

PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
AGENDA
March 21, 2023 @ 10 am

I Call to Order
Pledge of Allegiance

II Public Comment-

III Minutes: Approve February 23, 2023

IV Approval of Statistics, Financial reports, and Bills

V. Director Report

VI. Action Items

- Approval of Town contracts
- Approve dates for budget & election process: (TBD: Public Notices);
4/18/23, Tuesday – Petitions issued; 5/3/23, Wednesday @ 5pm: Budget Workshop; 5/10/23,
Wednesday by 5pm: Petitions returned;
5/25/23, Thursday @ 6pm: Budget Hearing; 6/2/23, Friday by 5pm, Deadline for Absentee
Ballot requests; 6/8/23, Thursday:
Library Election/Budget Vote: Noon-8pm (Absentee Ballots due)

VII. Old Business:

- Town Library contracts:
- Annual Report: Review report
- New hire: part time

VIII New Business:

- dates for budget & election process
- Strategic Plan

IX Executive Session- Personnel: new part time hire

- *Contractual*: Town Library card contracts

X Adjournment: Next meeting-April 18, 2023 @ 10am

Minutes of the Port Jervis Free Library Board of Trustees
February 23, 2023
12:00 noon

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

Public: Barbara Cassidy, Wawayanda Councilman David Cole, Mount Hope Supervisor Matthew Howell, RCLS Board president Bernard Marone, Grace Riario, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 12:00 PM.

III Public Comment – Matt Howell expressed thanks to the Library for the services that continue to be provided to his constituents and looked forward to resolution to the contract negotiations.

IV Minutes (Attachment 1A)

Dick made a motion, seconded by Valerie, to approve the minutes of the January 17, 2023 meeting and the February 7, 2023 special meeting. Unanimously passed.

V Correspondence – none

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

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

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

- A \$750 outreach grant from RCLS was received and will be used to fund adventure kits and a spice library.
- There will be a March 6 Zoom meeting for Advocacy Day, rather than in-person meetings in Albany.
- Evelyn has joined the System Services committee; Orange Library Association.
- The City's Civil Service office stated that two dates will be discussed at their March meeting for the part-time clerk test. Liz asked to be cc'd on communications with that office.
- The GED class will be on pause for a month; 8 participants are needed and only 3 are registered. Flyers advertising the program are being distributed throughout the community. The Workshop for Literacy Connections will lead the GED effort. Valerie asked if the program was listed on Port Jervis Whatnots; Carl stated that after a membership request is made, postings can be made to that site.
- A Staff Development day will be held on April 28; agenda to be developed.
- An incident occurred in the Library on December 30. The person who was investigated was from Newburgh. Neither the instigator nor the victims have been back. Carl stated that a "stay-away" order could be issued.
- Participation in adult programming is increasing. The Fiber Arts craft group included five individuals from a group home that were able to be accommodated; they plan to return for future weekly interactions.

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

VIII Old Business (Attachment 4A)

- The Thrall Library has restricted use by patrons from the towns with which the Library has contracts. ***Dick made a motion, seconded by Liz, to extend the existing contracts with the Towns of Greenville, Minisink, Mount Hope and Wawayanda to March 21, 2023, to allow time to negotiate and sign the new contracts. Unanimously passed.***
- The Annual Report is complete with the exception of the Programs section. ***Dick made a motion, seconded by Liz, to approve the filing of the Annual Report with the understanding that it will be forwarded to the Board for review prior to its submission on February 28. Unanimously passed.***

IX New Business

- Evelyn reported that another application has been received for the HUB position and the candidate will be interviewed in the following week. A decision on the position may be deferred until two current employees sit for the full-time exam. Valerie noted that the job description dates back to 1978 and stated that more applications may have been received if the information had been updated. Grace Riario (RCLS) suggested that the Orange County Civil Service listing be reviewed as a template. Liz stated that she would facilitate the update after this go-round.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, March 21, 2023 at 10:00 a.m.

XI Executive Session

Dick made a motion, seconded by Valerie, to enter into Executive Session at 12:25 PM. Unanimously passed. Dick made a motion, seconded by Liz, to adjourn Executive Session at 12:46 PM. Unanimously passed.

XII Adjournment – ***Dick made a motion, seconded by Liz, to adjourn the meeting at 12:46 PM. 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	2,409.03	1,500.00	909.03	160.6%
4001 · Fines	607.30	1,000.00	-392.70	60.7%
4002 · NonResident Fees	750.00	600.00	150.00	125.0%
4003 · Copier Fees	6,909.89	2,838.00	4,071.89	243.5%
Total Charges for Services	10,676.22	5,938.00	4,738.22	179.8%
4055 · Services to Other Governments	43,125.00	10,000.00	33,125.00	431.3%
Miscellaneous				
4004 · Gifts	228.94	300.00	-71.06	76.3%
4008 · Library Merchandise	50.00	0.00	50.00	100.0%
Total Miscellaneous	278.94	300.00	-21.06	93.0%
Operating Grants				
4023 · Local Public Funds OLA	3,382.00	4,500.00	-1,118.00	75.2%
4025 · State Aid LLSA	5,163.00	5,000.00	163.00	103.3%
4026 · RCLS Grnts & St. Aid thru R...	17,000.00	3,000.00	14,000.00	566.7%
4027 · Grants/Child Nu/Other	900.00			
Total Operating Grants	26,445.00	12,500.00	13,945.00	211.6%
Interest Income	16,885.96	1,000.00	15,885.96	1,688.6%
Total Income	1,230,834.50	1,152,579.00	78,255.50	106.8%
Gross Profit	1,230,834.50	1,152,579.00	78,255.50	106.8%
Expense				
Personal Services				
6002 · Salaries Director	48,926.50	65,000.00	-16,073.50	75.3%
6000 · Salaries Clerical FT	115,707.95	154,000.00	-38,292.05	75.1%
6001 · Salaries Clerical PT	134,790.76	228,800.00	-94,009.24	58.9%
6003 · Salaries Maintenance	35,448.79	50,925.00	-15,476.21	69.6%
Total Personal Services	334,874.00	498,725.00	-163,851.00	67.1%
Contractual				
6005 · Board Reporting	630.00	1,827.00	-1,197.00	34.5%
6030 · Books	17,043.81	25,000.00	-7,956.19	68.2%
6031 · Books Children	2,453.08	7,000.00	-4,546.92	35.0%
6032 · Book Friends	417.08	1,000.00	-582.92	41.7%
6035 · Periodicals	9,264.21	5,800.00	3,464.21	159.7%
6038 · Audio Adult	2,057.13	4,500.00	-2,442.87	45.7%
6039 · Video Adult	1,129.04	4,650.00	-3,520.96	24.3%
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	2,519.55	5,000.00	-2,480.45	50.4%
6050 · Library Supplies	2,972.24	8,500.00	-5,527.76	35.0%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	8,351.47	17,000.00	-8,648.53	49.1%
6061 · Utilities Gas	6,478.19	11,000.00	-4,521.81	58.9%
6062 · Utilities Water	762.55	2,200.00	-1,437.45	34.7%
6065 · Utilities Telephone/Internet	3,450.40	6,000.00	-2,549.60	57.5%
6070 · Building Janitorial Supp	740.95	6,000.00	-5,259.05	12.3%
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	3,614.93	5,000.00	-1,385.07	72.3%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	10,022.00	10,000.00	22.00	100.2%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	38,500.00	57,750.00	-19,250.00	66.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	117.00	700.00	-583.00	16.7%

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	234.00	600.00	-366.00	39.0%
6120 · Postage	462.08	2,000.00	-1,537.92	23.1%
6125 · Programs	620.37	5,000.00	-4,379.63	12.4%
6126 · Programs Children	386.94	5,000.00	-4,613.06	7.7%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	3,929.75	6,000.00	-2,070.25	65.5%
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	153,050.30	375,904.00	-222,853.70	40.7%
Employee Benefits				
6010 · Employer Social Security	20,772.75	30,500.00	-9,727.25	68.1%
6015 · Employer Medicare	4,858.16	7,250.00	-2,391.84	67.0%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	3,594.89	3,000.00	594.89	119.8%
6085 · Civil Service	1,744.33	2,200.00	-455.67	79.3%
6131 · Benefits Health Ins	59,995.12	170,000.00	-110,004.88	35.3%
6132 · Benefits Retirement	39,146.00	60,000.00	-20,854.00	65.2%
Total Employee Benefits	130,548.75	277,950.00	-147,401.25	47.0%
Total Expense	618,473.05	1,152,579.00	-534,105.95	53.7%
Net Ordinary Income	612,361.45	0.00	612,361.45	100.0%
Net Income	612,361.45	0.00	612,361.45	100.0%

Port Jervis Free Library
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
Savings-TD Bank	7,325.98
1005 · NYLAF	1,456,527.01
1006 · CHASE CHECKING	226,353.86
1007 · Chase Savings	2,801.46
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Total Checking/Savings	1,693,308.31
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Total Current Assets	1,693,308.31
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TOTAL ASSETS	<u>1,693,308.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,677.75
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Total Accounts Payable	4,677.75
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Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	103.56
2210 · Social Security Tax Payable	23.19
2212 · Medicare Withholding Tax Pay...	-25.43
2220 · NYS Withholding Tax	16.98
2230 · NYS Retirement	10,004.36
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
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Total Other Current Liabilities	10,118.30
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Total Current Liabilities	14,796.05
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Total Liabilities	14,796.05
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Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	396,434.37
Net Income	726,087.12
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Total Equity	1,678,512.26
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TOTAL LIABILITIES & EQUITY	<u>1,693,308.31</u>