

PORT JERVIS FREE LIBRARY  
BOARD OF TRUSTEES  
AGENDA  
January 18, 2022, 10 a.m.

I Call to Order  
Pledge of Allegiance

II Public Comment

III Minutes: Approve December 21, 2021

IV Approval of Statistics, Financial reports, and Bills

V Director Report – see packet

Action Items

VI Old Business:

1. Electric upgrade progress
2. Employee medical leave update
3. Reopening Plan update
4. Library contracts for Mount Hope, Minisink, Greenville
5. Boiler maintenance agreement with TMB & closing out project with MHE  
(Overpayment to TMB)
6. Embler & water feeder estimates

VII New Business:

VIII Executive Session: Personnel (medical leave)

IX Adjournment Next Meeting- February 15, 2022, 10 a.m.

Port Jervis Free Library  
**Balance Sheet**  
As of December 31, 2021

	<u>Dec 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash Exchange	300.00
Checking - TD Bank	68,106.30
Savings-TD Bank	7,318.09
1005 · NYLAF	427,482.11
1006 · CHASE CHECKING	837,219.81
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<b>Total Checking/Savings</b>	1,340,426.31
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<b>Total Current Assets</b>	1,340,426.31
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<b>TOTAL ASSETS</b>	<b><u>1,340,426.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	2,294.86
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<b>Total Accounts Payable</b>	2,294.86
	<hr/>
<b>Other Current Liabilities</b>	
2200 · Federal Withholding Tax Paya...	107.56
2220 · NYS Withholding Tax	18.54
2230 · NYS Retirement	13,152.85
2233 · Deferred comp withheld	-1.49
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<b>Total Other Current Liabilities</b>	13,277.46
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<b>Total Current Liabilities</b>	15,572.32
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<b>Total Liabilities</b>	15,572.32
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<b>Equity</b>	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	187,756.18
Net Income	581,107.04
	<hr/>
<b>Total Equity</b>	1,324,853.99
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,340,426.31</u></b>

## Profit &amp; Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Real Property Taxes	1,084,955.30	1,098,864.00	-13,908.70	98.7%
<b>Charges for Services</b>				
4000 · Book Sales	1,192.29	0.00	1,192.29	100.0%
4001 · Fines	669.53	0.00	669.53	100.0%
4002 · NonResident Fees	600.00	0.00	600.00	100.0%
4003 · Copier Fees	2,032.22	338.00	1,694.22	601.2%
<b>Total Charges for Services</b>	<b>4,494.04</b>	<b>338.00</b>	<b>4,156.04</b>	<b>1,329.6%</b>
4055 · Services to Other Governments	14,925.00	10,000.00	4,925.00	149.3%
<b>Miscellaneous</b>				
4004 · Gifts	159.33	500.00	-340.67	31.9%
4008 · Library Merchandise	44.00			
<b>Total Miscellaneous</b>	<b>203.33</b>	<b>500.00</b>	<b>-296.67</b>	<b>40.7%</b>
<b>Operating Grants</b>				
4023 · Local Public Funds OLA	0.00	4,500.00	-4,500.00	0.0%
4025 · State Aid LLSA	4,498.00	5,000.00	-502.00	90.0%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	3,000.00	-3,000.00	0.0%
<b>Total Operating Grants</b>	<b>4,498.00</b>	<b>12,500.00</b>	<b>-8,002.00</b>	<b>36.0%</b>
<b>Interest Income</b>	<b>0.62</b>	<b>1,000.00</b>	<b>-999.38</b>	<b>0.1%</b>
State Aid Construction	54,810.00	50,000.00	4,810.00	109.6%
<b>Total Income</b>	<b>1,163,886.29</b>	<b>1,173,202.00</b>	<b>-9,315.71</b>	<b>99.2%</b>
<b>Gross Profit</b>	<b>1,163,886.29</b>	<b>1,173,202.00</b>	<b>-9,315.71</b>	<b>99.2%</b>
<b>Expense</b>				
Discrepancies between bank statements and company rec...	611.80			
<b>Personal Services</b>				
6002 · Salaries Director	40,062.40	77,250.00	-37,187.60	51.9%
6000 · Salaries Clerical FT	66,133.53	127,000.00	-60,866.47	52.1%
6001 · Salaries Clerical PT	104,469.89	220,000.00	-115,530.11	47.5%
6003 · Salaries Maintenance	25,065.60	48,925.00	-23,859.40	51.2%
<b>Total Personal Services</b>	<b>235,731.42</b>	<b>473,175.00</b>	<b>-237,443.58</b>	<b>49.8%</b>
<b>Contractual</b>				
6005 · Board Reporting	347.50	1,827.00	-1,479.50	19.0%
6030 · Books	11,483.28	25,000.00	-13,516.72	45.9%
6031 · Books Children	2,669.37	7,000.00	-4,330.63	38.1%
6032 · Book Friends	0.00	1,000.00	-1,000.00	0.0%
6035 · Periodicals	3,195.49	4,200.00	-1,004.51	76.1%
6038 · Audio Adult	1,583.62	4,500.00	-2,916.38	35.2%
6039 · Video Adult	315.74	4,650.00	-4,334.26	6.8%
6040 · Video Children	201.91	1,500.00	-1,298.09	13.5%
6041 · ANSER	16,888.66	50,000.00	-33,111.34	33.8%
6045 · Computer Eqpt/Software	913.45	4,000.00	-3,086.55	22.8%
6050 · Library Supplies	2,860.62	8,500.00	-5,639.38	33.7%
6055 · Ins/Fire, Liab, Comp	20,090.83	20,000.00	90.83	100.5%
6060 · Utilities Electricity	5,187.72	14,000.00	-8,812.28	37.1%
6061 · Utilities Gas	1,431.46	8,000.00	-6,568.54	17.9%
6062 · Utilities Water	235.61	1,700.00	-1,464.39	13.9%
6065 · Utilities Telephone/Internet	2,354.47	5,500.00	-3,145.53	42.8%
6070 · Building Janitorial Supp	525.00	6,000.00	-5,475.00	8.8%
6071 · Building Maintenance	15,565.73	20,000.00	-4,434.27	77.8%
6072 · Building Improvements	86,516.14	100,000.00	-13,483.86	86.5%
6075 · Copier Maintenance	2,482.44	5,000.00	-2,517.56	49.6%
6081 · Microfilm	725.88	750.00	-24.12	96.8%
6086 · Professional Services	10,590.00	10,000.00	590.00	105.9%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	22,916.65	55,000.00	-32,083.35	41.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	42.40	1,200.00	-1,157.60	3.5%
6100 · Dues	150.00	600.00	-450.00	25.0%
6120 · Postage	706.94	1,500.00	-793.06	47.1%
6125 · Programs	973.76	5,000.00	-4,026.24	19.5%
6126 · Programs Children	889.83	5,000.00	-4,110.17	17.8%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	1,621.26	6,000.00	-4,378.74	27.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,227.96	2,000.00	-772.04	61.4%
<b>Total Contractual</b>	<b>214,693.72</b>	<b>426,427.00</b>	<b>-211,733.28</b>	<b>50.3%</b>

## Profit &amp; Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
<b>Employee Benefits</b>				
6010 · Employer Social Security	14,719.89	30,000.00	-15,280.11	49.1%
6015 · Employer Medicare	3,418.10	7,000.00	-3,581.90	48.8%
6056 · Insurance Wkmns Comp	2,725.44	5,000.00	-2,274.56	54.5%
6057 · Insurance Disability	2,659.90	400.00	2,259.90	665.0%
6085 · Civil Service	0.00	2,200.00	-2,200.00	0.0%
6131 · Benefits Health Ins	63,176.52	170,000.00	-106,823.48	37.2%
6132 · Benefits Retirement	56,070.00	59,000.00	-2,930.00	95.0%
<b>Total Employee Benefits</b>	<b>142,769.85</b>	<b>273,600.00</b>	<b>-130,830.15</b>	<b>52.2%</b>
6560 · Payroll Expenses	130.05			
<b>Total Expense</b>	<b>593,936.84</b>	<b>1,173,202.00</b>	<b>-579,265.16</b>	<b>50.6%</b>
<b>Net Ordinary Income</b>	<b>569,949.45</b>	<b>0.00</b>	<b>569,949.45</b>	<b>100.0%</b>
<b>Net Income</b>	<b>569,949.45</b>	<b>0.00</b>	<b>569,949.45</b>	<b>100.0%</b>

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

**December 21, 2021**

**10:00 AM**

Present: Beverly Arlequeeuw, Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Dick Roberts, Joan Wagner (Dick left the meeting for medical reasons at 10:15 a.m.)

Public: Barbara Cassidy, Tom Mulligan (Chase Bank), Susan Wade

The meeting was called to order at 10:03 a.m.

### **III Public Comment**

The Library's representative at Chase, Tom Mulligan, was present to collect signatures needed to open the savings account with Chase. All board members are signers on both accounts.

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

*Valerie made a motion, seconded by Joan, to approve the minutes of the November 16, 2021 meeting. Unanimously passed.*

### **V Correspondence – None**

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

*Joan made a motion, seconded by Carey Sue, to approve the statistics, financial reports and bills as presented. Unanimously passed.* Valerie requested that in future reports, the explanations for line-item overages be more clearly explained.

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

- The Town of Minisink returned a signed copy of the 2022 service contract. Carl signed the contract on behalf of the Library.
- David Bavoso, who represents the Town of Mount Hope, passed on the request made by the Town of Mount Hope that the Library would prorate the charges for library cards depending on when the card is requested. The Board is in agreement that no changes will be considered to the contracts. Beverly will convey the Board's position to the Town Clerk.
- The Town of Greenville has not responded regarding the draft contract that was forwarded to it. Beverly will recontact the Town Clerk with a reminder that services will be suspended after December 31 if a signed contract is not received prior to that date.
- *Valerie made a motion, seconded by Joan, to approve the Mount Hope and Greenville contracts for services if/when approved and returned to the Library by December 31, 2021. Unanimously passed.*
- Beverly has invoiced the three towns for their 2021 card orders.
- RCLS has hinted at returning to curbside service only.

### VIII Old Business

- No additional quotes or quote revisions have been received on the electrical work needed. **Carey Sue made a motion, seconded by Joan, to accept the bid of George Cheshire for \$20,550 to complete the noted violations and additional work recommended. Unanimously passed.** Valerie noted that in all future requests for bids, the same bid sheet should be provided to potential vendors at the beginning of the process.
- The Board agreed to revisit reopening of the HUB facilities at the January meeting. For now, the computers on the main floor are meeting the needs of patrons.

### IX New Business (Attachment 4A-B)

- The close-out paperwork for the boiler replacement was forwarded from MHE. The final payment is \$9,272. Included in the cost of the project is a three-year service contract. Carl questioned Brennan's ability to maintain the boiler given past experiences. **Valerie made a motion, seconded by Carey Sue, to approve the final payment of \$9,272 to TM Brennan. Unanimously passed.** Valerie asked about the status of the water feeder; this was outside of the original scope of work but it has been determined that no work is needed at this time.

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

XI Executive Session – **Valerie made a motion, seconded by Joan, to go into Executive Session at 10:40 a.m. to discuss a personnel matter. Unanimously passed. Valerie made a motion, seconded by Carey Sue, to come out of Executive Session at 10:53 a.m. Unanimously passed.**

XIII Adjournment – **Valerie made a motion, seconded by Joan, to adjourn the meeting at 10:53 a.m. Unanimously passed.**

Respectfully Submitted,

Susan Wade  
Board Secretary