

Minutes of the Port Jervis Free Library Board of Trustees

January 17, 2023

10:00 AM

Present: Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts, Evelyn Rogers

Public: Barbara Cassidy, Mount Hope Supervisor Matthew Howell, Antonia Marion, Liam Rogers, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:04 a.m.

III Public Comment – Matthew Howell asked for an update on the library services contract deliberations, saying that library service for his constituents is a necessity, not a luxury. He stated that the Towns are anxious to get a resolution to the issue. He asked that Library staff treat the situation with diplomacy, stating that constituents have reported that Library staff have said that the contracts were cancelled and to go home. Carl said that although responses are not usually made to public comment, Howell's concerns about staff comments have been brought to the attention of the Director and that the Towns will be notified by email of the outcome of the contract reviews.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the December 20, 2022 meeting. Unanimously passed.

V Correspondence – none

VI Approval of Statistics and Financial Reports (Attachment 2A-D)

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

VII Director's Report (Attachment 3A-C)

- Evelyn reported that the DASNY grant from State Senator Skoufis' office is still in the approval process for funding.
- HUB candidate interview was conducted.
- The piano was tuned, and is expected to be used in some programs.
- Connie is working with Evelyn on procuring some small grants for program activities. Connie gave an update on the programs that had been recently held.
- The GED class is likely to start next week.
- *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business

- *Dick made a motion, seconded by Valerie, to extend the existing contracts with the Towns of Greenville, Minisink, Mount Hope and Wawayanda to February 28, 2023, to allow time to*

negotiate new contracts. It was noted that input from RCLS on the contracts has not yet been received. ***Unanimously passed.***

IX New Business (Attachment 4A-B)

➤ ***Carey Sue made a motion, seconded by Dick, to designate Susan Wade as Treasurer and Elizabeth Miller as Finance Officer in accordance with the Handbook for Library Trustees. Unanimously passed.*** Carl administered the Oath of Office to Susan (and after the meeting, together they delivered the Oath of Office to the City Clerk to be notarized). It was noted that Treasurer is a position that should be bonded.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, February 21, 2023 at 10:00 a.m. The date and time of a special meeting is to be determined.

XI Executive Session

Dick made a motion, seconded by Liz, to enter into Executive Session at 10:25 a.m. Unanimously passed. Dick made a motion, seconded by Liz, to adjourn Executive Session at 10:46 a.m. and resume the regular meeting. Unanimously passed.

With regards to the Town contracts for 2023, a special meeting will be called, at a date to be agreed upon, with the agenda being an Executive Session to review Town contracts.

XII Adjournment – ***Dick made a motion, seconded by Liz, to adjourn the meeting at 10:46 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade
Board Secretary

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2022 through June 2023

| | Jul '22 - Jun 23 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Real Property Taxes | 1,131,784.89 | 1,120,841.00 | 10,943.89 | 101.0% |
| PILOT | 1,638.49 | 2,000.00 | -361.51 | 81.9% |
| Charges for Services | | | | |
| 4000 · Book Sales | 2,073.30 | 1,500.00 | 573.30 | 138.2% |
| 4001 · Fines | 588.10 | 1,000.00 | -411.90 | 58.8% |
| 4002 · NonResident Fees | 675.00 | 600.00 | 75.00 | 112.5% |
| 4003 · Copier Fees | 5,987.39 | 2,838.00 | 3,149.39 | 211.0% |
| Total Charges for Services | 9,323.79 | 5,938.00 | 3,385.79 | 157.0% |
| 4055 · Services to Other Governments | 37,425.00 | 10,000.00 | 27,425.00 | 374.3% |
| Miscellaneous | | | | |
| 4004 · Gifts | 191.19 | 300.00 | -108.81 | 63.7% |
| 4008 · Library Merchandise | 40.00 | 0.00 | 40.00 | 100.0% |
| Total Miscellaneous | 231.19 | 300.00 | -68.81 | 77.1% |
| Operating Grants | | | | |
| 4023 · Local Public Funds OLA | 3,382.00 | 4,500.00 | -1,118.00 | 75.2% |
| 4025 · State Aid LLSA | 4,647.00 | 5,000.00 | -353.00 | 92.9% |
| 4026 · RCLS Grnts & St. Aid thru RCLS | 17,000.00 | 3,000.00 | 14,000.00 | 566.7% |
| 4027 · Grants/Child Nut/Other | 900.00 | | | |
| Total Operating Grants | 25,929.00 | 12,500.00 | 13,429.00 | 207.4% |
| Interest Income | 11,870.13 | 1,000.00 | 10,870.13 | 1,187.0% |
| Total Income | 1,218,202.49 | 1,152,579.00 | 65,623.49 | 105.7% |
| Gross Profit | 1,218,202.49 | 1,152,579.00 | 65,623.49 | 105.7% |
| Expense | | | | |
| Discrepancies between bank statements and company rec... | 645.84 | | | |
| Personal Services | | | | |
| 6002 · Salaries Director | 43,927.10 | 65,000.00 | -21,072.90 | 67.6% |
| 6000 · Salaries Clerical FT | 101,558.15 | 154,000.00 | -52,441.85 | 65.9% |
| 6001 · Salaries Clerical PT | 120,731.06 | 228,800.00 | -108,068.94 | 52.8% |
| 6003 · Salaries Maintenance | 31,594.39 | 50,925.00 | -19,330.61 | 62.0% |
| Total Personal Services | 297,810.70 | 498,725.00 | -200,914.30 | 59.7% |
| Contractual | | | | |
| 6005 · Board Reporting | 630.00 | 1,827.00 | -1,197.00 | 34.5% |
| 6030 · Books | 13,809.37 | 25,000.00 | -11,190.63 | 55.2% |
| 6031 · Books Children | 2,245.88 | 7,000.00 | -4,754.12 | 32.1% |
| 6032 · Book Friends | 417.08 | 1,000.00 | -582.92 | 41.7% |
| 6035 · Periodicals | 4,119.66 | 5,800.00 | -1,680.34 | 71.0% |
| 6038 · Audio Adult | 1,763.59 | 4,500.00 | -2,736.41 | 39.2% |
| 6039 · Video Adult | 643.52 | 4,650.00 | -4,006.48 | 13.8% |
| 6040 · Video Children | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 6041 · ANSER | 12,524.94 | 50,000.00 | -37,475.06 | 25.0% |
| 6045 · Computer Eqpt/Software | -373.55 | 5,000.00 | -5,373.55 | -7.5% |
| 6050 · Library Supplies | 2,070.46 | 8,500.00 | -6,429.54 | 24.4% |
| 6055 · Ins/Fire, Liab, Comp | 20,882.69 | 22,500.00 | -1,617.41 | 92.8% |
| 6060 · Utilities Electricity | 6,415.92 | 17,000.00 | -10,584.08 | 37.7% |
| 6061 · Utilities Gas | 3,230.82 | 11,000.00 | -7,769.18 | 29.4% |
| 6062 · Utilities Water | 762.55 | 2,200.00 | -1,437.45 | 34.7% |
| 6065 · Utilities Telephone/Internet | 2,863.71 | 6,000.00 | -3,136.29 | 47.7% |
| 6070 · Building Janitorial Supp | 579.60 | 6,000.00 | -5,420.40 | 9.7% |
| 6071 · Building Maintenance | 1,565.00 | 24,977.00 | -23,412.00 | 6.3% |
| 6072 · Building Improvements | 0.00 | 29,650.00 | -29,650.00 | 0.0% |
| 6075 · Copier Maintenance | 2,715.98 | 5,000.00 | -2,284.02 | 54.3% |
| 6081 · Microfilm | 630.00 | 750.00 | -120.00 | 84.0% |
| 6086 · Professional Services | 9,852.00 | 10,000.00 | -148.00 | 98.5% |
| 6087 · HUB | 0.00 | 45,000.00 | -45,000.00 | 0.0% |
| 6088 · Bookkeeping | 28,875.00 | 57,750.00 | -28,875.00 | 50.0% |
| 6090 · Advertising | 0.00 | 500.00 | -500.00 | 0.0% |
| 6095 · Conferences | 117.00 | 700.00 | -583.00 | 16.7% |
| 6100 · Dues | 234.00 | 600.00 | -366.00 | 39.0% |
| 6120 · Postage | 243.02 | 2,000.00 | -1,756.98 | 12.2% |
| 6125 · Programs | 620.37 | 5,000.00 | -4,379.63 | 12.4% |
| 6126 · Programs Children | 250.30 | 5,000.00 | -4,749.70 | 5.0% |
| 6133 · Library Election | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 6134 · Elevator | 1,981.14 | 6,000.00 | -4,018.86 | 33.0% |

Profit & Loss Budget vs. Actual

July 2022 through June 2023

| | Jul '22 - Jun 23 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|-------------------|---------------------|--------------------|---------------|
| 6135 · Historical Preservation | 0.00 | 500.00 | -500.00 | 0.0% |
| 6137 · Security System | 1,291.00 | 2,000.00 | -709.00 | 64.6% |
| Total Contractual | 120,960.95 | 375,904.00 | -254,943.05 | 32.2% |
| Employee Benefits | | | | |
| 6010 · Employer Social Security | 17,368.16 | 30,500.00 | -13,131.84 | 56.9% |
| 6015 · Employer Medicare | 4,061.99 | 7,250.00 | -3,188.01 | 56.0% |
| 6056 · Insurance Wkmns Comp | 437.50 | 5,000.00 | -4,562.50 | 8.8% |
| 6057 · Insurance Disability | 5,915.70 | 3,000.00 | 2,915.70 | 197.2% |
| 6085 · Civil Service | 0.00 | 2,200.00 | -2,200.00 | 0.0% |
| 6131 · Benefits Health Ins | 50,011.45 | 170,000.00 | -119,988.55 | 29.4% |
| 6132 · Benefits Retirement | 39,146.00 | 60,000.00 | -20,854.00 | 65.2% |
| Total Employee Benefits | 116,940.80 | 277,950.00 | -161,009.20 | 42.1% |
| Total Expense | 536,358.29 | 1,152,579.00 | -616,220.71 | 46.5% |
| Net Ordinary Income | 681,844.20 | 0.00 | 681,844.20 | 100.0% |
| Net Income | 681,844.20 | 0.00 | 681,844.20 | 100.0% |