

Cornwall Public Library Board of Trustees

September 12, 2017

6:30 to 7:30 PM

Minutes

Meeting called to order by Christine McDonald at 7:00 PM

I: Roll

Trustees Present: Bruce Cohen, Susanne Vondrak, Elisabeth Hellwege, Christine McDonald, Tom Dames, Amy Cordisco. **Excused:** Carol Stein.

Mary Lou Carolan, Library Director

Excused: Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), Rose Bywater (Public).

II. Approval of the minutes: A motion to approve the Board of Trustee minutes of July 11, 2017, made by Tom Dames, seconded by Susanne Vondrak and unanimously approved. A motion to approve the Board of Trustee minutes of August 30, 2017 made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #2 in the amount of \$82,377.74 was made by Elisabeth Hellwege, seconded by Tom Dames and unanimously approved. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017, made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved.

IV. Public Remarks: Rose Bywater a Girl Scout with Troop 24 gave a presentation on Mason Bees, for her Silver Award. Rose shared that her project was to build a nesting site for the Mason bees. We learned that bees pollinate the plant life of New York and the world. Rose has shared her project and it is on site at the Cornwall Public Library next to our shed.

V. Communications: A thank you note was received from Kathleen Christensen, on behalf of the Village Museum, for the new bulletin board in the library foyer. A thank you note was received from Janine Bixler, former Board of Trustee President, for the parting gift bestowed her on her end of term from the Board of Trustees. **Donations:** \$100.00 was received from Court Rita, Catholic Daughters of America. A check for \$1,000 was received from the Cornwall Community Foundation. Amy Cordisco donated \$200.00 for one of the large wooden tables. Elizabeth L. Moore donated \$250.00 for a large wooden library table. Luann M. Richards donated \$250.00 for one of our large wooden library tables. Jeff A. Blackard generously donated \$1,000.

October 9, 2017

VI. Director's Report: See written report.

VII. Committee Reports:

- a) Finance Committee: none.
- b) Policy Committee: The committee is charged with the task of writing by-laws, using our current "Rules of Governance" and "Handbook for Library Trustees" as a guide. A motion to have the Policy Committee develop a draft of the new by-laws was made by Elisabeth Hellwege, seconded by Amy Cordisco, and unanimously approved. The board plans to approve the new by-laws at the October meeting.
- c) Building and Grounds Committee: The parking lot improvements project will go out to bid on Tuesday Sept. 19th, with assistance from Butler Rowland and Mays. We will be open to bids for 2 weeks and they must be submitted by October 3, 2017. The Board will hold a special meeting on October 5th to approve the winning bid. Liz Hellwege will help Mary Lou plan how the community can access the library building during the parking lot construction. A new storage shed has been purchased to replace the current leaking shed and will be delivered before the parking lot renovations begin so the old shed can be removed. A tool shed will eventually also be needed in addition to the storage shed for programming.
- d) Garden Committee: No recent meetings. The Garden Committee is compiled of three Board of Trustee members, one staff member, one Friends member and two representatives of the Rovello family. Christine McDonald will review the approval process of the Sundial Garden.
- e) Friends: Next meeting is October 21, 2017. The Friends donated the cost of the plaque honoring Senator Larkin, for his many contributions to the Cornwall Public Library.

VIII. Unfinished Business:

- a. Mural- see Director's report.
- b. Logo selection-Three designs were presented to the public for review and vote. The results overwhelming for logo A1. The board added their support and the Friends will be donated the funds for the new library cards.
- c. Newsletter discussion: frequency/timing of print versions. The premise is that every household should receive a newsletter. Using Voter rolls of 10,300 newsletters were printed. After much discussion the Finance committee will meet with Pam about all options.

IX. New Business: NYS Paid Family Leave, as a school district library we are exempt from offering NYS Paid Family Leave. In January the Personnel Committee will begin reviewing the Personnel Policies. RCLS Financial Officer Steven Hoefer asked the Board of Trustees to make a resolution if our library is taking the exemption. Elisabeth Hellwege proposes that the Cornwall Library Board of Trustees takes the exemption for

the current fiscal year and examine our current Personnel policies. This motion was seconded by Amy Cordisco, and unanimously approved

- X. Adjournment:** Motion to adjourn regular meeting at 9:21 made by Bruce Cohen, and seconded by Amy Cordisco and unanimously approved.

Next Regular Board Meeting Date: Thursday October 12, 2017, 7:00 PM

Cornwall Public Library

Director's Report

August, 2017

General Overview

This month was a whirlwind of construction grant prep and submission, straightening out the 2014 SAM grant situation, working on proposal for the Small Libraries Smart Spaces grant, making room for new furniture delivery, installing new phones, asking for input on the most popular 3 logo designs from the public, planning for the launch of Outside the Lines week, being asked to submit and present proposals for the Americas Regional Council of OCLC Baltimore conference in October, and taking future Community Conversation ideas from the public....while moving and planning a wedding... have made this a busy month. Although building issues take up most of my day, assistance from Brenda with outreach efforts and building mgmt. support, and the Programming Committee with innovative programming ideas and planning, I have been able to keep myself engaged in service aspects of moving us forward.

Administration

Grants Administration –the **NYS Construction grant** was submitted September 1 for the Phase I construction project to include expanded parking lot and paving, electrical upgrades and the new conference room and staff workroom upgrade. The site sign was presented to DASNY as project replacement for the **2014 SAM grant** for sound mitigation panels.

Small Libraries Smart Spaces is in the works for repurposing of reference area as an active learning space, “Smart Space,” that will be transitioned throughout the day for different audiences and activities: teen tech space, tech training area, makerspace, homework area, etc. I am working on a mock-up of this project. The grant requires assistance from the community so I am working with teens and seeking craftspeople to help with design and possible building of some simple concepts. Will use the \$5000 grant award on furniture for this space. **Would like board approval to move ahead with this project.**

Summer Reading Program – Innovative programming delivered by our expert staff. **424** kids registered and participated in a great variety of fun, learning opportunities. This was an all-time record for participation for this event!

Logo – the second round of designs were submitted to us from Jay LeRoy and were narrowed down to the top three among board and staff. These three designs were presented to the public for review and vote. The results were 102 for A1, 21 for C and 10 for I. **Would like board approval to move ahead with a four color version of A1 and reprinting of library cards, letterhead etc.**

Personnel

Reorganization – is working well particularly with Ellen, Rosaleen, Pam, Chris and Brenda. Good teamwork. Seeking out training opportunities for all to reinforce team work, prioritization, community building and innovative programming.

NYS Paid Family Leave Act – this is a comprehensive paid family leave program for New York employers who must provide disability insurance, now they have to provide Paid Family Leave as well. **School District libraries are exempt from FPL.** There are many facets to this new program and the board can choose to offer this benefit and pay for it or it could be an employee payroll deduction. I recommend the board make a **resolution** to take the exemption this year since we already offer disability insurance, worker's comp, and we

are in the process of revising and updating our Personnel and benefits policies. This leaves the option open to participate in the future.

Building and Grounds

NYS Construction Grant- ALL permitting approved by SED. Coordinating projects with architect and building committee. Prioritizing funding aspects with Finance committee. **Letter of assurance was signed by board this month as part of the construction package.** Application submitted Sep. 1.

2014 DASNY grant \$50,000 was amended for the site sign project and they were contacted with this information. I should hear shortly about the next steps in the paper trail.

Community Room Improvements –Furniture delivered August 31. Three tables sold totaling \$700. These funds will go toward our new People Counter purchase and installation.

Mural Project – project put on back burner. If pursued, concept would be put on wood not directly on the brick exterior. This would enable funding from the Arts of the Mid-Hudson group – a funding source which is being explored in September.

Finance and Fundraising

Community Conversations – was submitted for Program of the Year but we did not win. Harrumph.

Financials – due to the diligent effort so Marla and Michelle – much work has been done to better represent our financial status by tracking Friends and Grant funding in separate accounts. This will allow for a more accurate account of our income and expenses.

Fiscal Year 2018-19 – I have begun to consider changes in our budget for the next fiscal year including adding hours to our Sundays and assessing staffing needs and costs as well as building needs.

Outreach & Partnerships

Trustee Orientation – will be held here in October with RCLS coordinating the program. Please register online at www.rcls.org.

OCLC Americas Regional Council Meeting – I have been asked to be a facilitator for two sessions of this meeting in October in Baltimore: Oct 30 I will co-facilitate with Betha Gutsche on “Community discovery and ideation: Creating smart libraries,” and on Oct 31 with Todd Grappone on “Nurturing informed citizens and patrons.” The first workshop focuses on our Small Libraries Smart Spaces grant process and the second on our Community Conversation program. My registration fee has been waived as a presenter. I am honored to have been asked to represent the library at this conference, the keynote speaker is Dr. Carla Hayden, the American Librarian for the Library of Congress.

Partners in Education – Brenda has convened a group of 10 educators and administrators from all area schools to gather in October to discuss how the library can collaborate and facilitate coordinated educational efforts on behalf of our students.

Community Conversations – three exciting upcoming programs on Immigration, Faith, and a Candidates Forum for Town Board.

Programs, Collections, and Services

Programs and Circulation -9 programs were held this month with an attendance of **152**. The most well attended (10+ attendees) programs included Art Show Reception (28), Habit for Humanity Bus Tour (16), Tea

& a Classic (15), Stampin' Up (15), Cooking with Cookbooks (13), Book Chat (10) and the Creative Writers group (47/4 wks.) The Program Committee and we planned the Outside the Lines week of September 10 to include a Pot Luck community dinner, a Pop-up Café and Literary Speed Read as well as an opportunity to review our local history recordings with headphones and an iPad. "The Programming Committee discussed the issues of the need for registration for any programs which serve food, distribute free items, or make something (crafts, cards, etc.). We also discussed how to proceed if patrons "drop in" to a program and there is a particular problem (poor hygiene, mental health, not registering, arriving late) that is disturbing others in attendance. Mary Lou will be addressing the hygiene issue with one family.

We have gotten positive feedback, regarding the new chairs in the Community Room. The Job Coach, her clients, and some of the book discussion attendees have mentioned that the chairs are very comfortable.

I had a nice conversation with Lynn Gage at the Cornwall-on-Hudson bandstand concert. She praised the number and quality of our programs.

Jackie Conklin said that the Habitat for Humanity tour was the best thing she did all Summer." (Rosaleen)

Youth Services – 14 programs attracted 607 children and adults for a variety of programs and activities including the plethora of SRP programs and offerings. Solar Eclipse Program presented crowd control problems as 265 people descended upon the library demanding free eclipse glasses. While some were gracious, many were not and several incidents of anger occurred which could have escalated. Staff instructed to call fire and police department if crowd of this size does not willingly disperse. As of 9/1/17, 423 children have registered for SRP – a new record for our library. Online registration ran smoothly this summer.

Adult Services – August stats include technology assistance (104), reader's advisory (8), reference questions (278), ILL Pulls (1630), printing (133), Notary (13) and (33) SEAL/outside the system requests. Total PC usage 1054; computer guest passes (44); Events/Programs: Stampin' Up (15), Tea & a Classic (19), Habit for Humanity bus tour (16).

Monthly Statistics for August, 2017 (*figures in parenthesis are last month's figures*)

Registered borrowers: **9,697** (9,645); Direct Access/Circulation: **15,428** (14,536); ILL Borrows: **2,550** (2,125); ILL Loans: **2,052** (1,960); Item Count: **74,736** (74,643); **Wi-Fi: 3,280** (3,436).

Meetings, Trainings, Programs & Happenings in August:

Meeting with Ellen/service desk priorities, meeting with Pam/technology training plan (8/1);
Meeting with board to discuss priorities (8/2);

Mandatory construction grant meeting at RCLS (8/3);

Meeting with Liz, Pam, Meaghan to discuss ALA grant and technology offerings, Meeting with Brenda to plan priorities for next few months (8/4);

Meeting with Magna5; Jay the logo guy, Jester Jim SRP finale (8/7);

Meeting with Joe Price to review health insurance policies, Finance committee meeting (8/8);

Chamber of Commerce breakfast, meeting with Senator Larkin (8/9);

OCLC phone meeting; Magna5 technician meeting; meeting with Brenda. (8/11);

Off 8/15-18

Eclipse program (8/21);
Building Committee meeting; Chamber of Commerce dinner (8/22);
Staff meeting (8/23);
Meeting with Meaghan, Brenda (8/24);
Magna5 training (8/25);
ANSER meeting (8/28);
Magna5 training with Amanda; meeting with spiritual leaders to plan workshop (8/29);
Program committee meeting, Manager's meeting, Board meeting for SED paperwork (8/30);
Furniture delivery; meeting with school board member (8/31).

Coming up in September, I have the following on my agenda so far:

SED Construction grant submission (9/1);
Meeting with Tony Davidowitz, Storm King Art Center; mtg with Ellen; mtg. with Pam (9/5);
Phone meeting with M. Brennan, Architect – with Susanne and Liz F. (9/8);
Paris program; Shed shopping (9/9);
Community Pot Luck (9/10);
OCLC web meeting (9/11);
Board meeting (9/12);
Director's association meeting; Pop-Up Café (9/13);
Staff meeting (9/14);
Legislative Breakfast (9/15);
OCLC Small Libraries Smart Spaces plan concept due, Friends meeting (9/21);
Voter Registration Day, Mid-Hudson Arts grants session (9/26);
Programming meeting (9/27);

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

September 10, 2017

Cornwall Public Library
Warrant # 2
As of August 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	08/28/2017	Inv 1643609	Inv 1643609	412.3 · Books-on-Tape	Unpaid	24.00
Bill	08/28/2017	Inv 1642602	Inv 1642602	412.3 · Books-on-Tape	Unpaid	101.59
Bill	08/28/2017	Inv 1644044	Inv 1644044	412.3 · Books-on-Tape	Unpaid	8.00
Total Audio Editions						133.59
Barnes & Noble Booksellers						
Bill	08/31/2017	Inv 3522836	Inv 3522836	-SPLIT-	Unpaid	81.67
Total Barnes & Noble Booksellers						81.67
Blauvelt Free Library						
Bill	08/15/2017	Lost item	Lost item # 32802000968827 "The Noon...	2082 · Library Fines	Unpaid	18.00
Total Blauvelt Free Library						18.00
Brodart Co. - Juv						
Bill	08/17/2017	Inv B5083493	Inv B5083493	410.4 · Juvenile Fiction	Unpaid	10.55
Bill	08/23/2017	Inv B5086550	Inv B5086550	-SPLIT-	Unpaid	109.63
Bill	08/23/2017	Inv B5086549	Inv B5086549	410.4 · Juvenile Fiction	Unpaid	17.42
Bill	08/23/2017	Inv B5086489	Inv B5086489	-SPLIT-	Unpaid	109.44
Bill	08/23/2017	Inv B5086496	Inv B5086496	-SPLIT-	Unpaid	161.52
Bill	08/23/2017	Inv B5086263	Inv B5086263	-SPLIT-	Unpaid	227.23
Bill	08/23/2017	Inv B5086572	Inv B5086572	410.4 · Juvenile Fiction	Unpaid	8.98
Bill	08/28/2017	Inv B5092310	Inv B5092310	-SPLIT-	Unpaid	14.90
Bill	08/28/2017	Inv B5092135	Inv B5092135	-SPLIT-	Unpaid	14.11
Bill	08/31/2017	Inv B5093393	Inv B5093393	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	08/31/2017	Inv B5095530	Inv B5095530	-SPLIT-	Unpaid	21.14
Bill	08/31/2017	Inv B5095529	Inv B5095529	-SPLIT-	Unpaid	34.33
Bill	08/31/2017	Inv B5095531	Inv B5095531	-SPLIT-	Unpaid	18.28
Bill	08/31/2017	Inv B5095533	Inv B5095533	410.4 · Juvenile Fiction	Unpaid	25.46
Bill	08/31/2017	Inv B5097496	Inv B5097496	-SPLIT-	Unpaid	10.49
Total Brodart Co. - Juv						788.97
Brodart Co. -Supplies						
Bill	08/23/2017	Inv 477635	Labels	430.1 · Library supplies	Unpaid	95.04
Bill	08/23/2017	Inv 476715	Binders, binder sleeves	430.1 · Library supplies	Unpaid	385.98
Total Brodart Co. -Supplies						481.02
Brodart Co. (McN)						
Bill	08/11/2017	Inv M151510	Service for Nov 2017	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	08/15/2017	Inv 60992341	Inv 60992341	410.11 · Adult Fiction Standi...	Unpaid	66.00
Bill	08/31/2017	Inv 61112031	Inv 61112031	410.11 · Adult Fiction Standi...	Unpaid	84.74
Total Cengage Learning/Gale						150.74
Central Hudson Gas & Electric Corp						
Bill	08/31/2017	Cust 8661-0120-0...	Service 7/24-8/21/17	450 · Fuel/Utilities	Unpaid	1,704.64
Total Central Hudson Gas & Electric Corp						1,704.64
Charles B. Merrill Office Equip & Supplie						
Bill	08/10/2017	Inv 467362-0	Calendars & appt books	430.2 · Office supplies	Unpaid	150.41
Bill	08/10/2017	Inv 467362-1	Appt book	430.2 · Office supplies	Unpaid	24.98
Bill	08/15/2017	Inv 467653-0	Batteries, labels, paper, tape	-SPLIT-	Unpaid	245.91
Bill	08/23/2017	Inv 467861-0	Toilet tissue, paper towels, tape	-SPLIT-	Unpaid	90.96
Bill	08/28/2017	Inv 468135-0	Paper towels, paper	-SPLIT-	Unpaid	51.48
Bill	08/31/2017	Inv 468417-0	HP Printer	430.2 · Office supplies	Unpaid	189.00
Total Charles B. Merrill Office Equip & Supplie						752.74
Cinnabar Media Ventures						
Bill	08/23/2017	Inv 1010261	Inv 1010261	-SPLIT-	Unpaid	424.44
Total Cinnabar Media Ventures						424.44
Cornwall Public Library - Payroll						
Bill	08/01/2017	Pay per end 7/28/17	Pay per end 7/28 pay date 8/4	1012 · OCT Payroll Checking	Paid	17,298.23

Cornwall Public Library
Warrant # 2
As of August 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Bill	08/15/2017	Pay per end 8/11/17	Pay per end 8/11 pay date 8/18	1012 · OCT Payroll Checking	Paid	17,076.07
Total Cornwall Public Library - Payroll						34,374.30
Cornwall Public Library - Trust & Agency						
Bill	08/01/2017	Pay per end 7/28/17	Pay per end 7/28 paydate 8/4/17	1003 · Due from Trust & Age...	Paid	8,809.55
Bill	08/15/2017	Aug Health & 8/18...	August Health Ins + Payroll Dated 8/18/17	-SPLIT-	Paid	17,584.29
Total Cornwall Public Library - Trust & Agency						26,393.84
Dowser Spring Water						
Bill	08/15/2017	Stmt dated 7/31/17	July water deliveries	430.2 · Office supplies	Unpaid	19.50
Bill	08/15/2017	Inv 1699703	August water cooler delivery	430.2 · Office supplies	Unpaid	18.00
Total Dowser Spring Water						37.50
Elizabeth K. Fisher						
Bill	08/17/2017	Employee Reimbu...	26 Mliles @ \$.535/mi	435 · Travel/Conference	Unpaid	13.91
Total Elizabeth K. Fisher						13.91
Hannaford Bros. Co.						
Bill	08/17/2017	Purchases 8/11/17	Program supplies - Cooking with Cookbo...	430.31 · YA	Unpaid	16.86
Bill	08/23/2017	Purchases 7/27	Supplies for Harry Potter 20th bday celeb...	430.33 · Summer Reading	Unpaid	31.92
Total Hannaford Bros. Co.						48.78
Ingram Library Services						
Bill	08/15/2017	Inv 99654004	Inv 99654004	-SPLIT-	Unpaid	76.79
Bill	08/23/2017	Inv 99773553	Inv 99773553	-SPLIT-	Unpaid	1,989.77
Bill	08/23/2017	Inv 99741450	Inv 99741450	-SPLIT-	Unpaid	34.19
Bill	08/31/2017	Inv 99976963	Inv 99976963	-SPLIT-	Unpaid	50.89
Bill	08/31/2017	Inv 99859454	Inv 99859454	-SPLIT-	Unpaid	58.34
Bill	08/31/2017	Inv 99848958	Inv 99848958	-SPLIT-	Unpaid	88.39
Total Ingram Library Services						2,298.37
Intrepid Sea, Air & Space Museum						
Bill	08/28/2017	Membership rene...	Annual membership renewal	437.2 · Prof fees-Adult progr...	Unpaid	500.00
Total Intrepid Sea, Air & Space Museum						500.00
Jacobowitz & Gubits, LLP						
Bill	08/17/2017	Inv 267222	Inv 267222 File #6363-001	437.1 · Prof fees-Office	Unpaid	160.00
Total Jacobowitz & Gubits, LLP						160.00
Joanne Barclay						
Bill	08/31/2017	Stampin Up 10/2/17	10/2/17 Stampin Up workshop	437.2 · Prof fees-Adult progr...	Unpaid	150.00
Total Joanne Barclay						150.00
Leifsigns, LLC						
Bill	08/28/2017	Inv 19863	Bronze plaque - Sen Larkin	434 · Publicity & Printing	Unpaid	420.00
Total Leifsigns, LLC						420.00
Lock Around the Clock						
Bill	08/10/2017	Sept 2017 storage...	Sept 2017 storage unit fee	469 · Service Contracts	Unpaid	55.88
Total Lock Around the Clock						55.88
Magna5						
Bill	08/31/2017	Inv 4494167	Phone service 8/25-9/24 & New phone s...	-SPLIT-	Unpaid	3,918.15
Total Magna5						3,918.15
Mary Lou Carolan						
Bill	08/31/2017	Employee Reimbu...	Mileage reimbursement	435 · Travel/Conference	Unpaid	86.67
Total Mary Lou Carolan						86.67
Midwest Tape						
Bill	08/28/2017	Inv 95290595	Inv 95290595	412.3 · Books-on-Tape	Unpaid	14.99
Bill	08/28/2017	Inv 95311873	Inv 95311873	412.3 · Books-on-Tape	Unpaid	179.97

Cornwall Public Library
Warrant # 2
As of August 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Total Midwest Tape						194.96
Monroe Free Library						
Bill	08/17/2017	Lost item	Lost item - "The Enforcer" Barcode 3282...	2082 · Library Fines	Unpaid	17.99
Total Monroe Free Library						17.99
Nickel Electric Inc						
Bill	08/23/2017	Inv 445	8 port/4 port hub switch	452 · Repairs to Building	Unpaid	75.00
Bill	08/23/2017	Inv 441	Change 2 ballasts in children's area	452 · Repairs to Building	Unpaid	187.50
Total Nickel Electric Inc						262.50
Orange Bank & Trust Cardmember Services						
Bill	08/31/2017	Stmt dated 8/24/17	Stmt Dated 8/24/17	-SPLIT-	Unpaid	1,817.12
Total Orange Bank & Trust Cardmember Services						1,817.12
OverDrive, Inc.						
Bill	08/31/2017	Inv 01052C01702...	Inv 01052C017022709	410.12 · Adult E Book	Unpaid	84.95
Total OverDrive, Inc.						84.95
Pamela A Hawks						
Bill	08/31/2017	Employee Reimbu...	Prizes for Facebook contest	435 · Travel/Conference	Unpaid	100.95
Total Pamela A Hawks						100.95
Paychex, Inc.						
Bill	08/10/2017	Inv 2017072700	July Small Bus package	437.1 · Prof fees-Office	Paid	567.58
Bill	08/10/2017	Stmt 16723541	Employee usage & mobile module - Aug ...	437.1 · Prof fees-Office	Paid	205.00
Total Paychex, Inc.						772.58
Randazzo's Landscaping Inc.						
Bill	08/28/2017	Inv 18605	Monthly Maintenance	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
Richard Feingold						
Bill	08/15/2017	WWI program 9/1...	World War I program 9/19/17	437.2 · Prof fees-Adult progr...	Unpaid	250.00
Total Richard Feingold						250.00
Ron Kaiser						
Bill	08/10/2017	4 hrs work on 8/8/17	Repaired tarp, changed flag, replaced so...	452 · Repairs to Building	Unpaid	120.00
Bill	08/23/2017	3 hrs work on 8/21	Repaired: shed roof, soap dispenser, lig...	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser						210.00
Shop Rite Supermarkets Inc.						
Bill	08/10/2017	Purchases 8/7/17	Items for "Tea & A Classic" & Cooking wi...	430.30 · Adult	Unpaid	25.14
Bill	08/23/2017	Purchases 8/11/17	Items for Art Show reception	430.34 · Special/Outreach	Unpaid	36.06
Total Shop Rite Supermarkets Inc.						61.20
The Frick Collection						
Bill	08/28/2017	Museum Pass fee	Museum Pass 9/1/17 - 8/31/18	437.2 · Prof fees-Adult progr...	Paid	120.00
Total The Frick Collection						120.00
Times Herald Record						
Bill	08/10/2017	Acct 1000582	1 year renewal - Exp 8/2018	413.6 · Serials	Unpaid	977.60
Total Times Herald Record						977.60
Toshiba Financial Services						
Bill	08/31/2017	Inv 338683378	Service 8/25-9/25/17 + overage	469 · Service Contracts	Unpaid	886.64
Total Toshiba Financial Services						886.64
United A/C Refrigeration, Inc						
Bill	08/17/2017	Inv 413778-KD	August Preventive Maint	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Vanguard Cleaning Systems of the HV						

Cornwall Public Library

Warrant # 2

As of August 31, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	08/31/2017	Inv 23177	Sept cleaning service	469 · Service Contracts	Unpaid	1,330.00
Total Vanguard Cleaning Systems of the HV						1,330.00
Verizon						
Bill	08/17/2017	Acct 6521219490...	Fios Internet Service 8/10-9/9/17	431 · Telephone	Paid	146.98
Total Verizon						146.98
Verizon Wireless						
Bill	08/11/2017	Inv 9790253193	Service 8/2-9/1/17	431 · Telephone	Paid	49.14
Total Verizon Wireless						49.14
TOTAL						<u>82,377.74</u>

Cornwall Public Library
Profit & Loss by Class
July through August 2017

	Friends	Furniture grant (Grants)	Special Leg Grant (Grants)	Total Grants	Operating	TOTAL
Income						
2082 · Library Fines	0.00	0.00	0.00	0.00	5,481.75	5,481.75
2401 · Income from Investments	0.00	0.00	0.00	0.00	18.96	18.96
2670 · Sale of Library Materials	0.00	0.00	0.00	0.00	6.72	6.72
2706 · Gifts & Endowments						
2706.1 · Gifts-Friends	364.79	0.00	0.00	0.00	0.00	364.79
2706.2 · Gifts-Other	0.00	0.00	0.00	0.00	192.40	192.40
Total 2706 · Gifts & Endowments	364.79	0.00	0.00	0.00	192.40	557.19
2760 · Grants	0.00	0.00	0.00	0.00	3,088.00	3,088.00
3840 · RCLS						
LLSA	0.00	0.00	0.00	0.00	4,398.00	4,398.00
Total 3840 · RCLS	0.00	0.00	0.00	0.00	4,398.00	4,398.00
Total Income	364.79	0.00	0.00	0.00	13,185.83	13,550.62
Gross Profit	364.79	0.00	0.00	0.00	13,185.83	13,550.62
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	34,466.01	34,466.01
142 · Salary-Clerical	0.00	0.00	0.00	0.00	61,524.06	61,524.06
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	769.24	769.24
410 · Books	0.00	0.00	0.00	0.00	11,499.09	11,499.09
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	3,905.13	3,905.13
413 · Serials/Reference	0.00	0.00	0.00	0.00	2,821.91	2,821.91
430 · Supplies						
430.1 · Library supplies	0.00	0.00	0.00	0.00	1,023.47	1,023.47
430.2 · Office supplies	0.00	0.00	0.00	0.00	1,201.08	1,201.08
430.3 · Program supplies						
430.30 · Adult	239.57	0.00	0.00	0.00	114.15	353.72
430.31 · YA	5.54	0.00	0.00	0.00	16.86	22.40
430.32 · Juvenile	0.00	0.00	0.00	0.00	40.26	40.26
430.33 · Summer Reading	0.00	0.00	0.00	0.00	308.95	308.95
430.34 · Special/Outreach	34.08	0.00	0.00	0.00	194.71	228.79
Total 430.3 · Program supplies	279.19	0.00	0.00	0.00	674.93	954.12
430 · Supplies - Other	0.00	6,825.14	0.00	6,825.14	0.00	6,825.14
Total 430 · Supplies	279.19	6,825.14	0.00	6,825.14	2,899.48	10,003.81
431 · Telephone	0.00	0.00	3,594.94	3,594.94	1,017.29	4,612.23
433 · Postage	0.00	0.00	0.00	0.00	318.72	318.72
434 · Publicity & Printing	449.91	0.00	0.00	0.00	658.86	1,108.77
435 · Travel/Conference	0.00	0.00	0.00	0.00	464.37	464.37
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	1,643.73	1,643.73
437.2 · Prof fees-Adult programs	520.00	0.00	0.00	0.00	1,050.00	1,570.00
Total 437 · Professional Fees	520.00	0.00	0.00	0.00	2,693.73	3,213.73
438 · Dues	0.00	0.00	0.00	0.00	277.00	277.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	376.73	376.73
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	3,598.01	3,598.01
451 · Custodial Supplies	0.00	0.00	0.00	0.00	372.55	372.55
452 · Repairs to Building	0.00	0.00	0.00	0.00	952.50	952.50
455 · RCLS ANSER & Telecommunicatio	0.00	0.00	0.00	0.00	12,268.56	12,268.56
469 · Service Contracts	0.00	0.00	0.00	0.00	10,693.09	10,693.09
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	9,052.37	9,052.37
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	17,923.60	17,923.60
Total Expense	1,249.10	6,825.14	3,594.94	10,420.08	178,552.30	190,221.48
Net Income	-884.31	-6,825.14	-3,594.94	-10,420.08	-165,366.47	-176,670.86

Cornwall Public Library
Profit & Loss by Class
July through August 2017

Income

2082 · Library Fines
2401 · Income from Investments
2670 · Sale of Library Materials
2706 · Gifts & Endowments
 2706.1 · Gifts-Friends
 2706.2 · Gifts-Other
Total 2706 · Gifts & Endowments
2760 · Grants
3840 · RCLS
 LLSA
Total 3840 · RCLS

Total Income

Gross Profit

Expense

141 · Salary-Certified Librarian
142 · Salary-Clerical
143 · Salary-Treasurer
410 · Books
412 · Video/Music/Books on Tape
413 · Serials/Reference
430 · Supplies
 430.1 · Library supplies
 430.2 · Office supplies
 430.3 · Program supplies
 430.30 · Adult
 430.31 · YA
 430.32 · Juvenile
 430.33 · Summer Reading
 430.34 · Special/Outreach
Total 430.3 · Program supplies
430 · Supplies - Other
Total 430 · Supplies
431 · Telephone
433 · Postage
434 · Publicity & Printing
435 · Travel/Conference
437 · Professional Fees
 437.1 · Prof fees-Office
 437.2 · Prof fees-Adult programs
Total 437 · Professional Fees
438 · Dues
440 · Contracts w/ Books Co.
450 · Fuel/Utilities
451 · Custodial Supplies
452 · Repairs to Building
455 · RCLS ANSER & Telecommunicatio
469 · Service Contracts
9030.8 · FICA/Medicare Expense
9090.8 · Health Insurance

Total Expense

Net Income

Cornwall Public Library
Profit & Loss Budget vs. Actual
July through August 2017

	<u>Jul - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
2002 · Local Public Funds	0.00	0.00	0.00
2003 · Refund of Tax assessment	0.00	-500.00	500.00
2005 · Appropriated Fund Balance	0.00	0.00	0.00
2082 · Library Fines	5,481.75	5,166.70	315.05
2401 · Income from Investments	18.96	83.30	-64.34
2670 · Sale of Library Materials	6.72		
2701 · Refunds	0.00	166.70	-166.70
2706 · Gifts & Endowments			
2706.1 · Gifts-Friends	0.00	2,966.00	-2,966.00
2706.2 · Gifts-Other	192.40	1,383.30	-1,190.90
Total 2706 · Gifts & Endowments	<u>192.40</u>	<u>4,349.30</u>	<u>-4,156.90</u>
2760 · Grants	3,088.00	2,000.00	1,088.00
3840 · RCLS			
LLSA			
3840 · RCLS - Other	4,398.00	666.70	3,731.30
Total 3840 · RCLS	<u>4,398.00</u>	<u>666.70</u>	<u>3,731.30</u>
Total Income	<u>13,185.83</u>	<u>11,932.70</u>	<u>1,253.13</u>
Gross Profit	<u>13,185.83</u>	<u>11,932.70</u>	<u>1,253.13</u>
Expense			
141 · Salary-Certified Librarian	34,466.01	33,990.30	475.71
142 · Salary-Clerical	61,524.06	66,798.63	-5,274.57
143 · Salary-Treasurer	769.24	769.24	0.00
203b · Capital Equipment	0.00	300.00	-300.00
410 · Books	11,499.09	11,647.60	-148.51
411 · Film	0.00	0.00	0.00
412 · Video/Music/Books on Tape	3,905.13	5,026.30	-1,121.17
413 · Serials/Reference	2,821.91	2,216.60	605.31
430 · Supplies			
430.1 · Library supplies	1,023.47	833.30	190.17
430.2 · Office supplies	1,201.08	1,333.30	-132.22
430.3 · Program supplies			
430.30 · Adult	114.15	416.70	-302.55
430.31 · YA	16.86	83.30	-66.44
430.32 · Juvenile	40.26	216.70	-176.44
430.33 · Summer Reading	308.95	1,250.00	-941.05
430.34 · Special/Outreach	194.71	166.70	28.01
Total 430.3 · Program supplies	<u>674.93</u>	<u>2,133.40</u>	<u>-1,458.47</u>
430 · Supplies - Other	0.00		
Total 430 · Supplies	<u>2,899.48</u>	<u>4,300.00</u>	<u>-1,400.52</u>
431 · Telephone	1,017.29	2,333.30	-1,316.01
433 · Postage	318.72	666.70	-347.98
434 · Publicity & Printing	658.86	1,666.70	-1,007.84
435 · Travel/Conference	464.37	750.00	-285.63
437 · Professional Fees			
437.1 · Prof fees-Office	1,643.73	4,213.30	-2,569.57
437.2 · Prof fees-Adult programs	1,050.00	1,166.70	-116.70
437.3 · Prof fees-YA programs	0.00	250.00	-250.00
437.4 · Prof fees-Juvenile	0.00	666.70	-666.70
437.5 · Prof fees-SRP	0.00	1,500.00	-1,500.00
Total 437 · Professional Fees	<u>2,693.73</u>	<u>7,796.70</u>	<u>-5,102.97</u>
438 · Dues	277.00	300.00	-23.00
439 · Equipment Repair	0.00	200.00	-200.00
440 · Contracts w/ Books Co.	376.73	433.30	-56.57
450 · Fuel/Utilities	3,598.01	5,333.30	-1,735.29
451 · Custodial Supplies	372.55	333.30	39.25
452 · Repairs to Building	952.50	1,666.70	-714.20
454 · Building Insurance	0.00	12,000.00	-12,000.00
455 · RCLS ANSER & Telecommunication	12,268.56	13,250.00	-981.44
469 · Service Contracts	10,693.09	7,766.00	2,927.09
9010.8 · Retirement	0.00	0.00	0.00
9030.8 · FICA/Medicare Expense	9,052.37	7,710.34	1,342.03
9060.8 · Workers' Comp	0.00	0.00	0.00
9090.8 · Health Insurance	17,923.60	20,321.70	-2,398.10
Total Expense	<u>178,552.30</u>	<u>207,576.71</u>	<u>-29,024.41</u>
Net Income	<u><u>-165,366.47</u></u>	<u><u>-195,644.01</u></u>	<u><u>30,277.54</u></u>