

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	2,849.18	1,500.00	1,349.18	189.9%
4001 · Fines	723.70	1,000.00	-276.30	72.4%
4002 · NonResident Fees	900.00	600.00	300.00	150.0%
4003 · Copier Fees	8,514.09	2,838.00	5,676.09	300.0%
Total Charges for Services	12,986.97	5,938.00	7,048.97	218.7%
4055 · Services to Other Governments	51,525.00	10,000.00	41,525.00	515.3%
Miscellaneous				
4004 · Gifts	257.14	300.00	-42.86	85.7%
4008 · Library Merchandise	70.00	0.00	70.00	100.0%
Total Miscellaneous	327.14	300.00	27.14	109.0%
Operating Grants				
4023 · Local Public Funds OLA	6,444.90	4,500.00	1,944.90	143.2%
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 Nut/Other	900.00			
Total Operating Grants	29,507.90	12,500.00	17,007.90	236.1%
Interest Income	28,070.72	1,000.00	27,070.72	2,807.1%
Total Income	1,255,841.11	1,152,579.00	103,262.11	109.0%
Gross Profit	1,255,841.11	1,152,579.00	103,262.11	109.0%
Expense				
Personal Services				
6002 · Salaries Director	58,925.30	65,000.00	-6,074.70	90.7%
6000 · Salaries Clerical FT	144,007.55	154,000.00	-9,992.45	93.5%
6001 · Salaries Clerical PT	164,003.47	228,800.00	-64,796.53	71.7%
6003 · Salaries Maintenance	43,157.59	50,925.00	-7,767.41	84.7%
Total Personal Services	410,093.91	498,725.00	-88,631.09	82.2%
Contractual				
6005 · Board Reporting	1,007.00	1,827.00	-820.00	55.1%
6030 · Books	19,903.97	25,000.00	-5,096.03	79.6%
6031 · Books Children	3,793.77	7,000.00	-3,206.23	54.2%
6032 · Book Friends	655.26	1,000.00	-344.74	65.5%
6035 · Periodicals	10,830.21	5,800.00	5,030.21	186.7%
6038 · Audio Adult	2,744.03	4,500.00	-1,755.97	61.0%
6039 · Video Adult	1,285.59	4,650.00	-3,364.41	27.6%
6040 · Video Children	106.15	1,500.00	-1,393.85	7.1%
6041 · ANSER	13,127.94	50,000.00	-36,872.06	26.3%
6045 · Computer Eqpt/Software	7,594.04	5,000.00	2,594.04	151.9%
6050 · Library Supplies	3,586.65	8,500.00	-4,913.35	42.2%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	9,269.28	17,000.00	-7,730.72	54.5%
6061 · Utilities Gas	7,427.45	11,000.00	-3,572.55	67.5%
6062 · Utilities Water	1,076.74	2,200.00	-1,123.26	48.9%
6065 · Utilities Telephone/Internet	4,048.98	6,000.00	-1,951.02	67.5%
6070 · Building Janitorial Supp	740.95	6,000.00	-5,259.05	12.3%
6071 · Building Maintenance	8,790.00	24,977.00	-16,187.00	35.2%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	4,065.43	5,000.00	-934.57	81.3%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	16,225.50	10,000.00	6,225.50	162.3%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	43,312.50	57,750.00	-14,437.50	75.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	354.00	700.00	-346.00	50.6%

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	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6100 · Dues	234.00	600.00	-366.00	39.0%
6120 · Postage	718.04	2,000.00	-1,281.96	35.9%
6125 · Programs	976.44	5,000.00	-4,023.56	19.5%
6126 · Programs Children	411.74	5,000.00	-4,588.26	8.2%
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	189,019.00	375,904.00	-186,885.00	50.3%
Employee Benefits				
6010 · Employer Social Security	25,436.37	30,500.00	-5,063.63	83.4%
6015 · Employer Medicare	5,948.87	7,250.00	-1,301.13	82.1%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	2,193.52	3,000.00	-806.48	73.1%
6085 · Civil Service	1,744.33	2,200.00	-455.67	79.3%
6131 · Benefits Health Ins	69,435.30	170,000.00	-100,564.70	40.8%
6132 · Benefits Retirement	39,146.00	60,000.00	-20,854.00	65.2%
Total Employee Benefits	144,341.89	277,950.00	-133,608.11	51.9%
Total Expense	743,454.80	1,152,579.00	-409,124.20	64.5%
Net Ordinary Income	512,386.31	0.00	512,386.31	100.0%
Net Income	512,386.31	0.00	512,386.31	100.0%

Minutes of the Port Jervis Free Library Board of Trustees

April 18, 2023

10:00 a.m.

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

Public: Barbara Cassidy, Antonia Marion, Connie Treuting

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:03 a.m.

III Public Comment – none

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the March 21, 2023 meeting. Unanimously passed.

V Correspondence – none

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

Liz made a motion, seconded by Valerie, to approve the statistics, financial reports and bills as presented. Unanimously passed. A first draft of the Fiscal Year 2024 budget was received and will be discussed on May 3.

VII Director's Report (Attachment 3)

- Evelyn reported that the Repair Café will be at the Warwick Library and Senior Center on April 29, and she will be attending. She would like to have the Repair Café brought to Port Jervis.
- Evelyn attended a Workshop for Construction Aid and spoke with Jared Wood and Daniel McCormick from the NYS DOL who stated that a Prevailing Rate Case (PRC) document must be filed with the State to cover work performed by non-employees on site. An emergency PRC can be filed that covers a year's activity.
- Evelyn is reviewing the Library's policies. Among them is a policy addressing patron conduct which mentions illegal activity. Regarding weapons on site, the Library is considered a sensitive place, where children gather. She will contact the PJ Chief of Police to get an understanding of their procedures when someone enters the Library with an unconcealed weapon. A policy specifically addressing this issue will be drafted for review by legal counsel. Evelyn noted that there was very little feedback received from other directors on this issue.
- Staff Development day has been changed from April 27 to April 28 due to the schedules of some of the presenters. The afternoon will include a session on active shooter response run by a Detective in the PJ Police Department.
- The Program Activities report was not included in the Board packet as it was not received prior to the mailing.
- *Dick made a motion, seconded by Carey Sue, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business Attachment 4A-F)

- An RFP will be needed for the Strategic Plan update consultant. Examples of consultants work was received from Alan and Leslie Burger, Library Development Solutions and Maxine Bleiweis & Associates.
- Petitions for trustee position are available as of this date; extra copies for any interested petitioners are available at the Library. They are due back to the Library by May 9 at 5:00 PM.
- Additional voting related documents were included in the Board Packet, including the Legal Notice. Carl stated that the publishing date lead times have changed for the Times Herald-Record.
- The new sump pump was installed and filters were changed.
- RCLS opined that the Treasurer is an Officer of the Library Corporation, so is covered under the bonding coverage currently carried by the Library. The question arose because of the titular change from Bookkeeper to Treasurer. See further discussion of the adequacy of the current coverage under New Business.

IX New Business (Attachment 5)

- Valerie asked whether the \$25,000 bonding coverage was sufficient for officers/employees, particularly for the Treasurer, in light of the theft of funds in Maramoneck. Evelyn will ask Susan to get a quote on increased coverage up to \$100,000. A print-out of the NYLAF account will be included in the Board Packet going forward.
- The Reorganization meeting will be held on July 1 at 10:00 a.m. Notary availability will need to be coordinated.
- A rough draft of the 23/24 budget was included in the Board Packet and will be discussed at the meeting on May 3.
- The Civil Service test is scheduled for May 13 with applications due to Civil Service by May 3. This information is included on the website. Connie advised the new employee that if she is considering full-time employment in the future, she should consider sitting for the test.
- Illegal dumping is occurring in the garbage area. Evelyn will contact the vendor to install a camera and a sign will be posted. Ralph will monitor the frequency of such instances of illegal dumping.
- Carey Sue announced that she will not be running for another term as Trustee after serving since 2008.
- A book ban was introduced in Warwick. There is currently no policy in place to deal with the matter.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, May 16, 2023 at 10:00 a.m. A budget workshop meeting will take place on Wednesday, May 3, 2023 at 5:00 PM.

XI Executive Session

Dick made a motion, seconded by Liz, to enter into Executive Session at 10:06 a.m. Unanimously passed. Barbara Cassidy, Evelyn Rogers and Connie Treuting joined the Board in Executive Session. ***Dick made a motion, seconded by Valerie, to adjourn Executive Session at 10:26 a.m. Unanimously passed.***

XII Adjournment – ***Dick made a motion, seconded by Carey Sue, to adjourn the meeting at 11:06 PM. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees
May 3, 2023
5:00 PM

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

Public: Susan Wade

I Call to Order/Pledge of Allegiance - The meeting was called to order at 5:05 PM.

II New Business (Attachment 1)

- The 050323 version of the budget draft was reviewed. It was noted that because future hiring plans are uncertain, there may be differences between budget and actual salaries for full-time and part-time, but that taken as a whole, the total of those two budget lines seems adequate.
- It was noted that FLEA has not given any input regarding its salary increase requests.
- The Board agreed that the new hire for HUB will be reported as a part-time employee but that any other non-salary costs should be reported in the HUB line. A report, likely in Excel, will be reported by staff outlining the costs involved in the operation as well as summary of services rendered.
- Evelyn will research the cost of the RCLS computer equipment maintenance fee for inclusion in the budget.
- Because the HUB had been closed for the fiscal year and funds had been allocated to its operations in the current budget, Evelyn was directed to, as soon as possible, purchase the computers needed for the HUB to be charged to the current fiscal year.
- Evelyn will contact the Times Herald-Record following the Board meeting scheduled for May 16 to include the RFP for the Strategic Plan consultant, to be published the following Sunday. The information will be posted at other venues by Friday May 19. The proposals received will be opened on June 12 by the Director and responses to follow-up questions are to be received no later than June 26 at 4:00 PM.

III Next Meeting – The next regularly scheduled meeting will take place Tuesday, May 16, 2023 at 10:00 a.m.

XII Adjournment – *Dick made a motion, seconded by Valerie, to adjourn the meeting at 6:04 PM. Unanimously passed.*

Respectfully Submitted,

Susan Wade, Board Secretary