

Minutes of the Port Jervis Free Library Board of Trustees

October 18, 2022

10:00 AM

Present: Carl Hendrick, Valerie Maginsky, Dick Roberts, Evelyn Rogers, Joan Wagner

Public: Barbara Cassidy, Susan Wade, Justin Wood

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:05 a.m.

III Public Comment – Justin Wood, Partner with Nugent & Haeussler, PC, reviewed the results of the financial audit as of June 30, 2022. A clean “unmodified” opinion was rendered. He noted that Orange and Rockland has been charging sales tax. A tax exemption has been sent to O&R with a request for reimbursement for past sales taxes paid.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Joan, to approve the minutes of the September 20, 2022. Unanimously passed.

V Correspondence – None

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

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

VII Director’s Report (Attachment 3A)

- Staff development meeting is tentatively set for November 4. Agenda items include local resources available to patrons, and fire safety procedures. The Board will provide lunch for the employees.
- The SAM grant is awaiting further discussion on the procurement policy, which is under review.
- There have been some complaints about a musty smell in the lower level of the building.
- The Minisink Valley library vote is being held on this day. Evelyn will meet with Grace by the end of the week if the vote is approved to determine next steps. If the vote is not approved, there will be no change in procedures.
- Per the City’s Civil Service office, Evelyn’s certification is still in process.
- ***Dick made a motion, seconded by Joan, to approve the Director’s Report as submitted. Unanimously passed.***

VIII Old Business

- Evelyn presented a job description for a potential internship position to staff the HUB and reported on her interactions with SUNY Delhi and BOCES. SUNY Sullivan and SUNY Orange have not yet responded to her. A training process would need to be established, and a part-time position might need to be staffed to handle the oversight of the intern. Valerie

suggested that Evelyn contact Marist College as well. The individual would be subject to the background check policy and this item should be added to the job description. Anyone under the age of 18 would be required to be supervised all the time.

- Staff need to be present for any program greater than one hour; presenters of programs less than one hour in length or those who have been subject to background checks by other agencies would be exempt.
- Valerie noted that the City's Procurement and Bidding Policy is almost finalized and suggested that this document be reviewed for items to incorporate into the Library's policy. The Policy would need to be included as part of the SAM grant.
- Evelyn was advised to begin the SAM grant process and issues can be addressed as they arise. Estimates of the work to be performed will be needed.

IX New Business

- ***Dick made a motion, seconded by Valerie, to approve the RCLS budget as presented. Unanimously passed.*** Carl signed the ballot and Evelyn will return it to RCLS.
- In recognition of National Friends of the Library Week (October 17-23) the Friends were presented with a proclamation recognizing and thanking them for their contributions to the Library.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, November 15, 2022 at 10:00 a.m.

XI Executive Session -- none

XII Adjournment – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:16 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	711,469.89	1,120,841.00	-409,371.11	63.5%
PILOT	0.00	2,000.00	-2,000.00	0.0%
Charges for Services				
4000 · Book Sales	754.45	1,500.00	-745.55	50.3%
4001 · Fines	246.65	1,000.00	-753.35	24.7%
4002 · NonResident Fees	450.00	600.00	-150.00	75.0%
4003 · Copier Fees	2,224.64	2,838.00	-613.36	78.4%
Total Charges for Services	3,675.74	5,938.00	-2,262.26	61.9%
4055 · Services to Other Governments	7,500.00	10,000.00	-2,500.00	75.0%
Miscellaneous				
4004 · Gifts	70.28	300.00	-229.72	23.4%
4008 · Library Merchandise	20.00	0.00	20.00	100.0%
Total Miscellaneous	90.28	300.00	-209.72	30.1%
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	42.48	1,000.00	-957.52	4.2%
Total Income	728,325.39	1,152,579.00	-424,253.61	63.2%
Gross Profit	728,325.39	1,152,579.00	-424,253.61	63.2%
Expense				
Personal Services				
6002 · Salaries Director	26,456.77	65,000.00	-38,543.23	40.7%
6000 · Salaries Clerical FT	53,083.85	154,000.00	-100,916.15	34.5%
6001 · Salaries Clerical PT	74,825.58	228,000.00	-153,974.42	32.7%
6003 · Salaries Maintenance	18,423.99	50,925.00	-32,501.01	36.2%
Total Personal Services	172,790.19	498,725.00	-325,934.81	34.6%
Contractual				
6005 · Board Reporting	246.00	1,827.00	-1,581.00	13.5%
6030 · Books	9,750.36	25,000.00	-15,249.64	39.0%
6031 · Books Children	1,057.13	7,000.00	-5,942.87	15.1%
6032 · Book Friends	188.84	1,000.00	-811.16	18.9%
6035 · Periodicals	3,754.46	5,800.00	-2,045.54	64.7%
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	12,524.94	50,000.00	-37,475.06	25.0%
6045 · Computer Eqpt/Software	-917.55	5,000.00	-5,917.55	-18.4%
6050 · Library Supplies	670.02	8,500.00	-7,829.98	7.9%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	3,786.56	17,000.00	-13,213.44	22.3%
6061 · Utilities Gas	133.48	11,000.00	-10,866.52	1.2%
6062 · Utilities Water	438.67	2,200.00	-1,761.33	19.9%
6065 · Utilities Telephone/Internet	1,557.91	6,000.00	-4,442.09	26.0%
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	1,342.95	5,000.00	-3,657.05	26.9%
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	19,250.00	57,750.00	-38,500.00	33.3%
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	208.70	2,000.00	-1,791.30	10.4%
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	89,482.41	375,904.00	-286,421.59	23.8%
Employee Benefits				
6010 · Employer Social Security	10,723.51	30,500.00	-19,776.49	35.2%
6015 · Employer Medicare	2,507.97	7,250.00	-4,742.03	34.6%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	3,093.05	3,000.00	93.05	103.1%
6085 · Civil Service	0.00	2,200.00	-2,200.00	0.0%
6131 · Benefits Health Ins	32,945.85	170,000.00	-137,054.15	19.4%
6132 · Benefits Retirement	0.00	60,000.00	-60,000.00	0.0%
Total Employee Benefits	49,707.88	277,950.00	-228,242.12	17.9%
Total Expense	311,980.48	1,152,579.00	-840,598.52	27.1%
Net Ordinary Income	416,344.91	0.00	416,344.91	100.0%
Net Income	416,344.91	0.00	416,344.91	100.0%