays	Maker Mondays	20	4 Sessions; all ages
Saturdays	Lego Free Build	2 kids	3 sessions; all ages
Wednesdays	Toddler Story Time	28 kids + 27 adults	5 Sessions; Ages 0-3 Stories, songs, interactive activities
Wednesdays	Pre-K Story Time	11 kids + 8 adults	5 Sessions; Ages 3-5 Stories, songs, interactive activities
Fridays	PreK Play Day	10- kids + 10 adults	3 Sessions; Open play time for toddlers & preschoolers
April 25	Baby Cafe	3 kids + 3 adults	An informal support group for new parents, in collaboration with the Orange County Health Dept.
April 3 & 14	Adopt an Aquatic Animal	12	Ages 3 & up. Patrons stuffed and "adopted" an aquatic animal. 2 sessions
April 11	Rock Painting	4 kids + 3 adults	Craft program for ages 4-7.
April 4	Rock Painting	5 kids + 1 adults	Craft program for ages 8-17.
April 8	Peeps Houses	3	Craft program for children ages 6-9.
April 15	Make a Bird Feeder	6	Children's craft program for ages 9-12.
April 22	Candy & Collage	2	Craft program for children ages 7-10.
April 9	Pixel Perler Party	7	Tweens & Teens craft program for ages 10-17.
April 18	Homeschool Meetup	5 adults +3 kids	Informal meeting with homeschooling families. Aimed at parents but children are welcome.
Thursdays	Fiber Crafts	62	Adult program. 4 Sessions
Mondays	Scrap & Yap	13	Adult scrapbooking program. 4 Sessions; 1 canceled.
Mondays	Asanas Yoga	32	Adult program. 4 Sessions
Tuesdays	Chair Yoga	90	5 Sessions
Fridays	Yin Yoga	57	4 Sessions
April 2	Art & Audiobooks	3	Adult program. Make a craft while listening to a short story.
April 10	Women's Book Discussion	5	Adult program
April 16	Genealogy Workshop	3	Adult program
April 17	Bullet Journal Workshop	4	Adult program
April 10	Tea Tasting	8	Adult program
April 15	True Crimes Talk	2	Adult program
April 12	Saturday Fiber Crafts	10	Adult program
April 3 & 7	Beeswax Wraps	13	Adult craft program. Patrons made eco-friendly food wraps. 2 sessions
April 29	Hummingbird Perches	8	Adult craft program.
April 5	Photoshoot Sessions	15 adults + 6 kids	Portraits by a professional photographer. 8 sessions were booked; 7 were shot.
April 10	Peel & Pour Pets	8	Sand art craft program for all ages.
April 16	Puzzle Competition	9	All ages. 3 teams competed in putting together a 500-piece puzzle.
April 17	Book & Puzzle Swap	6	All ages. 6 puzzles and 32 books were exchanged.

Program Statistics for April 2025

April 18	Bingo	4	All ages. Regular bingo games with snacks as prizes. Attendees were aged 8 – senior citizen.
April 26	Open Mic	2	All ages. While there were 2 attendees, no one opted to read or share anything.
All month	Silly Eggs	277 participants: 105 on first floor 172 second floor	All ages. Plastic eggs containing jokes, fun facts, haiku and riddles were hidden around the library. Patrons received a piece of candy if they found one.
All month	Peeps Diorama Contest	7 entries	All ages. Patrons created literature-based dioramas using Peeps candy as the characters.
Tuesday nights	AlAnon	81	Outside Group.5 sessions
Thursday afternoons	Majhong	24	Outside Group 4 sessions
April 24	Artful Gardeners	Canceled	Outside Group
April 12	Baby Shower	10	Outside Group

Municipal Cooperation Resolution

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the PORT JERVIS FREE LIBRARY
Entity Name wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023;

WHEREAS the PORT JERVIS FREE LIBRARY
Entity Name wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That CARL V. HENDRICK, PRESIDENT OF THE BOARD of
Contact Name Title
PORT JERVIS FREE LIBRARY is hereby authorized to participate in the NYCLASS program under
Entity Name
the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of August 1, 2023.

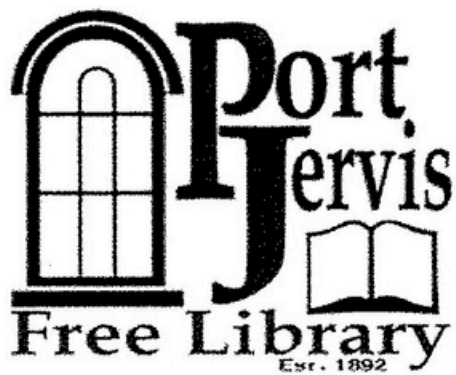
Contact Signature
CARL V. HENDRICK

Printed Name

PRESIDENT OF THE BOARD

Title
05/20/2025

Date



Executive Search Proposal

BradburyMiller |
Associates

bradburymiller.com

BradburyMiller Associates

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

May 7, 2025

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

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

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

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

PHASE 1: DISCOVERY

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

PHASE 2: RECRUIT

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

PHASE 3: CANDIDATE ASSESSMENT

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

PHASE 4: INTERVIEWS + FINAL DETAILS

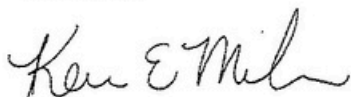
- Facilitate logistics of semifinal interviews and final interviews
- Schedule interviews, prepare draft questions, and evaluation tools
- Communicate with candidates throughout the process
- Create reference reports for each finalist
- Recommend that the offer be contingent on successful background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

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

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

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

Sincerely,



Karen E. Miller
President/Owner, Bradbury Miller Associates



DIRECTOR SEARCH

FIRM BACKGROUND AND QUALIFICATIONS

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

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

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

- Somerset County Library System of New Jersey (NJ) Dauphin County Public Library (PA)
- Jackson Hinds Library System (MS) Maryland State Library Agency (MD)
- Elkhart Public Library (IN) East Orange Public Library (NJ)
- Richland Library (SC) Hennepin County Public Library (MN)
- Virginia Library Association (VA) Laramie County Public Library (WY)
- Pointe Coupee Parish Library (LA) Oshkosh Public Library (WI)
- Haverford Township Free Library (PA) Prince George's County Public Library (MD)
- Flower Mound Public Library (TX)
- Fort Worth Public Library (TX)
- New Jersey Library Association (NJ)
- Reaching Across Illinois Library System (IL)

Bradbury Miller Associates is devoted exclusively to executive search in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Our team is regularly engaged in the executive search work of the firm. Elyria Public Library System (OH)

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

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

SCOPE OF SERVICES + METHODOLOGY

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

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

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

PHASE 1: DISCOVERY

INTRODUCTION TO THE ORGANIZATION + AREA

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

- Review, recommend, and otherwise assist with updates/revisions to the existing position description or the creation of a new position description, as desired

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

PHASE 2: RECRUIT

RECRUITMENT STRATEGY

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

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

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

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

PROMOTION, OUTREACH, + IDENTIFYING POTENTIAL CANDIDATES

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

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

PHASE 3: CANDIDATE ASSESSMENT

CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on viable candidates via phone or videoconference and shares the results of these interviews with the search committee/hiring committee as part of the process.
- All qualified candidate documents (cover letter, resume, and questionnaires) are shared with the search committee/hiring authority.

- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the search committee/hiring authority and presents a list of recommended candidates and facilitates a discussion of each individual.
- Semifinalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

PHASE 4: INTERVIEWS + FINAL DETAILS

SEMIFINAL + FINAL INTERVIEWS

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

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

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

CHECKING REFERENCES

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

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

BACKGROUND INVESTIGATION

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

OFFER + NEGOTIATION

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

ABOUT THE CONSULTANTS

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

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

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

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

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

SERVICE OPTIONS + FEES

STANDARD EXECUTIVE SEARCH

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

STANDARD EXECUTIVE SEARCH—VIRTUAL

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

POOL ENHANCEMENT

The pool enhancement search focuses on building and enhancing the candidate pool and includes phases one through three—we create the announcement, advertise and recruit, and present you with an applicant pool. Your organization

handles interviews and candidate evaluation once the pool has been shared with the hiring committee/authority. Our guarantee is not included for this approach. The flat fee is \$20,000.

POOL ENHANCEMENT+

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

EXPENSES INCLUDED WITHIN OUR FEE:

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

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

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

OPTIONAL BILLABLE EXPENSES

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



of

SEARCH FEE SUMMARY

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

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

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

FORM OF FINAL AGREEMENT

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

CONCLUSION

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

Karen E. Miller
Bradbury Miller Associates
President/Owner

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

_____ Standard search
_____ Standard search—virtual
_____ Pool enhancement
_____ Pool enhancement+

By

Title

Date

Our Guarantee

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

ATTACHMENT I: SEARCH TIMELINE OUTLINE

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

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

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

ATTACHMENT II: REFERENCES



Goshen Public Library & Historical Society
Goshen, NY | 2025

Jim Langlois
Search Committee Chair
jlanglois@rcls.org

Rose Chiocchi
Library Director
r.chiocchi@gmail.com



New Rochelle Public Library
New Rochelle, NY | 2024

Lucille Renwick
Board President
lrenwick@nrpl.org

Eugenia Schatoff Director
eschatoff@nrpl.org



Oshkosh Public Library
Oshkosh, WI | 2023

Bill Bracken
Board President
wgbrack13@gmail.com

Darryl Eschete
Library Director
eschete@oshkoshpubliclibrary.org



Mid York Library System
Utica, NY | 2024

Dominic Passalacqua
Search Committee Chair
dpassal@utica.edu

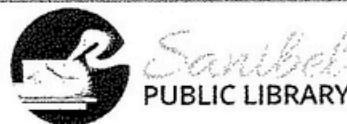
Amanda Travis
Executive Director
atravis@midYork.org



Red Wing Public Library
Red Wing, MN | 2023

Bruce McBeath
Board President
mcbeath.b@gmail.com

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



Sanibel Public Library
Sanibel, FL | 2024

Linda Uhler
Search Committee Chair
luhler@sanlib.org

Amber Cox
Library Director
acox@sanlib.org

AGREEMENT ADDENDUM

This Addendum ("Addendum") supplements the attached Executive Search Proposal, dated May 7, 2024 (the "Agreement"), between the Port Jervis Free Library (the "Library" and Bradbury Miller Associates ("BMA" and, collectively with the Library, the "Parties"). The Addendum and Agreement will be effective on the date signed by the Parties below.

1. **Cancellation and Final Payments.** The Library may cancel the Agreement for Cause due to the negligence or misconduct of BMA or the non-performance under or breach of the Agreement or this Addendum by BMA upon written notice to BMA and a 5-day opportunity to cure alleged Cause (where curable). In the event of cancellation by the Library for Cause, or cancellation of the contract by BMA, no further payment shall be due to BMA and the Library may be entitled to a return of the retainer payment. In the event of cancellation by the Library other than for Cause, the Parties will determine in good faith at the time of cancellation whether any further fees are due, depending on the time of cancellation, the services performed, and the reason for the cancellation.

2. **Representations and Warranties.** BMA represents and warrants that it can and will render the services described in the Agreement (the "Services") without breaching any agreement or fiduciary duty, including any duty of loyalty, or creating any conflict of interest with any other client, library system, or other person or entity. BMA further represents and warrants that, in performing the Services, it will comply with all applicable federal, state, and local laws, rules and regulations. BMA agrees to indemnify and hold harmless the Library for and against any claim asserted by any third party alleging a violation of applicable law by BMA in connection with its performance of the Services.

3. **Confidentiality.** All non-public, confidential, or proprietary information of the Library ("Confidential Information") disclosed by the Library to BMA in connection with the Services, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential," shall remain confidential, be used by BMA solely in connection with the performance of the Services, and may not be disclosed or copied unless authorized by the Library in writing. Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of BMA's breach of the Agreement or this Addendum; (b) is obtained by BMA on a non-confidential basis from a third party that was not legally or contractually restricted from disclosing such information; or (c) was in BMA's possession prior to the Library's disclosure under this Agreement. Upon the Library's request, BMA shall return or destroy all documents and other materials containing Confidential Information received from the Library. The Library shall be entitled to injunctive relief for any violation of this Section.

4. **Limitation of Liability.** In no event will the library be liable under or in connection with the Agreement or Addendum or otherwise, under any legal or equitable theory, including breach of contract, tort (including negligence), strict liability, and otherwise, for any: (a) loss of business, revenue, contracts, use of money, profit, anticipated savings, opportunity, goodwill, reputation; or (b) consequential, incidental, indirect, exemplary, special, enhanced, or punitive damages, regardless of whether the library was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable.

5. Notices. All notices and other communications given or made pursuant to this Agreement must be in writing, sent to the persons designated or such other persons and addresses set forth on the signature page of the Agreement (as may be updated from time to time) and will be deemed to have been given upon: (a) personal delivery to the Party to be notified, (b) when sent, if sent by electronic mail during normal business hours of the recipient or on the recipient's next business day if outside business hours, (c) five days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one business day after deposit with a nationally recognized overnight courier, freight prepaid, specifying next business day delivery, with written verification of receipt.

6. No Assignment. BMA may not assign its rights or obligations under this Agreement without the prior written consent of the Library. This Agreement will be binding upon the parties and their respective legal successors and permitted assigns.

7. Governing Law. To the extent any reference to state law is required, the laws of the State of New York applicable to contracts wholly formed in New York, without regard to its conflicts of laws provisions, govern the Agreement. Each party irrevocably and unconditionally consents and submits to the exclusive jurisdiction of the applicable courts located in the State of New York, Orange County, for purposes of any action, suit or proceeding arising out of or relating to the Agreement or Addendum

8. Jury Trial Waiver. The parties hereby waive, and covenant that they will not assert (whether as plaintiff, defendant or otherwise), any right to trial by jury in any forum in respect of any issue, claim, demand, action or cause of action arising out of or based upon the Agreement or Addendum, the subject matter hereof or any document relating hereto, in each case whether now existing or hereafter arising or whether in contract or in tort or otherwise.

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

BRADBURY MILLER ASSOCIATES

PORT JERVIS FREE LIBRARY

Karen Miller
President/Owner
Date: _____

Carl Hendrick
Chairman, Board of Trustees
Date: _____

PJFL Budget					
Fiscal Year 2025/26 preliminary		FOR DISCUSSION PURPOSES			
	as of May 7, 2025 (2nd iteration)				current ytd
		2024/25 budget	change	2025/26 budget	thru 5/7/2025
INCOME					
	BOOK SALES	\$ 3,000		\$ 3,000	2,778
	FINES	750		750	755
	NON-RES FEES	1,000		1,000	1,350
	COPIER FEES	9,338		9,338	7,801
	GIFTS	300		300	691
	LIBRARY MERCHANDISE	-		-	95
	LOCAL PUBLIC FUNDS OLA	3,000		3,000	9,634
	STATE AID LLSA	5,000	(5,000)	-	5,377
	RCLS GRANTS and State Aid through	10,000		10,000	10,000
	State Aid Construction	-		-	
	INTEREST	19,000	34,500	53,500	69,988
	REAL PROP. TAX	1,184,556	47,713	1,232,269	1,176,339
	Services to Other Governments	13,000	(13,000)	-	2,600
	PILOT & OTHER MISCELLANEOUS	1,500	(1,500)	-	-
	USE OF FUND BALANCE	-	101,000	101,000	
TOTAL INCOME		\$ 1,250,444	163,713	\$ 1,414,157	\$ 1,287,408

PJFL Budget					
Fiscal Year 2025/26 preliminary		FOR DISCUSSION PURPOSES			
	as of May 7, 2025 (2nd iteration)				current ytd
EXPENSES		2024/25 budget	changes	2025/26 budget	thru 5/7/2025
SALARIES FT	\$	200,000	(20,000)	\$ 180,000	139,749
SALARIES PT		252,800	(20,000)	232,800	189,584
SALARIES DIRECTOR		68,340	41,660	110,000	89,176
SALARIES MAINTENANCE		53,575	1,610	55,185	3% 45,338
BOARD REPORTING		1,827		1,827	\$18/hr 1,118
EMPLOYER SS		45,000		45,000	28,758
EMPLOYER MED		9,250		9,250	6,726
BOOKS - ADULT		25,000		25,000	7,481
BOOKS - CHILD		7,000		7,000	3,866
Books Friends		1,000	300	1,300	852
PERIODICALS/SUBSCRIPTIONS		10,000	3,000	13,000	11,180
AUDIO - ADULT		4,500		4,500	2,625
VIDEO - ADULT		4,650		4,650	-
VIDEO - CHILD		1,500		1,500	37
ANSER		29,460	14,540	44,000	31,397
COMPUTER EQPT		20,000		20,000	14,508
LIBRARY SUPPLIES		8,500	1,500	10,000	10,184
INS.-FIRE & LIAB.		30,000		30,000	25,660
INS.-WRKMS COMP		8,000	(1,500)	6,500	3,092
INS.-DISABILITY		4,500	(3,000)	1,500	(173)
ELECTRICITY		17,000		17,000	12,897
GAS		11,000	(5,000)	6,000	4,786
WATER		2,200	(200)	2,000	1,130
TELEPHONE		6,000		6,000	3,902
JANITOR SUPPLIES		6,000		6,000	2,384
BUILDING MTNC		24,977	15,000	39,977	33,339
BUILDING IMPROVEMENTS		29,650	6,568	36,218	3,360
COPIER MTNC		7,000		7,000	5,271
MICROFILM MTNC		750		750	-
CIVIL SERVICE		5,200	(700)	4,500	3,403
PROF. SVCS		80,000	51,000	131,000	68,374
HUB		5,000	(4,000)	1,000	222
BOOKKEEPING		61,965	6,035	68,000	3% 55,000
ADVERTISING		500		500	-
CONFERENCES		700		700	597
DUES		600	(400)	200	20
POSTAGE		2,000	500	2,500	1,735
PROGRAMS		5,000	1,000	6,000	2,717
PROGRAMS - CHILDREN		5,000		5,000	965
HEALTH INS.		130,000		130,000	112,030
RETIREMENT		55,000	5,000	60,000	52,941
LIBRARY ELECTION		1,500	(500)	1,000	22
ELEVATOR MTNC.		6,000	500	6,500	5,630
HIST. PRESVTN.		500		500	-
SECURITY SERVICES		-	70,000	70,000	
SECURITY SYSTEM		2,000	800	2,800	2,122
TOTAL EXPENSES		1,250,444	163,713	1,414,157	984,005

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

LEGAL NOTICE

The Board of Trustees of the Port Jervis Free Library, 138 Pike Street, Port Jervis, Orange County, New York, HEREBY GIVES NOTICE that for Library purpose, a Special District Meeting of the qualified voters of the Port Jervis City School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York on the 5th day of June 2025, beginning at 12:00 PM, prevailing time, to vote upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 PM to 8:00 PM prevailing time.

LIBRARY TAX LEVY PROPOSITION

That for the fiscal year July 1, 2025 – June 30, 2026, the Board of Education of Port Jervis City School District, Orange County, New York, shall be authorized to levy taxes on the taxable real property of said School District in the Port Jervis Free Library Budget.

A copy of the July 1, 2025 – June 30, 2026 Port Jervis Free Library Budget will be available at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, for a period of fourteen (14) days prior to said Special District Meeting.

ELECTION OF TRUSTEES

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

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

NOTICE IS ALSO HEREBY GIVEN, that a special information meeting of the qualified voters of said School District will be held at the Port Jervis Free Library, 138 Pike Street, Port Jervis, New York, on the 22nd day of May 2025, at 6:00 PM prevailing time, to consider the Library Tax Levy Proposition to be submitted at the aforesaid Special District Meeting.

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

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

Dated: Port Jervis, New York
March 18, 2025