

Cornwall Public Library Board of Trustees

May 9, 2017

7:00 to 9:00 PM

Minutes

Meeting called to order by Janine Bixler at 7:15 PM

I. Roll

Trustees Present: Janine Bixler, Christine McDonald, Tom Dames, and Carol Stein, Elisabeth Hellwege, and Bruce Cohen. **Excused:** Susanne Vondrak.

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), Helen Bunt, Public.

II. **Approval of the minutes:** A motion to approve the Board of Trustee minutes of April 11, 2017, made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.

III. **Financial Review:** Following discussion, a motion to approve Warrant #10 in the amount of \$94,919.51 was made by Elisabeth Hellwege, seconded by Carol Stein and unanimously approved. After discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through March 2017, made by Tom Dames, seconded by Carol Stein and unanimously approved.

IV. **Public Remarks:** There was a discussion between several board members and Town Board Member Helen Bunt, about the prospect of the Cornwall Historical Society Museum being located on the land between the library and Munger Cottage. The Board reiterated their support for the Cornwall Historical Society, but stated the pertaining to the proposed location due to issues of drainage, parking and operational issues that may impact the library. The board requested that these concerns be considered with any future planning of the proposed museum building. Additionally, the board shared with Ms. Bunt the outpouring of community concerns that have focused on sustainability and a lack of comprehensive planning for the museum project as well as for the entire park space. The board shared the library's recent strategic planning process and the benefit that comes from involving the public in the dialogue. By not involving public comment and input into the process there is a perceived lack of transparency from the Town Board. Ms. Bunt assured the library board that the Town Board was committed to being transparent in this process and would bring the library board concern's back to the Town.

June 30, 2017

V. Communications: A thank you note from Jane Harkinson was received for a donation to the Friends of the Library. A thank you card was received from the Staff to the Board for the Staff Appreciation Breakfast. A thank you note from Mike Matsler was received thanking the library for the wonderful events and programs that we host. A thank you note from George Kane was received for assistance with his program. A thank you note from Ronnie Honigsbaum was received thanking the library for the enjoyable and informative programs on health. **Donations:** \$100.00 was received from Mr. William Dudman in memory of Marge Dudman. Susan Minier donated a bookmark and \$50.00, to thank the library for hosting her art exhibit. The Weinberg family donated \$225.00 for the Annual Memorial Opera Afternoon in honor of Lorraine Weinberg. The Cornwall Garden Club donated a book *the book of Gardening Projects for Kids*. The Timothy Mumford family donated \$500.00 in memory of Timothy Mumford.

VI. Director's Report: see written report.

VII. Committee Reports

- a. **Friends:** Although there is no new information at this time, it would be wonderful to invite the Friends and Foundation to an event honoring Senator Larkin, on May 25th at 10:00 am. Janine Bixler and Christine McDonald offered to work with Mary Lou on this event.
- b. **Garden Committee:** Pat Rovello would like a dedication ceremony for the Frank Rovello Sundial Garden on June 17th at 2:00 p.m. She would like to have a simple plaque about Frank, and flowers planted around the arc of the sundial. She also expressed an interest in having pavers in front of the bench. A discussion about widening the path for wheelchairs and strollers took place.
- c. **Building Committee:** The following resolution was passed. **"Be it resolved that the Cornwall Public Library Board of Trustees has reviewed the estimated costs of construction for each of the proposed scopes of work submitted to the New York State Department of Education Facilities Planning for building permit approval. The funds for these projects will be allocated from the Library's Capitol Fund Reserve."** A motion to approve the resolution made by Carol Stein, seconded by Tom Dames and unanimously approved by Janine Bixler, Christine McDonald, Bruce Cohen, and Elisabeth Hellwege.
- d. **Strategic Planning Committee:** During the Strategic Planning process a new Mission statement was formed. It reads, "The Cornwall Public Library connects people, information, and ideas to inspire learning, provoke curiosity, advance knowledge and strengthen our community. We rely on three great resources – our staff, our collections and our physical and virtual spaces – to promote an engaged and informed citizenry".

- e. **Finance Committee:** The committee reviewed all accounts with regard to where we stand from now until the fiscal year end and advised the Board that we are in good standing for the year.

VIII. Unfinished Business:

Budget Vote/Trustee Election Update: Our Vote was a success with 444 yes, 99 no; Elisabeth Hellwege re-elected and Amy Cordisco newly elected.

IX. New Business:

Strategic Plan Draft: An overview was received. Mary Lou asked the Board to forward their suggestions with the goal of having the plan approved at the June meeting. Members of the committee will work on the Appendix which will include a description of the process including statistics on participation and outcomes of focus groups and surveys.

July, August board meeting dates: To be determined for quorum.

- X. **Adjournment:** Motion to adjourn regular meeting at 8:50 p.m. made by Bruce Cohen, seconded by Tom Dames and unanimously approved.

Next Regular Board Meeting Date: June 13, 2017 at 7:00 PM

Cornwall Public Library
Director's Report
April, 2017

General Overview

This month was focused on the Vote, the Strategic Plan, Building issues, and the Reorganization.

Administration

-Strategic Plan – Draft presented tonight for board review and comment.

-Budget Vote and Trustee Election – Our Vote was a success with 444 yes, 99 no; Lis Hellewege re-elected and Amy Cordisco newly elected. Janine Berkson and Michelle Denega were sent thank you letters with an invite to serve on Foundation or Friends. Cost of election: \$4,263.42 not including Friends contribution for refreshments for vote workers. Will work to reduce these cost by \$1500 for next year. Reducing ads and numbers of vote workers will help.

Personnel

Reorganization – Met with Personnel Committee to review revised staffing plan. Job descriptions, merit increases and 2017 goals will be presented to staff in May.

Building and Grounds

-Senator Larkin has secured \$200,000 from the State and Municipal Facilities Grant for repair and replacement of our roof. He will present the “check” to us on May 26 at the library. Would like to plan a reception and plaque for him to present at that time.

-“Alienation of Park Land” has been requested in letter to legislators in a 5-0 vote by Town Board to secure the land adjacent to library for use as a Museum.

-United HVAC has submitted proposal for replacement of circulator pump 2 at a cost of \$4,647. Pump 1 is also on the fritz and both are spewing water, grinding through the pipes and creating loud noises disturbing our neighbors in the night. Both need replacement. Can be spaced out between this and next fiscal year.

-Muralist – a young man new to the area came to see our new exhibit and introduced himself. He does beautiful large murals for walls and buildings. We discussed a possible opportunity in front of our building facing the parking lot on the wall behind the bike rack. A scene depicting Cornwall and its beauty and community would be something he could do for us. More to follow if you agree that would be a nice location to spruce up the entrance to the library.

-Storage Locker – secured a 5 x 5 locker for \$55/month to begin unloading boxes in shed that contain sensitive financial and personnel data and leave the shed for programming materials.

-NYS Public Library Construction Grant – Architects will touch base with our Project Manager at SED on May 15. At that time, architects will give us a summary and anticipated timeline.

-Community Room Improvements –Furniture purchase of new tables and chairs remains the last improvement to be done. **Would like to purchase furniture using capital reserve to expedite completion of this room.** Expecting assistance from legislators for purchase in near future.

Finance and Fundraising

-**Senator Larkin has secured \$200,000** from the State and Municipal Facilities Grant for repair and replacement of our roof. He will present the “check” to us on May 26 at the library. Would like to plan a reception and plaque for him to present at that time. (I know this appears above but I like seeing twice!)

-**Grants and other funding opportunities-** developing a fundraising plan and calendar of grant timelines to seek funding for arts, education and cultural programming. Working with **Brenda to strategize outreach and special projects for new year.**

Outreach & Partnerships

-**Moderator for upcoming CCSD Board candidate forum** – I have been asked again this year to facilitate this event by the PTO and we are actively soliciting questions from our members. Forum is May 15.

-**Art Walk** –August 5th – collaboration with the Chamber. Library will be a base for the day-long event to feature local art, a place to gather maps and begin walk through town.

-**Repair Café** – uniting with other libraries and institutions throughout Hudson Valley, held a very successful first event on Earth Day, April 22 in our community room. Over 75 people showed up with items to repair and out of curiosity for the event. Plans to host another in July are in the works.

-**St. Lukes Cornwall** – Brenda has coordinated and scheduled numerous programs on health issues that have been very well attended.

-**Next Step Run** has been rescheduled for May. This event is designed to encourage women to run for office. Documentary film and presentation by Assemblywoman Aileen Gunther and others.

-**Art Exhibits** – are a great success drawing in many visitors to our library on a daily basis. Chris Fowler has taken over coordination of these exhibits and has the room booked through the fall with a variety of wonderful artists.

Programs, Collections, and Services

Programs and Circulation -22 programs were held this month with an attendance of **324**. The most well attended (10+ attendees) programs included The Repair Café (75), Poetry Contest (56), Diabetes Talk (37), Great Decisions (17), Stampin Up (15), Opera (14), Aging and the Eyes (13), Book Chat and Chocolate (13), and Open Mic Poetry Night (11). Ellen will attend CTUG meeting in Rosaleen’s absence; full meeting with circ staff to be planned.

Youth Services – **41** programs attracted **373** children and adults for a variety of programs and activities. Staff is in summer reading program mode working on calendar of events and securing performers and programmers.

Projects in the Works: The Story Walk and Battle of the Books are being prepared. Preschool and Circle Time story times require 2 staff now for safety and assistance. Staff participated in Tech Fair at the High School to display and discuss technology tools and toys we use in children’s programming.

Adult Services –April stats include technology assistance (99), reader’s advisory (12), reference questions (264), ILL Pulls (1372), printing (179), Notary (7) and (18) SEAL/outside the system requests. Total PC usage 947; top database use: NoveList Plus (2029) and EBSCO (960), Ancestry (1381).

Monthly Statistics for April, 2017 *(figures in parenthesis are last month’s figures)*

Registered borrowers: **9,478** (9,448); Direct Access/Circulation: **13,081** (14,711); ILL Borrows: **2,275** (2,384); ILL Loans: **1,770** (2,117); Item Count: **74,945** (74,630); **Wi-Fi: 3,046** (2,837).

Meetings, Trainings, Programs & Happenings in April:

Special projects meeting with Brenda, hang photography exhibit (4/3);
Meet with Ellen to discuss staff training program (4/4);
Staff meeting(4/5);
Meeting with Kathy Fogarty about Repair Café, OLA workshop at Warwick Library (4/6);
Photography exhibit reception (4/8);
OCLC Small Libraries Smart Spaces webinar (4/10);
Staff Appreciation Day; Public hearing and board meeting (4/11);
Tea & a Classic (4/12);
Meeting with CCSD regarding Vote; interview with Page (4/13);
Board of Elections (4/14);
Budget Vote (4/18);
RCLS space planning workshop (4/20);
Art Walk committee meeting; NY Life Insurance meeting (4/21);
Repair Café; Dig in the Dirt Day (4/22);
Presentation for CLOUSC at Monroe Free Library (4/24);
Chamber dinner at Leo's (4/25);
Meeting with Susanne; Meeting with Lucienne Schmitt (4/26);
Meeting with Senator Larkin; Manager's meeting; Meeting with Assemblyman Skoufis (4/27);
Meeting with Silver Award girl scout; Meeting with Brenda; Staff Pizza Party (4/28);
Poetry Contest (4/30).

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

Meeting with Town Supervisor (5/2);
Director's association meeting at RCLS; Voter Reg Form drop off for Brid's Closet (5/3);
West Point "Project Day," (5/4);
OFF (5/5);
Storage Unit secured; DASNY forms submitted; meeting with Brenda (5/8);
Board meeting (5/9);
Chamber Breakfast; Moderator for CCSD Board candidates at Lee Road School (5/10);
Manager meetings to discuss reorganization; Community Conversation with James Skoufis (5/11);
Manager meetings to discuss reorganization (5/12);
Lyme Disease program (5/16);
Staff meeting; Submittal of Adult Program of the Year for Community Conversations (5/19);
Next Step Run program (5/21);
ANSER meeting at RCLS; OLA Digital Media presentation (5/22);
Webinar on signage (5/24);
Visit from Senator Larking to present SAM grant check (5/26).
Memorial Day Closed (5/29).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

May 5, 2017

Cornwall Public Library
Profit & Loss Forecast vs. Actual
July 2016 through April 2017

	Current YTD Budget Comparison				Last Year	Prior YTD Actual Comparison		
	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '15 - Apr 16	\$ Change	% Change
Income								
2002 - Local Public Funds	1,138,619.00	1,138,619.00	0.00	100.0%	99.97%	1,127,162.17	11,456.83	1.02%
2003 - Refund of Tax assessment	-6,501.65	-3,000.00	-3,501.65	216.72%	112.33%	-3,369.95	-3,131.70	-92.93%
2005 - Appropriated Fund Balance	0.00	31,531.00	-31,531.00	0.0%	0.0%			
2082 - Library Fines	24,798.43	31,000.00	-6,201.57	80.0%	77.11%	26,217.97	-1,419.54	-5.41%
2401 - Income from Investments	352.97	500.00	-147.03	70.59%	28.19%	197.36	155.61	78.85%
2701 - Refunds	1,660.05	1,000.00	660.05	166.01%	0.0%	0.00	1,660.05	100.0%
2706 - Gifts & Endowments								
2706.1 - Gifts-Friends	807.30	10,000.00	-9,192.70	8.07%	75.74%	7,573.90	-6,766.60	-89.34%
2706.2 - Gifts-Other	1,041.55	8,300.00	-7,258.45	12.55%	200.46%	8,018.35	-6,976.80	-87.01%
2706 - Gifts & Endowments - Other	0.00	0.00	0.00	0.0%		113.55	-113.55	-100.0%
Total 2706 - Gifts & Endowments	1,848.85	18,300.00	-16,451.15	10.1%	112.18%	15,705.80	-13,856.95	-88.23%
2760 - Grants	6,976.65	12,000.00	-5,023.35	58.14%	51.98%	6,237.06	739.59	11.86%
3840 - RCLS	0.00	4,000.00	-4,000.00	0.0%	602.02%	24,683.00	-24,683.00	-100.0%
Total Income	1,167,754.30	1,233,950.00	-66,195.70	94.64%	100.54%	1,196,833.41	-29,079.11	-2.43%
Gross Profit	1,167,754.30	1,233,950.00	-66,195.70	94.64%	100.54%	1,196,833.41	-29,079.11	-2.43%
Expense								
141 - Salary-Certified Librarian	198,451.09	214,976.00	-16,524.91	92.31%	76.53%	154,839.72	43,611.37	28.17%
142 - Salary-Clerical	313,827.44	418,276.00	-104,448.56	75.03%	73.13%	314,423.80	-596.36	-0.19%
203b - Capital Equipment	19,023.26	53,000.00	-33,976.74	35.89%	0.0%	52,413.33	-33,390.07	-63.71%
Total 410 - Books	56,935.57	75,385.00	-18,449.43	75.53%	77.15%	58,039.22	-1,103.65	-1.9%
411 - Film	593.87	550.00	43.87	107.98%	104.81%	576.44	17.43	3.02%
Total 412 - Video/Music/Books on Tape	17,989.47	32,758.00	-14,768.53	54.92%	66.09%	19,262.41	-1,272.94	-6.61%
Total 413 - Serials/Reference	8,051.50	19,100.00	-11,048.50	42.15%	67.33%	14,206.83	-6,155.33	-43.33%
430 - Supplies								
430.1 - Library supplies	2,917.67	5,000.00	-2,082.33	58.35%	77.37%	3,868.51	-950.84	-24.58%
430.2 - Office supplies	6,672.46	8,000.00	-1,327.54	83.41%	84.01%	6,721.02	-48.56	-0.72%
430.3 - Program supplies								
430.30 - Adult	1,601.40	2,500.00	-898.60	64.06%	80.67%	2,016.85	-415.45	-20.6%
430.31 - YA	28.34	500.00	-471.66	5.67%	26.06%	182.45	-154.11	-84.47%
430.32 - Juvenile	660.51	1,300.00	-639.49	50.81%	81.1%	892.14	-231.63	-25.96%
430.33 - Summer Reading	1,289.37	2,500.00	-1,210.63	51.58%	23.45%	586.22	703.15	119.95%
430.34 - Special/Outreach	1,810.79	1,000.00	810.79	181.08%	72.2%	722.00	1,088.79	150.8%
Total 430.3 - Program supplies	5,390.41	7,800.00	-2,409.59	69.11%	56.41%	4,399.66	990.75	22.52%
Total 430 - Supplies	14,980.54	20,800.00	-5,819.46	72.02%	72.06%	14,989.19	-8.65	-0.06%
431 - Telephone	5,253.37	14,000.00	-8,746.63	37.52%	102.69%	12,535.59	-7,282.22	-58.09%
433 - Postage	4,052.41	4,000.00	52.41	101.31%	93.75%	3,750.02	302.39	8.06%

Cornwall Public Library
Profit & Loss Forecast vs. Actual
July 2016 through April 2017

	Current YTD Budget Comparison				Last Year	Prior YTD Actual Comparison		
	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '15 - Apr 16	\$ Change	% Change
434 · Publicity & Printing	9,272.80	10,000.00	-727.20	92.73%	95.86%	9,585.72	-312.92	-3.26%
435 · Travel/Conference	4,638.42	4,500.00	138.42	103.08%	57.38%	2,582.11	2,056.31	79.64%
436 · Friends Expense	88.36					0.00	88.36	100.0%
437 · Professional Fees								
437.1 · Prof fees-Office	64,267.68	30,630.00	33,637.68	209.82%	226.51%	51,869.60	12,398.08	23.9%
437.2 · Prof fees-Adult programs	4,303.45	7,000.00	-2,696.55	61.48%	53.65%	3,755.50	547.95	14.59%
437.3 · Prof fees-YA programs	420.00	1,500.00	-1,080.00	28.0%	45.0%	810.00	-390.00	-48.15%
437.4 · Prof fees-Juvenile	2,790.00	4,000.00	-1,210.00	69.75%	65.85%	2,634.15	155.85	5.92%
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%	0.0%	0.00	300.00	100.0%
437.6 · Prof fees-Outreach	85.00				0.0%	0.00	85.00	100.0%
437 · Professional Fees - Other	1,462.73					1,139.01	323.72	28.42%
Total 437 · Professional Fees	73,628.86	46,130.00	27,498.86	159.61%	151.66%	60,208.26	13,420.60	22.29%
438 · Dues	1,105.00	1,300.00	-195.00	85.0%	30.0%	390.00	715.00	183.33%
439 · Equipment Repair	53.02	200.00	-146.98	26.51%	0.0%	0.00	53.02	100.0%
440 · Contracts w/ Books Co.	1,665.10	2,600.00	-934.90	64.04%	81.68%	2,123.76	-458.66	-21.6%
450 · Fuel/Utilities	24,648.78	32,000.00	-7,351.22	77.03%	61.07%	23,818.57	830.21	3.49%
451 · Custodial Supplies	1,480.63	2,000.00	-519.37	74.03%	35.07%	701.36	779.27	111.11%
452 · Repairs to Building	19,739.57	14,000.00	5,739.57	141.0%	153.95%	36,639.19	-16,899.62	-46.12%
454 · Building Insurance	11,663.01	12,000.00	-336.99	97.19%	84.39%	11,562.01	101.00	0.87%
455 · RCLS ANSER & Telecommunication	48,308.84					0.00	48,308.84	100.0%
469 · Service Contracts	32,208.72	45,592.00	-13,383.28	70.65%	58.89%	23,732.18	8,476.54	35.72%
9010.8 · Retirement	47,374.00	50,977.00	-3,603.00	92.93%	117.04%	68,631.00	-21,257.00	-30.97%
9030.8 · FICA/Medicare Expense	47,399.46	48,444.00	-1,044.54	97.84%	77.33%	44,215.86	3,183.60	7.2%
9060.8 · Workers' Comp	7,573.00	6,000.00	1,573.00	126.22%	127.71%	7,407.36	165.64	2.24%
9090.8 · Health Insurance	76,368.63	105,362.00	-28,993.37	72.48%	80.29%	61,388.70	14,979.93	24.4%
Total Expense	1,046,374.72	1,233,950.00	-187,575.28	84.8%	82.0%	998,022.63	48,352.09	4.85%
Net Income	121,379.58	0.00	121,379.58	9.84%*	16.34%*	198,810.78	-77,431.20	-38.95%

* Percentage - Net Income / Total Budget

Cornwall Public Library
Profit & Loss Budget vs. Actual
July 2016 through March 2017

	Budget % 75%	YTD Budget			Full 2016-2017 Budget		
		Jul '16 - Mar 17	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income							
2002 · Local Public Funds		1,138,619.00	1,138,619.00	0.00	1,138,619.00	0.00	100.0%
2003 · Refund of Tax assessment		-3,971.97	-3,000.00	-971.97	-3,000.00	-971.97	132.4%
2005 · Appropriated Fund Balance		0.00	31,531.00	-31,531.00	31,531.00	-31,531.00	0.0%
2082 · Library Fines		22,617.73	23,256.00	-638.27	31,000.00	-8,382.27	72.96%
2401 · Income from Investments		317.65	375.00	-57.35	500.00	-182.35	63.53%
2701 · Refunds		631.20	750.00	-118.80	1,000.00	-368.80	63.12%
2706 · Gifts & Endowments							
2706.1 · Gifts-Friends		807.30	8,100.00	-7,292.70	10,000.00	-9,192.70	8.07%
2706.2 · Gifts-Other		658.74	6,300.00	-5,641.26	8,300.00	-7,641.26	7.94%
Total 2706 · Gifts & Endowments		1,466.04	14,400.00	-12,933.96	18,300.00	-16,833.96	8.01%
2760 · Grants		6,976.65	12,000.00	-5,023.35	12,000.00	-5,023.35	58.14%
3840 · RCLS		0.00	3,000.00	-3,000.00	4,000.00	-4,000.00	0.0%
Total Income		1,166,656.30	1,220,931.00	-54,274.70	1,233,950.00	-67,293.70	94.55%
Gross Profit		1,166,656.30	1,220,931.00	-54,274.70	1,233,950.00	-67,293.70	94.55%
Expense							
141 · Salary-Certified Librarian		179,729.46	165,366.34	14,363.12	214,976.00	-35,246.54	83.6%
142 · Salary-Clerical		286,538.39	321,751.56	-35,213.17	418,276.00	-131,737.61	68.51%
203b · Capital Equipment		18,474.43	0.00	18,474.43	0.00	18,474.43	100.0%
Total 410 · Books		50,487.62	58,255.00	-7,767.38	75,385.00	-24,897.38	66.97%
411 · Film		593.87	450.00	143.87	550.00	43.87	107.98%
Total 412 · Video/Music/Books on Tape		15,213.45	24,605.00	-9,391.55	32,758.00	-17,544.55	46.44%
Total 413 · Serials/Reference		7,708.60	14,400.00	-6,691.40	19,100.00	-11,391.40	40.36%
430 · Supplies							
430.1 · Library supplies		2,330.37	3,780.00	-1,449.63	5,000.00	-2,669.63	46.61%
430.2 · Office supplies		5,897.78	6,050.00	-152.22	8,000.00	-2,076.24	74.05%
430.3 · Program supplies							
430.30 · Adult		1,455.69	1,900.00	-444.31	2,500.00	-1,044.31	58.23%
430.31 · YA		19.86	380.00	-360.14	500.00	-480.14	3.97%
430.32 · Juvenile		625.26	1,000.00	-374.74	1,300.00	-674.74	48.1%
430.33 · Summer Reading		1,218.53	1,900.00	-681.47	2,500.00	-1,281.47	48.74%
430.34 · Special/Outreach		1,092.37	750.00	342.37	1,000.00	92.37	109.24%
Total 430.3 · Program supplies		4,411.71	5,930.00	-1,518.29	7,800.00	-3,388.29	56.56%
Total 430 · Supplies		12,639.86	15,760.00	-3,120.14	20,800.00	-8,134.16	60.89%
431 · Telephone		4,422.53	10,550.00	-6,127.47	14,000.00	-9,577.47	31.59%
433 · Postage		3,902.46	3,000.00	902.46	4,000.00	-97.54	97.56%
434 · Publicity & Printing		7,478.31	7,500.00	-21.69	10,000.00	-2,521.69	74.78%
435 · Travel/Conference		4,080.81	3,375.00	705.81	4,500.00	-419.19	90.69%
437 · Professional Fees							
437.1 · Prof fees-Office		63,608.69	22,980.00	40,628.69	30,630.00	32,978.69	207.67%
437.2 · Prof fees-Adult programs		4,028.45	5,260.00	-1,231.55	7,000.00	-2,971.55	57.55%
437.3 · Prof fees-YA programs		420.00	1,125.00	-705.00	1,500.00	-1,080.00	28.0%
437.4 · Prof fees-Juvenile		2,150.00	3,000.00	-850.00	4,000.00	-1,850.00	53.75%
437.5 · Prof fees-SRP		300.00	2,250.00	-1,950.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach		85.00	0.00	85.00	0.00	85.00	100.0%
437 · Professional Fees - Other		1,462.73	0.00	1,462.73	0.00	1,462.73	100.0%
Total 437 · Professional Fees		72,054.87	34,615.00	37,439.87	46,130.00	25,924.87	156.2%
438 · Dues		1,105.00	1,000.00	105.00	1,300.00	-195.00	85.0%
439 · Equipment Repair		53.02	200.00	-146.98	200.00	-146.98	26.51%
440 · Contracts w/ Books Co.		1,455.00	1,955.00	-500.00	2,600.00	-1,145.00	55.96%
450 · Fuel/Utilities		22,263.48	24,000.00	-1,736.52	32,000.00	-9,736.52	69.57%
451 · Custodial Supplies		1,297.15	1,500.00	-202.85	2,000.00	-702.85	64.86%
452 · Repairs to Building		19,159.57	10,505.00	8,654.57	14,000.00	5,159.57	136.85%
454 · Building Insurance		11,663.01	12,000.00	-336.99	12,000.00	-336.99	97.19%
455 · RCLS ANSER & Telecommunication		36,286.53	39,750.00	-3,463.47	53,000.00	-16,713.47	68.47%
469 · Service Contracts		30,196.94	34,200.00	-4,003.06	45,592.00	-15,395.06	66.23%
9010.8 · Retirement		47,374.00	38,250.00	9,124.00	50,977.00	-3,603.00	92.93%
9030.8 · FICA/Medicare Expense		43,054.44	37,266.00	5,788.44	48,444.00	-5,389.56	88.88%
9060.8 · Workers' Comp		7,573.00	6,000.00	1,573.00	6,000.00	1,573.00	126.22%
9090.8 · Health Insurance		68,290.17	79,022.00	-10,731.83	105,362.00	-37,071.83	64.82%
Total Expense		953,095.97	945,275.90	7,820.07	1,233,950.00	-280,828.05	77.24%
Net Income		213,560.33	275,655.10	-62,094.77	0.00	213,534.35 *	17.31%

* Percentage = Net Income / Total Budget

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Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	04/22/2017	Inv 1631451	Inv 1631451	412.3 · Books-on-Tape	Unpaid	55.64
Bill	04/22/2017	Inv 1631344	Inv 1631344	412.5 · Books on Tape YA	Unpaid	90.62
Bill	04/30/2017	Inv 1632099	Inv 1632099	412.3 · Books-on-Tape	Unpaid	451.05
Total Audio Editions						597.31
Brenda Goldfarb						
Bill	04/30/2017	Employee Reimbu...	Repair cafe balloons & Op Grat postage	-SPLIT-	Unpaid	31.83
Total Brenda Goldfarb						31.83
Brodart Co. - Juv						
Bill	04/19/2017	Inv B4965706	Inv B4965706	-SPLIT-	Unpaid	15.62
Bill	04/19/2017	Inv B4961801	Inv B4961801	410.5 · Juvenile Non Fiction	Unpaid	73.37
Bill	04/19/2017	Inv B4961593	Inv B4961593	-SPLIT-	Unpaid	16.43
Bill	04/19/2017	Inv B4962016	Inv B4962016	410.5 · Juvenile Non Fiction	Unpaid	12.27
Bill	04/19/2017	Inv B4956868	Inv B4956868	410.4 · Juvenile Fiction	Unpaid	5.99
Bill	04/19/2017	Inv B4957409	Inv B4957409	410.4 · Juvenile Fiction	Unpaid	4.79
Bill	04/19/2017	Inv B4957518	Inv B4957518	-SPLIT-	Unpaid	36.13
Bill	04/19/2017	Inv B4957346	Inv B4957346	410.4 · Juvenile Fiction	Unpaid	11.41
Bill	04/19/2017	Inv B4956930	Inv B4956930	410.4 · Juvenile Fiction	Unpaid	7.91
Bill	04/19/2017	Inv B4956931	Inv B4956931	-SPLIT-	Unpaid	73.35
Bill	04/19/2017	Inv B4957084	Inv B4957084	-SPLIT-	Unpaid	136.94
Bill	04/19/2017	Inv B4957503	Inv B4957503	-SPLIT-	Unpaid	196.17
Bill	04/19/2017	Inv B4957143	Inv B4957143	-SPLIT-	Unpaid	14.11
Bill	04/22/2017	Inv B4970421	Inv B4970421	410.4 · Juvenile Fiction	Unpaid	11.73
Bill	04/22/2017	Inv B4966880	Inv 4966880	410.4 · Juvenile Fiction	Unpaid	3.59
Bill	04/24/2017	Inv B4965870	Inv B4965870	410.4 · Juvenile Fiction	Unpaid	5.27
Bill	04/25/2017	Inv B4971170	Inv B4971170	410.4 · Juvenile Fiction	Unpaid	14.37
Bill	04/25/2017	Inv B4971324	Inv B4971324	-SPLIT-	Unpaid	21.89
Bill	04/25/2017	Inv B4971219	Inv B4971219	-SPLIT-	Unpaid	29.42
Bill	04/25/2017	Inv B4971387	Inv B4971387	410.4 · Juvenile Fiction	Unpaid	14.06
Bill	04/25/2017	Inv B4971157	Inv B4971157	-SPLIT-	Unpaid	146.89
Bill	04/25/2017	Inv B4971321	Inv B4971321	-SPLIT-	Unpaid	59.62
Bill	04/25/2017	Inv B4971225	Inv B4971225	-SPLIT-	Unpaid	181.75
Bill	04/25/2017	Inv B4972321	Inv B4972321	410.4 · Juvenile Fiction	Unpaid	14.07
Total Brodart Co. - Juv						1,107.15
Brodart Co. -Supplies						
Bill	04/25/2017	Inv 467836	CD cases & sleeves, Reddi covers, bind...	430.1 · Library supplies	Unpaid	506.53
Total Brodart Co. -Supplies						506.53
Brodart Co. (McN)						
Bill	04/10/2017	Inv M147720	July 2017	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	04/14/2017	Inv 60412600	Annual Hosting Fee 4/1/17-3/31/18	413.3 · Reference-Adult elect...	Unpaid	250.00
Bill	04/19/2017	Inv 60458851	Inv 60458851	410.11 · Adult Fiction Standi...	Unpaid	34.49
Bill	04/30/2017	Inv 60499155	Inv 60499155	410.11 · Adult Fiction Standi...	Unpaid	42.74
Bill	04/30/2017	Inv 60503388	Inv 60503388	410.11 · Adult Fiction Standi...	Unpaid	66.75
Bill	04/30/2017	Inv 60499193	Inv 60499193	410.11 · Adult Fiction Standi...	Unpaid	572.24
Total Cengage Learning/Gale						966.22
Central Hudson Gas & Electric Corp						
Bill	04/30/2017	Acct 8661-0120-0...	Billing period 3/23-4/21/17	450 · Fuel/Utilities	Unpaid	2,385.30
Total Central Hudson Gas & Electric Corp						2,385.30
Charles B. Merrill Office Equip & Supplie						
Bill	04/19/2017	Inv 461379-0	Paper & Tab dividers	430.2 · Office supplies	Unpaid	32.77
Bill	04/19/2017	Inv 461591-0	Binders, pens, paper clips, etc	430.2 · Office supplies	Unpaid	63.81
Bill	04/19/2017	Inv 461628-0	Paper towels, Legal pads, Manilla folders	-SPLIT-	Unpaid	49.96
Bill	04/24/2017	Inv 462122-0	15 flash drives	430.2 · Office supplies	Unpaid	89.85
Bill	04/24/2017	Inv 462257-0	folders, labels, soap & laminating pouches	-SPLIT-	Unpaid	184.08
Bill	04/25/2017	Inv 462325-0	Correction tape, sugar packets, creamers	430.2 · Office supplies	Unpaid	32.89
Bill	04/30/2017	Inv 462418-0	Lysol wipes, toilet tissue, garbage bags, t...	-SPLIT-	Unpaid	164.98
Bill	04/30/2017	Inv 462579-0	Paper	430.2 · Office supplies	Unpaid	28.99
Bill	04/30/2017	Inv 462538-0	Binders & dividers	430.2 · Office supplies	Unpaid	54.03

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Type	Date	Num	Memo	Split	Paid	Amount
Total Charles B. Merrill Office Equip & Supplie						701.36
Cook's Illustrated						
Bill	04/14/2017	3 year renewal	3 year renewal - Exp 10/20	413.6 · Serials	Unpaid	64.95
Total Cook's Illustrated						64.95
Cornwall Central School District						
Bill	04/10/2017	Tax assess reduct...	Tax assessment reduction letter dated 4/...	2003 · Refund of Tax assess...	Unpaid	2,093.88
Bill	04/30/2017	Tax assess reduct...	Tax assessment reduction letter dated 4/...	2003 · Refund of Tax assess...	Unpaid	175.55
Bill	04/30/2017	Tax assess reduct...	Tax assessment reduction letter dated 4/...	2003 · Refund of Tax assess...	Unpaid	260.25
Total Cornwall Central School District						2,529.68
Cornwall Public Library - Payroll						
Bill	04/11/2017	Pay per end 4/7/17	Pay per end 4/7 pay date 4/14	1012 · OCT Payroll Checking	Paid	16,334.06
Bill	04/24/2017	Pay per end 4/21/17	Pay per end 4/21 pay date 4/28	1012 · OCT Payroll Checking	Paid	16,304.18
Total Cornwall Public Library - Payroll						32,638.24
Cornwall Public Library - Trust & Agency						
Bill	04/11/2017	Pay per end 4/7/17	Pay per end 4/7 payday 4/14/17	1003 · Due from Trust & Age...	Paid	8,446.26
Bill	04/18/2017	Health insurance	Health Insurance - April 2017	1003 · Due from Trust & Age...	Paid	7,975.73
Bill	04/24/2017	Pay per end 4/21/17	Pay per end 4/21 payday 4/28/17	1003 · Due from Trust & Age...	Paid	8,432.00
Total Cornwall Public Library - Trust & Agency						24,853.99
D-Ben Security Systems, Inc.						
Bill	04/19/2017	Inv 27417	Service call 4/11/17	469 · Service Contracts	Unpaid	75.00
Total D-Ben Security Systems, Inc.						75.00
Demco, Inc.						
Bill	04/30/2017	Inv 6117008	Labels, headphones, cards, book tape	-SPLIT-	Unpaid	174.85
Total Demco, Inc.						174.85
Dowser Spring Water						
Bill	04/14/2017	Stmt dated 3/31/17	March water cooler delivery	430.2 · Office supplies	Unpaid	12.79
Total Dowser Spring Water						12.79
Elizabeth K. Fisher						
Bill	04/30/2017	Employee Reimbu...	320.4 mi @ \$.535/mi + \$1.50 toll	435 · Travel/Conference	Unpaid	172.90
Total Elizabeth K. Fisher						172.90
Findaway World, LLC						
Bill	04/22/2017	Inv 215122	Inv 215122	412.3 · Books-on-Tape	Unpaid	89.98
Bill	04/22/2017	Inv 215125	Inv 215125	412.3 · Books-on-Tape	Unpaid	273.71
Total Findaway World, LLC						363.69
Hannaford Bros. Co.						
Bill	04/27/2017	Vote worker food	Food for Vote workers 4/18/17 - to be rei...	436 · Friends Expense	Unpaid	34.99
Total Hannaford Bros. Co.						34.99
Independent Telecommunications Corp.						
Bill	04/14/2017	Inv 84137	Service & Travel on 3/21/17	431 · Telephone	Unpaid	181.25
Bill	04/14/2017	Inv 84138	Service & Travel 3/22/17	431 · Telephone	Unpaid	152.23
Total Independent Telecommunications Corp.						333.48
Ingram Library Services						
Bill	04/10/2017	Inv 97891953	Inv 97891953	-SPLIT-	Unpaid	42.16
Bill	04/19/2017	Inv 98075711	Inv 98075711	-SPLIT-	Unpaid	9.19
Bill	04/19/2017	Inv 98050804	Inv 98050804	-SPLIT-	Unpaid	31.92
Bill	04/19/2017	Inv 98070248	Inv 98070248	-SPLIT-	Unpaid	3,185.02
Bill	04/25/2017	Inv 98159764	Inv 98159764	-SPLIT-	Unpaid	42.23
Bill	04/25/2017	Inv 98114198	Inv 98114198	-SPLIT-	Unpaid	157.04
Bill	04/25/2017	Inv 98159763	Inv 98159763	-SPLIT-	Unpaid	81.64
Bill	04/25/2017	Inv 98119731	Inv 98119731	-SPLIT-	Unpaid	168.45
Bill	04/25/2017	Inv 98142063	Inv 98142063	-SPLIT-	Unpaid	134.44
Bill	04/30/2017	Inv 98217845	Inv 98217845	-SPLIT-	Unpaid	123.84
Bill	04/30/2017	Inv 98233663	Inv 98233663	-SPLIT-	Unpaid	15.15

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Type	Date	Num	Memo	Split	Paid	Amount
Total Ingram Library Services						3,991.08
JNJ Pest Control						
Bill	04/19/2017	Inv 3398	Inspection & Service 4/11/17	452 · Repairs to Building	Unpaid	280.00
Total JNJ Pest Control						280.00
Joanne Barclay						
Bill	04/19/2017	Card program	5/16 Stampin Up workshop	437.2 · Prof fees-Adult progr...	Unpaid	125.00
Bill	04/19/2017	Card making wkshp	6/6 Stampin Up workshop	437.2 · Prof fees-Adult progr...	Unpaid	150.00
Total Joanne Barclay						275.00
Lisa Sinclair						
Bill	04/30/2017	Employee Reimbu...	24 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	12.84
Total Lisa Sinclair						12.84
Magna5						
Bill	04/30/2017	Inv 4366992	Inv 4366992	431 · Telephone	Unpaid	306.05
Total Magna5						306.05
Marangi Disposal						
Bill	04/10/2017	Inv 74100743	April service	469 · Service Contracts	Unpaid	90.78
Total Marangi Disposal						90.78
Martha M. LaVallee						
Bill	04/19/2017	Book talks	2 book groups - 4/25 & 2 book groups - 5...	437.4 · Prof fees-Juvenile	Unpaid	400.00
Total Martha M. LaVallee						400.00
Mary Lou Carolan						
Bill	04/30/2017	Employee Reimbu...	279 mi @ \$.535/mi + Chamber dinner + ...	-SPLIT-	Unpaid	177.20
Total Mary Lou Carolan						177.20
Midwest Tape						
Bill	04/10/2017	Inv # 94923080	Inv 94923080	412.3 · Books-on-Tape	Unpaid	129.98
Total Midwest Tape						129.98
New City Library						
Bill	04/24/2017	Lost Book payment	Item barcode 32825004758258	2082 · Library Fines	Unpaid	28.00
Total New City Library						28.00
OCCF						
Bill	04/30/2017	Placemaking Conf	Mary Lou Carolan - 6/9/17 Placemaking ...	435 · Travel/Conference	Unpaid	75.00
Total OCCF						75.00
Orange Bank & Trust Cardmember Services						
Bill	04/30/2017	Stmt dated 4/24/17	Credit card purchases 3/24-4/23/17	-SPLIT-	Unpaid	1,532.70
Total Orange Bank & Trust Cardmember Services						1,532.70
Orange County Board of Elections						
Bill	04/22/2017	April 18 ballot fees	Fees for ballot programming, testing, tra...	434 · Publicity & Printing	Unpaid	370.00
Total Orange County Board of Elections						370.00
Orbis World Globes						
Bill	04/30/2017	Inv 7055	6 ft Parade Globe, in/de-flator, earthballs	430.34 · Special/Outreach	Unpaid	656.69
Total Orbis World Globes						656.69
OverDrive, Inc.						
Bill	04/19/2017	105200024133704...	Inv 1052-000241337-041117	412.32 · E-Audiobooks -- Adult	Unpaid	108.00
Total OverDrive, Inc.						108.00
P & P Quick Copy Center						
Bill	04/24/2017	Inv 192824	10,200 vote postcards	434 · Publicity & Printing	Unpaid	816.00
Total P & P Quick Copy Center						816.00

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Type	Date	Num	Memo	Split	Paid	Amount
Pamela A Hawks						
Bill	04/10/2017	Empl Reimburse	55 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	29.43
Bill	04/24/2017	Employee Reimb	65 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	34.78
Total Pamela A Hawks						64.21
Pat Parker						
Bill	04/19/2017	PJ Storytime	4/10 4/24 5/8 5/22 - PJ story times	437.4 · Prof fees-Juvenile	Unpaid	240.00
Total Pat Parker						240.00
Paychex, Inc.						
Bill	04/10/2017	Inv # 2017033000	Sm Bus Package - 2 March payrolls	437.1 · Prof fees-Office	Paid	473.99
Bill	04/10/2017	Stmt 16164607	Employee Usage & Mobile Module - March	437.1 · Prof fees-Office	Paid	185.00
Total Paychex, Inc.						658.99
Phoenix Graphics, Inc.						
Bill	04/19/2017	Inv 53337	2017 Ballots: absentee/election day/test/...	434 · Publicity & Printing	Unpaid	552.50
Total Phoenix Graphics, Inc.						552.50
Randazzo's Landscaping Inc.						
Bill	04/30/2017	Inv 18301	Monthly Maintenance	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
RCLS						
Bill	04/10/2017	Inv 25522	2Q17 pooling for e-content	412.32 · E-Audiobooks -- Adult	Unpaid	845.69
Bill	04/10/2017	Inv 25574	2Q17 RCLS ANSER fees & Telecommu...	455 · RCLS ANSER & Telec...	Unpaid	12,022.31
Total RCLS						12,868.00
Ron Kaiser						
Bill	04/10/2017	Work on 4/7/17	4 hours work on 4/7/17	452 · Repairs to Building	Unpaid	120.00
Bill	04/24/2017	Work on 4/12	1 hour work to repair leaky men's urinal	452 · Repairs to Building	Unpaid	30.00
Bill	04/30/2017	Work on 5/1	5 hours @ \$30/hr - to hang pictures and ...	452 · Repairs to Building	Unpaid	150.00
Total Ron Kaiser						300.00
Rosaleen Leahy						
Bill	04/30/2017	Employee Reimbu...	54 miles @ \$.535 mi	435 · Travel/Conference	Unpaid	28.89
Total Rosaleen Leahy						28.89
Susan Moccio						
Bill	04/25/2017	Employee Reimbu...	60.8 miles @ \$.535/mi	435 · Travel/Conference	Unpaid	32.53
Total Susan Moccio						32.53
The Atlantic						
Bill	04/24/2017	2 year renewal	2 year renewal - Exp 7/19	413 · Serials/Reference	Unpaid	27.95
Total The Atlantic						27.95
Toshiba Financial Services						
Bill	04/10/2017	Inv # 327749669	3/25-4/25/17	203b · Capital Equipment	Unpaid	548.83
Total Toshiba Financial Services						548.83
Tuxedo Park Library						
Bill	04/30/2017	Lost item	Lost item "Radiance" barcode 32840001...	2082 · Library Fines	Unpaid	5.99
Total Tuxedo Park Library						5.99
Valley Cottage Free Library						
Bill	04/19/2017	Lost book	Item Barcode 32841009975490	2082 · Library Fines	Unpaid	45.00
Total Valley Cottage Free Library						45.00
Vanguard Cleaning Systems of the HV						
Bill	04/19/2017	Inv 21793	Trash can liners	451 · Custodial Supplies	Unpaid	75.00
Bill	04/30/2017	Inv 21874	May Monthly cleaning service	469 · Service Contracts	Unpaid	1,330.00
Total Vanguard Cleaning Systems of the HV						1,405.00
Verizon						

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Bill	04/19/2017	Acct 6521219490...	Fios internet 4/10-5/9/17	431 · Telephone	Unpaid	136.98
Total Verizon						136.98
Verizon Wireless						
Bill	04/14/2017	Inv 9783135937	Service 4/2-5/1/17	431 · Telephone	Unpaid	54.33
Total Verizon Wireless						54.33
W.B. Mason						
Bill	04/30/2017	Inv I43608896	Decaf coffee	430.2 · Office supplies	Unpaid	23.98
Total W.B. Mason						23.98
TOTAL						<u>94,919.51</u>