

**Minutes of the Port Jervis Free Library Board of Trustees
September 20, 2022
10:00 AM**

Present: Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Dick Roberts, Evelyn Rogers
Public: Connie Treuting

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:01 a.m.

III Public Comment – none

IV Minutes (Attachment 2)

Dick made a motion, seconded by Valerie, to approve the minutes of the August 16, 2022 meeting as amended to delete the name of a former employee. Unanimously passed.

V Correspondence – None

VI Approval of Statistics and Financial Reports (Attachment 3A-D)

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

VII Director's Report (Attachment 4A-D)

- Ralph has set some mouse traps and the current issue seems to be resolved. If it reoccurs, Evelyn will call Masters Exterminating.
- The Board agreed to the purchase of a pressure washer and wet/dry vacuum that Ralph had requested.
- Orange and Rockland was on site to inspect the meter, with no issues reported.
- Evelyn met with members of the Friends of the Library. October 16-22 is Friends of the Library week and a membership recruitment effort will be made at the Farmers Market. A separate budget line item was discussed to report the Friends' funding efforts (this currently exists for book purchases funded by the Friends). The Board will include the Friends in a Christmas holiday "thank you".
- Evelyn will reach out to the local Garden Club for assistance in sprucing up the library grounds.
- Evelyn was contacted by Gabrielle Madden who informed her that \$50,000 of SAM grant funding from 2018 is still available. The funds were originally going to be used for lead abatement but that project was folded into a construction grant. The Board discussed possibilities for use of the funds, including refurbishment of the reference room, which had been turned down as a Construction Grant possibility. Valerie noted that with a SAM grant, the documentation process is very rigorous and every communication must be tracked. The process must also be in compliance with the procurement policy. Further action was tabled until the October meeting.

- Evelyn reported that the 2021-22 financial audit field work was completed on September 16. The auditors were complimentary of the Library's utilization of Construction Grants and the healthy fund balance. They did note that Orange and Rockland has been charging sales tax. Susan Wade will contact them and provide a tax-exemption form, and ask for a refund.
- ***Dick made a motion, seconded by Carey Sue, to approve the Director's Report as submitted. Unanimously passed.***

VIII Old Business

- ***Carey Sue made a motion, seconded by Valerie, to approve the agreement with RCLS for fully supported integrated library services and hardware support at a cost of \$36,830. Unanimously passed.***
- Evelyn suggested the staffing of the HUB with interns studying computer science locally. Valerie noted that such an arrangement would require regular oversight and direct supervision and evaluation. The budget includes funding for two part-time positions, and such individuals would be subject to background checks per the recently enacted policy.
- The management meeting with Board and staff members was postponed and will be rescheduled.

IX New Business - none

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, October 18, 2022 at 10:00 a.m.

XI Executive Session -- none

XII Adjournment – ***Dick made a motion, seconded by Carey Sue, to adjourn the meeting at 10:37 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	291,154.89	1,120,841.00	-829,686.11	26.0%
PILOT	0.00	2,000.00	-2,000.00	0.0%
Charges for Services				
4000 · Book Sales	474.45	1,500.00	-1,025.55	31.6%
4001 · Fines	172.42	1,000.00	-827.58	17.2%
4002 · NonResident Fees	300.00	600.00	-300.00	50.0%
4003 · Copier Fees	1,149.74	2,838.00	-1,688.26	40.5%
Total Charges for Services	2,096.61	5,938.00	-3,841.39	35.3%
4055 · Services to Other Governments	7,500.00	10,000.00	-2,500.00	75.0%
Miscellaneous				
4004 · Gifts	40.95	300.00	-259.05	13.7%
4008 · Library Merchandise	10.00	0.00	10.00	100.0%
Total Miscellaneous	50.95	300.00	-249.05	17.0%
Operating Grants				
4023 · Local Public Funds OLA	0.00	4,500.00	-4,500.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru R...	0.00	3,000.00	-3,000.00	0.0%
4027 · Grants/Child Nut/Other	900.00			
Total Operating Grants	5,547.00	12,500.00	-6,953.00	44.4%
Interest Income	0.75	1,000.00	-999.25	0.1%
Total Income	306,350.20	1,152,579.00	-846,228.80	26.6%
Gross Profit	306,350.20	1,152,579.00	-846,228.80	26.6%
Expense				
Personal Services				
6002 · Salaries Director	21,457.37	65,000.00	-43,542.63	33.0%
6000 · Salaries Clerical FT	42,120.45	154,000.00	-111,879.55	27.4%
6001 · Salaries Clerical PT	59,141.67	228,800.00	-169,658.33	25.8%
6003 · Salaries Maintenance	14,729.59	50,925.00	-36,195.41	28.9%
Total Personal Services	137,449.08	498,725.00	-361,275.92	27.6%
Contractual				
6005 · Board Reporting	61.00	1,827.00	-1,766.00	3.3%
6030 · Books	3,737.02	25,000.00	-21,262.98	14.9%
6031 · Books Children	920.57	7,000.00	-6,079.43	13.2%
6032 · Book Friends	0.00	1,000.00	-1,000.00	0.0%
6035 · Periodicals	2,277.36	5,800.00	-3,522.64	39.3%
6038 · Audio Adult	874.59	4,500.00	-3,625.41	19.4%
6039 · Video Adult	16.99	4,650.00	-4,633.01	0.4%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	6,262.47	50,000.00	-43,737.53	12.5%
6045 · Computer Eqpt/Software	802.98	5,000.00	-4,197.02	16.1%
6050 · Library Supplies	644.21	8,500.00	-7,855.79	7.6%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	2,933.96	17,000.00	-14,066.04	17.3%
6061 · Utilities Gas	89.54	11,000.00	-10,910.46	0.8%
6062 · Utilities Water	0.00	2,200.00	-2,200.00	0.0%
6065 · Utilities Telephone/Internet	1,167.72	6,000.00	-4,832.28	19.5%
6070 · Building Janitorial Supp	215.69	6,000.00	-5,784.31	3.6%
6071 · Building Maintenance	595.00	24,977.00	-24,382.00	2.4%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	911.70	5,000.00	-4,088.30	18.2%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	0.00	10,000.00	-10,000.00	0.0%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	9,625.00	57,750.00	-48,125.00	16.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	0.00	700.00	-700.00	0.0%

Port Jervis Free Library
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6100 · Dues	145.00	600.00	-455.00	24.2%
6120 · Postage	181.88	2,000.00	-1,818.12	9.1%
6125 · Programs	362.70	5,000.00	-4,637.30	7.3%
6126 · Programs Children	177.59	5,000.00	-4,822.41	3.6%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	1,798.79	6,000.00	-4,201.21	30.0%
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	56,605.35	375,904.00	-319,298.65	15.1%
Employee Benefits				
6010 · Employer Social Security	8,532.37	30,500.00	-21,967.63	28.0%
6015 · Employer Medicare	1,995.52	7,250.00	-5,254.48	27.5%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	3,137.48	3,000.00	137.48	104.6%
6085 · Civil Service	0.00	2,200.00	-2,200.00	0.0%
6131 · Benefits Health Ins	23,813.23	170,000.00	-146,186.77	14.0%
6132 · Benefits Retirement	0.00	60,000.00	-60,000.00	0.0%
Total Employee Benefits	37,916.10	277,950.00	-240,033.90	13.6%
Total Expense	231,970.53	1,152,579.00	-920,608.47	20.1%
Net Ordinary Income	74,379.67	0.00	74,379.67	100.0%
Net Income	74,379.67	0.00	74,379.67	100.0%