

## **Minutes of the Port Jervis Free Library Board of Trustees**

**November 15, 2022**

**10:00 AM**

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

Public: Barbara Cassidy, Wawayanda Supervisor David Cole, Wawayanda Councilman Ron Myruski, Aedan Roach, 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** – Dave Cole requested that the current contract for Library services to Wawayanda residents be extended for six months beyond its current expiration date of December 31, 2022 to allay the concerns of residents.

### **IV Minutes (Attachment 1)**

*Dick made a motion, seconded by Valerie, to approve the minutes of the October 18, 2022 meeting. Unanimously passed.*

**V Correspondence** – None

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

*Carey Sue made a motion, seconded by Dick, to approve the statistics, financial reports and bills as presented. Unanimously passed. Carey Sue made a motion, seconded by Dick, to authorize the transfer of excess funds into the NYLAF account. Unanimously passed.*

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

- There was a heat and water leak issue in one of the patron restrooms. If needed, Cheshire will be brought in to rectify.
- The elevator was inspected and approved. The battery may need to be replaced in the next six months – Schlinder will monitor the situation.
- There were several glitches regarding an art reception held in the community room. The Board will leave it for Evelyn to make the call regarding further use of the room by that group.
- The Staff development meeting on November 4 was well received.
- Orange-Ulster BOCES sent a Memorandum of Understanding regarding holding a GED program at the Library. The letter will be distributed to the Board via email. A start date for the program could be in January.
- Cornerstone Urgent Care has expressed interest in doing presentations at the Library.
- Cheryl Bickham from the local Civil Service office stated that the senior clerk test won't be available until late January or possibly later.
- Valerie recommended that Evelyn contact the Cornell Cooperative Extension for various programs, including parenting classes.

- ***Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.***

**VIII Old Business** - none

**IX New Business (Attachment 4)**

- Carl asked that all staff be made aware of the need for programs to be held only in areas where cameras are in operation.
- Evelyn was directed to inform the Wawayanda Town Clerk of the result of deliberations regarding their contract with the Library, when the deliberations are completed.
- Personnel requesting payment in lieu of medical insurance need to provide proof of coverage.
- Barb Cassidy's letter of resignation from full-time employment effective April 15, 2023 was read. ***Dick made a motion, seconded by Carey Sue, to accept Barb's resignation with thanks and regret. Unanimously passed.***
- ***Dick made a motion, seconded by Carey Sue, to dedicate the childrens room to Henrietta Towne. Unanimously passed.*** Connie will write an inscription for the plaque, which will be paid for from Library funds.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, December 20, 2022 at 10:00 a.m. A management meeting will be held on December 13, 2022 at 10 a.m.

**XI Executive Session**

***Dick made a motion, seconded by Valerie, to enter into Executive Session at 10:39 a.m. Unanimously passed. Dick made a motion, seconded by Valerie, to adjourn Executive Session at 11:15 a.m. and resume the regular meeting. Unanimously passed.***

The Board is reviewing the existing contracts with the Towns for changes with regard to issuance of library cards, cost of the cards and card benefits, as well as to ensure compliance with NYS Codes, Rules and Regulations.

**XII Adjournment** – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:15 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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Real Property Taxes	1,131,784.89	1,120,841.00	10,943.89	101.0%
PILOT	0.00	2,000.00	-2,000.00	0.0%
<b>Charges for Services</b>				
4000 · Book Sales	1,080.90	1,500.00	-419.10	72.1%
4001 · Fines	286.54	1,000.00	-713.46	28.7%
4002 · NonResident Fees	450.00	600.00	-150.00	75.0%
4003 · Copier Fees	3,325.29	2,838.00	487.29	117.2%
<b>Total Charges for Services</b>	<b>5,142.73</b>	<b>5,938.00</b>	<b>-795.27</b>	<b>86.6%</b>
4055 · Services to Other Governments	7,500.00	10,000.00	-2,500.00	75.0%
<b>Miscellaneous</b>				
4004 · Gifts	92.98	300.00	-207.02	31.0%
4008 · Library Merchandise	30.00	0.00	30.00	100.0%
<b>Total Miscellaneous</b>	<b>122.98</b>	<b>300.00</b>	<b>-177.02</b>	<b>41.0%</b>
<b>Operating Grants</b>				
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			
<b>Total Operating Grants</b>	<b>5,547.00</b>	<b>12,500.00</b>	<b>-6,953.00</b>	<b>44.4%</b>
Interest Income	2,037.96	1,000.00	1,037.96	203.8%
<b>Total Income</b>	<b>1,152,135.56</b>	<b>1,152,579.00</b>	<b>-443.44</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>1,152,135.56</b>	<b>1,152,579.00</b>	<b>-443.44</b>	<b>100.0%</b>
<b>Expense</b>				
<b>Personal Services</b>				
6002 · Salaries Director	31,456.17	65,000.00	-33,543.83	48.4%
6000 · Salaries Clerical FT	66,743.65	154,000.00	-87,256.35	43.3%
6001 · Salaries Clerical PT	87,640.91	228,800.00	-141,159.09	38.3%
6003 · Salaries Maintenance	22,118.39	50,925.00	-28,806.61	43.4%
<b>Total Personal Services</b>	<b>207,959.12</b>	<b>498,725.00</b>	<b>-290,765.88</b>	<b>41.7%</b>
<b>Contractual</b>				
6005 · Board Reporting	335.00	1,827.00	-1,492.00	18.3%
6030 · Books	11,174.52	25,000.00	-13,825.48	44.7%
6031 · Books Children	1,603.83	7,000.00	-5,396.17	22.9%
6032 · Book Friends	188.84	1,000.00	-811.16	18.9%
6035 · Periodicals	4,005.46	5,800.00	-1,794.54	69.1%
6038 · Audio Adult	1,300.52	4,500.00	-3,199.48	28.9%
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	12,524.94	50,000.00	-37,475.06	25.0%
6045 · Computer Eqpt/Software	-463.55	5,000.00	-5,463.55	-9.3%
6050 · Library Supplies	709.94	8,500.00	-7,790.06	8.4%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	4,531.01	17,000.00	-12,468.99	26.7%
6061 · Utilities Gas	529.89	11,000.00	-10,470.11	4.8%
6062 · Utilities Water	438.67	2,200.00	-1,761.33	19.9%
6065 · Utilities Telephone/Internet	2,074.87	6,000.00	-3,925.13	34.6%
6070 · Building Janitorial Supp	228.56	6,000.00	-5,771.44	3.8%
6071 · Building Maintenance	655.00	24,977.00	-24,322.00	2.6%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	1,774.20	5,000.00	-3,225.80	35.5%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	8,500.00	10,000.00	-1,500.00	85.0%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	24,062.50	57,750.00	-33,687.50	41.7%
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	217.10	2,000.00	-1,782.90	10.9%
6125 · Programs	378.66	5,000.00	-4,621.34	7.6%
6126 · Programs Children	197.75	5,000.00	-4,802.25	4.0%
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%
<b>Total Contractual</b>	<b>99,732.08</b>	<b>375,904.00</b>	<b>-276,171.92</b>	<b>26.5%</b>
<b>Employee Benefits</b>				
6010 · Employer Social Security	12,903.98	30,500.00	-17,596.02	42.3%
6015 · Employer Medicare	3,017.89	7,250.00	-4,232.11	41.6%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	3,048.40	3,000.00	48.40	101.6%
6085 · Civil Service	0.00	2,200.00	-2,200.00	0.0%
6131 · Benefits Health Ins	52,780.80	170,000.00	-117,219.20	31.0%
6132 · Benefits Retirement	39,146.00	60,000.00	-20,854.00	65.2%
<b>Total Employee Benefits</b>	<b>111,334.57</b>	<b>277,950.00</b>	<b>-166,615.43</b>	<b>40.1%</b>
<b>Total Expense</b>	<b>419,025.77</b>	<b>1,152,579.00</b>	<b>-733,553.23</b>	<b>36.4%</b>
<b>Net Ordinary Income</b>	<b>733,109.79</b>	<b>0.00</b>	<b>733,109.79</b>	<b>100.0%</b>
<b>Net Income</b>	<b>733,109.79</b>	<b>0.00</b>	<b>733,109.79</b>	<b>100.0%</b>