

## Cornwall Public Library Board of Trustees

October 11, 2016

7:00 to 9:00 PM

### Minutes

Meeting called to order by Janine Bixler at 7:03 PM

#### I: Roll

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

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Mary Lou Carolan, Library Director

**Excused:** Michelle Mellino, Treasurer

**Also Present:** Library staff member Ellen Winchell (minutes), **Public:** Susan Kamlet, President of the Historical Society.

**II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of October 11, 2016 made by Susanne Vondrak and seconded by Carol Stein and unanimously approved.

**III. Financial Review:** Following discussion, a motion to approve Warrant #3 in the amount of \$92,188.34 was made by Tom Dames, seconded by Susanne Vondrak and unanimously approved. After much discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through September 2016, made by Carol Stein and seconded by Tom Dames and unanimously approved.

#### IV. Public Remarks:

1. Susan Kamlet, President, Cornwall Historical Society, addressed the board regarding the proposal from the Town for an historical museum building to be situated on land behind the library. Susan explained she had recently met with Richard Randazzo, Cornwall Town Supervisor and Cornwall Historical Society member, to discuss the possibility of creating a combined Historical Society Museum building, and Visitor Center. The proposed structure of approximately 30x40 square feet to be located on the plateau between Munger Cottage and the Cornwall Public Library. Currently the Cornwall Historical Society occupies 476 square feet in the Cornwall Town Hall, due to the confines of space in the Historical museum at Town Hall, the Trustee meetings are held in the board room of the Town Hall and member meetings are held at Munger Cottage. While the Historical Society has minimal limited funds available (membership and fundraising) the vitality of the Historical Society is imperative as the fulcrum to teach history to the new generation. Fortunately, the priority is unanimous to keep the Historical Society Museum in the community and visible. The display case and bulletin

October 22, 2016

board at the Cornwall Public Library have been the face of the Cornwall Historical Society.

After much discussion many parallels between the museum and library were discovered. We both have the following:

- Historical collections of great significance.
- Desire to preserve the past, and make it come to life via lecture, display and in digital recreation.
- Provide exceptional customer service, knowledge and enthusiasm. The library serves as a community hub with a warm friendly atmosphere.

The Cornwall Public Library is open seven days a week, has a knowledgeable professionally trained staff, a dedicated history section and a working balanced budget which could be expanded to include the museum's much needed expanded space for display and archival, processing, and cataloging. As we acknowledge the proposed project for the combined Historical Museum and Visitor Center is in a conceptual stage, the Cornwall Public Library would like to propose another opportunity. We would like the opportunity to make the museum not just a display space but an interactive destination space, within the Cornwall Public Library. Bruce Cohen has been invited to the Cornwall Historical Society to present in more detail the ideas about how to collaborate and expand on the vision of an interactive destination space with the Board of Trustees of the Historical Society.

**V. Communications:** New York Library Association (NYLA) is pleased to announce that the NYS Supreme Court has rejected a constitutional challenge to Educational Law 259(1) (a), which is used by libraries throughout NYS to secure sustainable funding. This is a tremendous victory, and marks an important turning point for the NYLA Legal Defense Fund. NYLA Council authorized \$25,000 to fully cover the legal fees incurred by DeWitt Community Library as they were forced to fight on behalf of all libraries that use 259(1) (a) for funding. I am writing to request that the board of the Cornwall public Library please accept this letter as an official correspondence and kindly consider making a donation to the NYLA Legal Defense fund. After discussion this request was forwarded to the Friends of the Cornwall Public Library.

**Donations:** none.

**VI. Director's Report:** see written report. A motion to approve the bid from Safe and Sound for Installation of projector and speakers in the amount of \$6,385.00 was made by Chris McDonald, seconded by Carol Stein and unanimously approved. After much discussion April 18, 2017 is the date, for the Annual budget vote.

### **VII: Committee Reports**

- a. **Foundation and Friends:** Preparing for the Cider & Donuts Book Sale on October 15<sup>th</sup>. The Friends distributed invitations to attend an Appreciation Lunch offered to Staff of

the Cornwall Library and Library Volunteers on Thursday and Friday October 20<sup>th</sup> and October 21<sup>st</sup> at noon.

- b. **Policy Review:** Hours of Operation: See attached policy approved July 14, 2009. The Hours of Operation have been amended as follows: The Holiday schedule varies from year to year and closing dates for holidays are approved by the Board at the October meeting each year. The Current hours of operation have been amended as follows: Monday through Saturday opening is at 9:00 am. Patrons are urged to check the Cornwall Public Library website ([www.cornwallpubliclibrary.org](http://www.cornwallpubliclibrary.org)), social media, and library phone message, Cumulus Radio or WHUD 100.7 for closing notices. Public Relations & Communications: See attached policy approved December of 2000. This policy is amended as follows: The Library Director, and designated program staff, are responsible for all news releases to the media as well as Library policy information to the public under the direction of the Board of Trustees. The Library Director, or a designated staff member, shall be the media spokesperson for the Library. The Board President may speak on behalf of the board in response to questions from the media. Tutoring: After much discussion this policy will be presented again, to the Board of Trustees at the November meeting. A motion to approve the Public Relations & Communications, and Hours of Operation policies as amended made by Chris McDonald, seconded by Tom Dames and unanimously approved.
- c. **Building Committee:** Arrangements were made to contact and electrician. The parking lot reconfiguration was discussed. A staff members concerns were noted and many ideas are still circulating about the best way to accommodate the parking limitations.
- d. **Garden Committee:** Following up with Skylar Soss to get an update. Janine Bixler will follow up with Wynn Gold.
- e. **Strategic Planning:** The last meeting was October 6, 2016. Focus group questions were discussed, Community group questions were discussed, and Survey questions were discussed. Tom Wedell will lead the focus groups again. A culmination date of February or March 2017 is the current target.

## VIII. Unfinished Business

- a. **Library Construction Project: See Director's report.**

## IX. New Business

- a. **2017 Holiday Schedule:** A motion to approve the 2017 Holiday Schedule made by Bruce Cohen, seconded by Tom Dames and unanimously approved.
- b. **RCLS Annual Budget Approval:** A motion to approve the RCLS Annual Budget made by Carol Stein, seconded by Tom Dames and unanimously approved.

**X. Adjournment:** Motion to adjourn regular meeting at 9:19 PM made by Susanne Vondrak, seconded by Carol Stein and unanimously approved.

**Next Regular Board Meeting Date:** November 8, 2016, 7:00 PM

**Cornwall Public Library  
Director's Report  
September, 2016**

**General Overview**

Another busy month for library registrations with Library Card Sign-Up Month yielding 93 members and pushing us over the 10,000 mark!

**Administration**

-**Policies** – You are presented this evening with the **Hours of Operation, Public Relations and Communications and Tutoring policies**, marked with my suggested revision, for review.

-**Friends** – attended Sept 13 meeting to discuss funding needs for rest of year; staff appreciation; holiday collaborations.

-Liz and I met with **CCSD Principals** to inform them of library offerings and develop stronger working relationship with schools.

-**Strategic Plan** – Core committee met with directives for Board Retreat on Oct. 23. Tom Weddell committed for facilitation of focus groups. Volunteers to serve on core committee and focus groups are being assembled. Staff will be involved and fully informed for input and participation throughout process. I will be adding a separate **Strategic Plan folder** to our board Google drive and adding documents in there as we proceed. Please check every few weeks for updates and to keep up to speed.

-**ANSER committee** – I continue to be an active member of this committee, encouraging our RCLS consortium to look at new opportunities for sharing our materials and resources to enhance awareness and upgrade perception of library services.

**Personnel**

-**Library Assistant** – **Mary Ellen Malone** was injured at work on September 19 when she fell beside her desk and broke a vertebrae in her back. Workers Compensation was immediately notified and she is currently being assisted by them and, thankfully, is home now and recuperating, making progress each week.

**Building**

-**NYS Public Library Construction Grant** – The architects are moving forward with our permitting process for projects to be included in the 2017 grant.

-**Community Room** – Flooring will be upgraded this month.

-**Ceiling Mounted Projector** - \$6,385 is the bid from local company Safe & Sound for complete installation and equipment. Electrician will be needed for one small outlet on the wall. Would like board approval to move ahead as expense exceeds \$5000. (to be covered with Larkin grant) Installation will be completed by November.

-**Contractors** - I am requesting bids for cleaning services to see if we can get better rates.

## Finance

-**Budget for 2017-2018** – have asked manager’s to provide me with technology, staffing, materials and programming needs for consideration. Also, looking at other office supply companies to reduce expenses. The Property tax levy growth will be capped at 0.68 percent for 2017. (down from 0.73 % in 2016).

Would like to select budget **vote date**. Final approval for date: April 18 or April 25?

## Outreach & Partnerships

-**Legislative Breakfast**, Sept 16 – Pam prepared a beautiful display of our library activities and the event was attended by me, Rosaleen, Janine, Jane and Leslie.

-**Economic Development Committee meeting** – addressed this committee of the Town to engage them in the Sept 28 Community Conversation as experts to enhance the discussion.

-**Outside the Lines Week** – Rosaleen coordinated the Bollywood dance program for this week being recognized nationally for libraries to try new and innovative programming and/or service ideas.

-**National Voter Registration Day** – September 27 – a national effort to promote voter registration through awareness of deadlines and by providing material for easy access/registration.

-**Cornwall Chamber of Commerce** – attended monthly dinner and invited members to the Community Conversation as well as distributed voter registration materials.

-St. Luke’s Cornwall Foundation – met with foundation director, Tonya Addy, to discuss current library programming as well as possible future collaborations with the hospital.

-**Town of Cornwall Farmer’s Market** – met with Mary Beth to discuss **Field Goods** and a possible collaboration. She will discuss with Town and get back with me.

-The third “**Community Conversations**” workshop on September 28 focused on economic development and was well attended by 35 participants. Members of the town’s economic development committee, town council, elected officials and business and community representatives covered issues of planning, tourism, business development and transportation.

-**Fall festival** – despite rain and heat – Pam and Charlotte staffed a busy booth and the event was another great way to expose the community to all that happens at the library.

-**Southern Tier Library System** – I spoke at their Sept 21<sup>st</sup> workshop in Corning on the “Library as a Community Hub.” 25 Directors and Board Trustees attended a lively and interactive workshop.

## Programs, Collections, and Services

**Programs and Circulation** -**19 programs** were held this month with an attendance of **191**; needed additional programming space **5 times** this month. The most well attended programs included the Tea and a Classic (30); Community Conversations (35), WWII Lecture (33), College Admissions Program (20), Cooking with Cookbooks (10) and our “Outside the Lines Week” Bollywood dance program (15).

**Youth Services** – **34 programs** attracted **667** children and adults with a diverse and creative offering of

programs and activities including the most popular: Baby Lapsit (59); Toddlers (286); Circle Time (15), Pre-K (36); Cuentos! Bilingual Storytime (24), Battle of the Books (9); Pollinator Tour (84); Lee Road Open House (55); Family Build -it (22) and an Art Afternoon (26). An outstanding performance from 9 teens earned our library second place at the **Battle of the Books** utilizing a new strategy and excellent team work and cheered on by Assemblyman Skoufis.

**Adult Services –Reference service** this month dealt with technology assistance (109), reader’s advisory (09), reference questions (217), ILL Pulls (1449), laptop lending (2) and general circulation help (126) and (67) SEAL/outside the system, requests. Total PC usage – 822; top database use: NoveList Plus (2321) and EBSCO (1276), Ancestry (709.) Charlotte and Pam staffed the library booth at the Fall Festival.

### **Monthly Statistics for September, 2016** *(figures in parenthesis are last month’s figures)*

Registered borrowers: **10,008** (9,840, +93!); Direct Access/Circulation: **13,157** (14,911); ILL Borrows: **2,369** (2,291); ILL Loans: **1,834** (1,862); Item Count: **74,80** (74,650). **Wi-Fi: 2,841** (3,355)

### **Meetings, Trainings, Programs & Happenings in September**

Purchase tablet and plan for Mobile Circulation Unit, Cleaning estimate, Economic Development committee meeting (9/1);  
Sustainability Initiative conference call (9/6);  
Director’s Association meeting; E-rate meeting with S. Hoefler, phone meeting with Evan P. regarding technology courses and staff training (9/7);  
Manager’s meeting (9/8);  
Battle of the Books (9/10);  
Meeting with Field Goods Deliveries, meeting with Michelle and Marla, (9/12);  
Friends meeting, Board meeting (9/13);  
Meeting with CCSD Principals with Liz (9/14);  
Meeting with Paychex, Sustainability Initiative planning session (9/15);  
Legislative Breakfast, Bollywood dance event (9/16);  
Fall Festival (9/18);  
Facilitating for Southern Tier Library System training: Library as Community Hub, Corning, NY (9/20,21);  
Staff meeting, manager’s meeting (9/22);  
National Voter Registration Day, Chamber of Commerce meeting (9/27);  
Community Conversations on Economic Development (9/28);  
Meeting with Kate Fisher to wrap up art exhibit (9/29).

### **Coming up in October, I have the following on my agenda so far:**

Meeting with Paychex, meeting with Susan Kamlet of historical society (10/3);  
Agents of Change meeting of the NYLA Sustainability Initiative (10/5);  
Meeting with Piper Mountain Webs, Manager’s meeting, Strategic Planning Committee (10/6);

Meeting with Tony Burgess to brainstorm Strategic Plan Retreat, Sustainability Initiative call (10/7);  
Indie Author Day, Service for Ruth Morton – longtime patron (10/8);  
Meeting with Newburgh Ministries, Cornwall Historical Society and Board (10/11);  
Tea & a Classic (10/12);  
RCLS Board of Trustees presentation on Hudson Valley Pattern for Progress Fellowship (10/17);  
Leadership Seminar, Bethel Woods (10/18);  
Staff meeting, presentation by 9/11 survivor John McLoughlin (10/19);  
Managers meeting, Staff Appreciation Day from Friends (10/20);  
OCLC “Smart Spaces” grant due (10/21);  
Friends harvest weekend (10/22/23);  
Board retreat (10/23);  
Anser committee meeting (10/24);  
OLA meeting at Newburgh library (10/25), Strategic Planning committee meeting (10/25);  
Westchester Sustainable Libraries meeting , Community Conversation (10/26);

**Respectfully submitted,**

*Mary Lou Carolan*

**Mary Lou Carolan  
Director  
October 7, 2016**

## Cornwall Public Library Profit & Loss Budget vs. Actual July through August 2016

Budget %	16.67%	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison			
		Budget YTD	205,658.33	Jul - Aug 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul - Aug 15	\$ Change
<b>Income</b>										
2002 · Local Public Funds		0.00	1,138,619.00	-1,138,619.00	0.0%	0.0%				
2003 · Refund of Tax assessment		0.00	-3,000.00	3,000.00	0.0%	0.0%				
2082 · Library Fines		5,505.93	31,000.00	-25,494.07	17.76%	19.49%	6,625.25	-1,119.32	-16.9%	
2401 · Income from Investments		12.76	500.00	-487.24	2.55%	4.67%	32.68	-19.92	-60.96%	
2701 · Refunds		0.00	1,000.00	-1,000.00	0.0%	0.0%				
<b>2706 · Gifts &amp; Endowments</b>										
2706.1 · Gifts-Friends		0.00	10,000.00	-10,000.00	0.0%	22.01%	2,200.68	-2,200.68	-100.0%	
2706.2 · Gifts-Other		92.82	8,300.00	-8,207.18	1.12%	8.59%	343.43	-250.61	-72.97%	
<b>Total 2706 · Gifts &amp; Endowments</b>		92.82	18,300.00	-18,207.18	0.51%	18.17%	2,544.11	-2,451.29	-96.35%	
2760 · Grants		4,396.00	12,000.00	-7,604.00	36.63%	31.96%	3,835.00	561.00	14.63%	
3840 · RCLS		0.00	4,000.00	-4,000.00	0.0%	0.0%				
Fund Balance			31,531.00							
<b>Total Income</b>		10,007.51	1,233,950.00	-1,223,942.49	0.81%	1.1%	13,037.04	-3,029.53	-23.24%	
<b>Gross Profit</b>		10,007.51	1,233,950.00	-1,223,942.49	0.81%	1.1%	13,037.04	-3,029.53	-23.24%	
<b>Expense</b>										
141 · Salary-Certified Librarian		33,447.40	214,976.00	-181,528.60	15.56%	16.46%	33,293.42	153.98	0.46%	
142 · Salary-Clerical		62,287.09	418,276.00	-355,988.91	14.89%	13.35%	57,407.96	4,879.13	8.5%	
203b · Capital Equipment		13,838.63	53,000.00	-39,161.37	26.11%	27.02%	12,565.22	1,273.41	10.13%	
<b>Total 410 · Books</b>		8,581.49	75,385.00	-66,803.51	11.38%	14.79%	11,123.83	-2,542.34	-22.86%	
411 · Film		0.00	550.00	-550.00	0.0%	0.0%				
<b>Total 412 · Video/Music/Books on Tape</b>		3,488.23	32,758.00	-29,269.77	10.65%	11.49%	3,348.36	139.87	4.18%	
<b>Total 413 · Serials/Reference</b>		2,318.25	19,100.00	-16,781.75	12.14%	11.15%	2,352.26	-34.01	-1.45%	
<b>430 · Supplies</b>										
430.1 · Library supplies		386.33	5,000.00	-4,613.67	7.73%	14.49%	724.26	-337.93	-46.66%	
430.2 · Office supplies		1,840.59	8,000.00	-6,159.41	23.01%	15.03%	1,202.42	638.17	53.07%	
<b>430.3 · Program supplies</b>										
430.30 · Adult		194.48	2,500.00	-2,305.52	7.78%	3.61%	90.15	104.33	115.73%	
430.31 · YA		0.00	500.00	-500.00	0.0%	1.71%	11.97	-11.97	-100.0%	
430.32 · Juvenile		82.94	1,300.00	-1,217.06	6.38%	11.76%	129.31	-46.37	-35.86%	
430.33 · Summer Reading		825.51	2,500.00	-1,674.49	33.02%	14.87%	371.83	453.68	122.01%	
430.34 · Special/Outreach		773.07	1,000.00	-226.93	77.31%	55.49%	554.89	218.18	39.32%	
<b>Total 430.3 · Program supplies</b>		1,876.00	7,800.00	-5,924.00	24.05%	14.85%	1,158.15	717.85	61.98%	
<b>Total 430 · Supplies</b>		4,102.92	20,800.00	-16,697.08	19.73%	14.83%	3,084.83	1,018.09	33.0%	

## Cornwall Public Library Profit & Loss Budget vs. Actual July through August 2016

Budget %	16.67%	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
		Budget YTD	205,658.33	Jul - Aug 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul - Aug 15
431 · Telephone		2,921.70	14,000.00	-11,078.30	20.87%	25.19%	3,074.47	-152.77	-4.97%
433 · Postage		1,034.43	4,000.00	-2,965.57	25.86%	25.73%	1,029.35	5.08	0.49%
434 · Printing		1,186.62	10,000.00	-8,813.38	11.87%	3.79%	379.19	807.43	212.94%
435 · Travel/Conference		528.30	4,500.00	-3,971.70	11.74%	9.1%	409.59	118.71	28.98%
437 · Professional Fees									
437.1 · Prof fees-Office		6,817.54	30,630.00	-23,812.46	22.26%	25.38%	5,812.13	1,005.41	17.3%
437.2 · Prof fees-Adult programs		2,196.95	7,000.00	-4,803.05	31.39%	19.0%	1,330.00	866.95	65.18%
437.3 · Prof fees-YA programs		0.00	1,500.00	-1,500.00	0.0%	0.0%	0.00	150.00	100.0%
437.4 · Prof fees-Juvenile		150.00	4,000.00	-3,850.00	3.75%	0.0%	0.00	300.00	100.0%
437.5 · Prof fees-SRP		300.00	3,000.00	-2,700.00	10.0%	0.0%	0.00	85.00	100.0%
437.6 · Prof fees-Outreach		85.00				0.0%	0.00	521.70	100.0%
437 · Professional Fees - Other		521.70							
<b>Total 437 · Professional Fees</b>		<b>10,071.19</b>	<b>46,130.00</b>	<b>-36,058.81</b>	<b>21.83%</b>	<b>17.99%</b>	<b>7,142.13</b>	<b>2,929.06</b>	<b>41.01%</b>
438 · Dues		0.00	1,300.00	-1,300.00	0.0%	0.0%			
439 · Equipment Repair		0.00	200.00	-200.00	0.0%	0.0%			
440 · Contracts w/ Books Co.		292.30	2,600.00	-2,307.70	11.24%	16.4%	426.41	-134.11	-31.45%
450 · Fuel/Utilities		3,787.96	32,000.00	-28,212.04	11.84%	9.96%	3,883.32	-95.36	-2.46%
451 · Custodial Supplies		285.48	2,000.00	-1,714.52	14.27%	7.68%	153.68	131.80	85.76%
452 · Repairs to Building		3,853.25	14,000.00	-10,146.75	27.52%	4.17%	991.83	2,741.42	276.4%
454 · Building Insurance		0.00	12,000.00	-12,000.00	0.0%	84.39%	11,562.01	-11,562.01	-100.0%
469 · Service Contracts		6,938.07	45,592.00	-38,653.93	15.22%	11.36%	4,578.24	2,359.83	51.54%
9010.8 · Retirement		0.00	50,977.00	-50,977.00	0.0%	0.0%			
9030.8 · FICA/Medicare Expense		8,957.21	48,444.00	-39,486.79	18.49%	15.0%	8,576.58	380.63	4.44%
9060.8 · Workers' Comp		0.00	6,000.00	-6,000.00	0.0%	0.0%			
9090.8 · Health Insurance		13,963.40	105,362.00	-91,398.60	13.25%	15.69%	11,993.19	1,970.21	16.43%
<b>Total Expense</b>		<b>181,883.92</b>	<b>1,233,950.00</b>	<b>-1,052,066.08</b>	<b>14.74%</b>	<b>14.57%</b>	<b>177,375.87</b>	<b>4,388.05</b>	<b>2.47%</b>
<b>Net Income</b>		<b>-171,876.41</b>	<b>0.00</b>	<b>-171,876.41</b>	<b>-13.93%</b>	<b>7.01%</b>	<b>-164,338.83</b>	<b>-7,417.58</b>	<b>-4.51%</b>

\*Percentage = Net Income / Total Budget

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
**July through September 2016**

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
2002 · Local Public Funds	0.00	1,138,619.00	-1,138,619.00	0.0%
2003 · Refund of Tax assessment	0.00	-3,000.00	3,000.00	0.0%
2082 · Library Fines	7,067.69	31,000.00	-23,932.31	22.8%
2401 · Income from Investments	17.82	500.00	-482.18	3.6%
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments				
2706.1 · Gifts-Friends	0.00	10,000.00	-10,000.00	0.0%
2706.2 · Gifts-Other	149.05	8,300.00	-8,150.95	1.8%
<b>Total 2706 · Gifts &amp; Endowments</b>	<b>149.05</b>	<b>18,300.00</b>	<b>-18,150.95</b>	<b>0.8%</b>
2760 · Grants	4,396.00	12,000.00	-7,604.00	36.6%
3840 · RCLS	0.00	4,000.00	-4,000.00	0.0%
<b>Total Income</b>	<b>11,630.56</b>	<b>1,202,419.00</b>	<b>-1,190,788.44</b>	<b>1.0%</b>
<b>Gross Profit</b>	<b>11,630.56</b>	<b>1,202,419.00</b>	<b>-1,190,788.44</b>	<b>1.0%</b>
<b>Expense</b>				
141 · Salary-Certified Librarian	59,110.39	214,976.00	-155,865.61	27.5%
142 · Salary-Clerical	107,673.14	413,276.00	-305,602.86	26.1%
143 · Salary-Treasurer	0.00	5,000.00	-5,000.00	0.0%
203b · Capital Equipment	14,220.00	53,000.00	-38,780.00	26.8%
<b>410 · Books</b>				
<b>410.1 · Adult Fiction</b>				
410.10 · Adult Fiction	4,048.24	14,200.00	-10,151.76	28.5%
410.11 · Adult Fiction Standing Order	957.56	1,500.00	-542.44	63.8%
410.12 · Adult E Book	0.00	10,500.00	-10,500.00	0.0%
<b>Total 410.1 · Adult Fiction</b>	<b>5,005.80</b>	<b>26,200.00</b>	<b>-21,194.20</b>	<b>19.1%</b>
<b>410.2 · Adult Non Fiction</b>				
410.20 · Adult Non-Fiction	4,018.67	15,680.00	-11,661.33	25.6%
410.21 · Adult Non-Fiction Standing Orde	25.59	1,000.00	-974.41	2.6%
410.2 · Adult Non Fiction - Other	-135.00			
<b>Total 410.2 · Adult Non Fiction</b>	<b>3,909.26</b>	<b>16,680.00</b>	<b>-12,770.74</b>	<b>23.4%</b>
410.4 · Juvenile Fiction	946.61	8,755.00	-7,808.39	10.8%
410.42 · Ebooks -- Juvenile	3.99	600.00	-596.01	0.7%
410.5 · Juvenile Non Fiction	711.10	9,550.00	-8,838.90	7.4%
410.6 · Young Adult Fiction	618.11	2,400.00	-1,781.89	25.8%
410.62 · Ebooks -- Young Adult	0.00	700.00	-700.00	0.0%
410.7 · Young Adult Non Fiction	187.18	500.00	-312.82	37.4%
410.9 · McNaughton	1,221.50	10,000.00	-8,778.50	12.2%
<b>Total 410 · Books</b>	<b>12,603.55</b>	<b>75,385.00</b>	<b>-62,781.45</b>	<b>16.7%</b>
411 · Film	0.00	550.00	-550.00	0.0%
<b>412 · Video/Music/Books on Tape</b>				
412.1 · Music Adult	229.88	800.00	-570.12	28.7%
412.3 · Books-on-Tape	1,348.90	9,045.00	-7,696.10	14.9%
412.32 · E-Audiobooks -- Adult	0.00	5,000.00	-5,000.00	0.0%
412.4 · Books On Tape - Juvenile	147.93	530.00	-382.07	27.9%
412.42 · E-Audiobooks -- Juvenile	0.00	530.00	-530.00	0.0%
412.5 · Books on Tape YA	16.00	1,200.00	-1,184.00	1.3%
412.52 · E-Audiobooks -- Young Adult	0.00	1,000.00	-1,000.00	0.0%
412.6 · Videos/DVD	2,155.97	9,000.00	-6,844.03	24.0%
412.62 · Digital video	0.00	3,000.00	-3,000.00	0.0%
412.7 · Video/DVD Juvenile	1,002.84	2,653.00	-1,650.16	37.8%
<b>Total 412 · Video/Music/Books on Tape</b>	<b>4,901.52</b>	<b>32,758.00</b>	<b>-27,856.48</b>	<b>15.0%</b>
<b>413 · Serials/Reference</b>				
413.1 · Reference - Adult book				
413.10 · Reference-Adult Book	280.50	1,000.00	-719.50	28.1%
413.11 · Reference-Adult Standing Order	47.94	200.00	-152.06	24.0%
<b>Total 413.1 · Reference - Adult book</b>	<b>328.44</b>	<b>1,200.00</b>	<b>-871.56</b>	<b>27.4%</b>
413.2 · Reference Juvenile				
413.20 · Juvenile Reference	0.00	100.00	-100.00	0.0%
<b>Total 413.2 · Reference Juvenile</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.0%</b>
413.3 · Reference-Adult electronic	0.00	5,000.00	-5,000.00	0.0%
413.4 · Reference-Juv electronic	1,314.90	500.00	814.90	263.0%
413.5 · Reference-Cornwall Local elect	0.00	4,000.00	-4,000.00	0.0%
413.6 · Serials	1,705.45	7,800.00	-6,094.55	21.9%
413.7 · Professional Collection	0.00	500.00	-500.00	0.0%
<b>Total 413 · Serials/Reference</b>	<b>3,348.79</b>	<b>19,100.00</b>	<b>-15,751.21</b>	<b>17.5%</b>
<b>430 · Supplies</b>				
430.1 · Library supplies	386.33	5,000.00	-4,613.67	7.7%
430.2 · Office supplies	2,269.96	8,000.00	-5,730.04	28.4%
430.3 · Program supplies				
430.30 · Adult	323.76	2,500.00	-2,176.24	13.0%
430.31 · YA	10.59	500.00	-489.41	2.1%
430.32 · Juvenile	86.92	1,300.00	-1,213.08	6.7%
430.33 · Summer Reading	836.01	2,500.00	-1,663.99	33.4%

**Cornwall Public Library**  
**Profit & Loss Budget vs. Actual**  
**July through September 2016**

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
430.34 · Special/Outreach	844.26	1,000.00	-155.74	84.4%
<b>Total 430.3 · Program supplies</b>	<b>2,101.54</b>	<b>7,800.00</b>	<b>-5,698.46</b>	<b>26.9%</b>
<b>Total 430 · Supplies</b>	<b>4,757.83</b>	<b>20,800.00</b>	<b>-16,042.17</b>	<b>22.9%</b>
431 · Telephone	3,369.08	14,000.00	-10,630.92	24.1%
433 · Postage	1,206.93	4,000.00	-2,793.07	30.2%
434 · Printing	1,197.42	10,000.00	-8,802.58	12.0%
435 · Travel/Conference	1,227.96	4,500.00	-3,272.04	27.3%
437 · Professional Fees				
437.1 · Prof fees-Office	12,488.50	30,630.00	-18,141.50	40.8%
437.2 · Prof fees-Adult programs	2,321.95	7,000.00	-4,678.05	33.2%
437.3 · Prof fees-YA programs	0.00	1,500.00	-1,500.00	0.0%
437.4 · Prof fees-Juvenile	600.00	4,000.00	-3,400.00	15.0%
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach	85.00			
437 · Professional Fees - Other	781.80			
<b>Total 437 · Professional Fees</b>	<b>16,577.25</b>	<b>46,130.00</b>	<b>-29,552.75</b>	<b>35.9%</b>
438 · Dues	0.00	1,300.00	-1,300.00	0.0%
439 · Equipment Repair	0.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	425.70	2,600.00	-2,174.30	16.4%
450 · Fuel/Utilities	5,834.27	32,000.00	-26,165.73	18.2%
451 · Custodial Supplies	442.75	2,000.00	-1,557.25	22.1%
452 · Repairs to Building	4,353.25	14,000.00	-9,646.75	31.1%
454 · Building Insurance	0.00	12,000.00	-12,000.00	0.0%
469 · Service Contracts	9,734.24	45,592.00	-35,857.76	21.4%
9010.8 · Retirement	0.00	50,977.00	-50,977.00	0.0%
9030.8 · FICA/Medicare Expense	15,198.78	48,444.00	-33,245.22	31.4%
9060.8 · Workers' Comp	0.00	6,000.00	-6,000.00	0.0%
9090.8 · Health Insurance	19,553.29	105,362.00	-85,808.71	18.6%
<b>Total Expense</b>	<b>285,736.14</b>	<b>1,233,950.00</b>	<b>-948,213.86</b>	<b>23.2%</b>
<b>Net Income</b>	<b>-274,105.58</b>	<b>-31,531.00</b>	<b>-242,574.58</b>	<b>869.3%</b>

**Cornwall Public Library**  
**Warrant # 3**  
**As of September 30, 2016**

Type	Date	Num	Split	Paid	Amount
<b>Audio Editions</b>					
Bill	09/30/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	164.76
Bill	09/30/2016	Inv 16...	412.3 · Books-on-Tape	Unpaid	25.59
Total Audio Editions					190.35
<b>Brodart Co. - Juv</b>					
Bill	09/09/2016	Inv B...	410.5 · Juvenile Non Fiction	Unpaid	13.16
Bill	09/09/2016	Inv B...	-SPLIT-	Unpaid	19.88
Bill	09/09/2016	B466...	-SPLIT-	Unpaid	119.99
Bill	09/12/2016	Inv B...	410.5 · Juvenile Non Fiction	Unpaid	67.00
Bill	09/19/2016	Inv B...	-SPLIT-	Unpaid	33.07
Bill	09/30/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	9.67
Bill	09/30/2016	Multi...	-SPLIT-	Unpaid	139.39
Bill	09/30/2016	Inv B...	-SPLIT-	Unpaid	33.99
Bill	09/30/2016	Inv B...	410.4 · Juvenile Fiction	Unpaid	9.67
Total Brodart Co. - Juv					445.82
<b>Bunzl Scotia</b>					
Bill	09/30/2016	Inv 92...	451 · Custodial Supplies	Unpaid	34.64
Bill	09/30/2016	Inv 92...	451 · Custodial Supplies	Unpaid	86.24
Total Bunzl Scotia					120.88
<b>Butler Rowland Mays</b>					
Bill	09/30/2016	BRM...	437.1 · Prof fees-Office	Unpaid	3,455.45
Total Butler Rowland Mays					3,455.45
<b>Cengage Learning/Gale</b>					
Bill	09/14/2016	Inv 58...	410.11 · Adult Fiction Standin...	Unpaid	42.75
Bill	09/30/2016	Inv 59...	410.11 · Adult Fiction Standin...	Unpaid	65.25
Total Cengage Learning/Gale					108.00
<b>Center Point Large Print</b>					
Bill	09/07/2016	Inv 14...	410.11 · Adult Fiction Standin...	Unpaid	558.70
Bill	09/30/2016	Inv 14...	410.11 · Adult Fiction Standin...	Unpaid	83.13
Total Center Point Large Print					641.83
<b>Central Hudson Gas &amp; Electric Corp</b>					
Bill	09/30/2016	8/22-...	450 · Fuel/Utilities	Unpaid	1,806.07
Total Central Hudson Gas & Electric Corp					1,806.07
<b>Charles B. Merrill Office Equip &amp; Supplie</b>					
Bill	09/12/2016	Inv 45...	430.2 · Office supplies	Unpaid	23.99
Bill	09/30/2016	Inv 45...	430.2 · Office supplies	Unpaid	37.99
Bill	09/30/2016	Inv 45...	430.2 · Office supplies	Unpaid	101.95
Total Charles B. Merrill Office Equip & Supplie					163.93
<b>Charlotte Dunaief</b>					
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	5.62
Total Charlotte Dunaief					5.62
<b>Chase Card Services</b>					
Bill	09/30/2016	Visa ...	-SPLIT-	Unpaid	1,902.54
Total Chase Card Services					1,902.54
<b>Corner Stone Telephone</b>					
Bill	09/30/2016	Inv 41...	431 · Telephone	Unpaid	310.40
Total Corner Stone Telephone					310.40
<b>Cornwall Public Library - Memorial Fund</b>					
Bill	09/30/2016	Xfer ...	1016 · OCT Memorial Fund	Unpaid	13,144.25

**Cornwall Public Library**  
**Warrant # 3**  
**As of September 30, 2016**

Type	Date	Num	Split	Paid	Amount
Total Cornwall Public Library - Memorial Fund					13,144.25
<b>Cornwall Public Library - Payroll</b>					
Bill	09/09/2016	Payro...	1012 · OCT Payroll Checking	Paid	16,538.22
Bill	09/23/2016	Payro...	1012 · OCT Payroll Checking	Paid	17,447.36
Total Cornwall Public Library - Payroll					33,985.58
<b>Cornwall Public Library - Trust &amp; Agency</b>					
Bill	09/13/2016	Pay e...	1003 · Due from Trust & Agen...	Paid	8,178.55
Bill	09/27/2016	Pay e...	1003 · Due from Trust & Agen...	Paid	8,484.48
Bill	09/30/2016	Healt...	1003 · Due from Trust & Agen...	Paid	6,561.06
Bill	09/30/2016	3Q M...	1003 · Due from Trust & Agen...	Paid	2,202.90
Total Cornwall Public Library - Trust & Agency					25,426.99
<b>Dowser Spring Water</b>					
Bill	09/19/2016	Invoic...	430.2 · Office supplies	Unpaid	44.00
Total Dowser Spring Water					44.00
<b>Elizabeth K. Fisher</b>					
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	44.82
Total Elizabeth K. Fisher					44.82
<b>FNR Appliance Repair</b>					
Bill	09/20/2016	Inv da...	452 · Repairs to Building	Unpaid	100.00
Total FNR Appliance Repair					100.00
<b>Hannaford Bros. Co.</b>					
Bill	09/17/2016	Ref 0...	430.2 · Office supplies	Unpaid	17.15
Bill	09/19/2016	Ref 1...	430.2 · Office supplies	Unpaid	17.15
Bill	09/19/2016	Ref 0...	430.34 · Special/Outreach	Unpaid	10.97
Bill	09/08/2016	Ref 0...	430.30 · Adult	Unpaid	62.33
Bill	09/22/2016	Ref 0...	430.2 · Office supplies	Unpaid	19.57
Bill	09/30/2016	Store ...	-SPLIT-	Unpaid	21.09
Bill	09/30/2016	Recei...	451 · Custodial Supplies	Unpaid	3.39
Total Hannaford Bros. Co.					151.65
<b>Hudson Highlands Nature Museum</b>					
Bill	09/26/2016	9/27/...	437.4 · Prof fees-Juvenile	Paid	150.00
Total Hudson Highlands Nature Museum					150.00
<b>Ingram Library Services</b>					
Bill	09/07/2016	Inv 94...	-SPLIT-	Unpaid	61.20
Bill	09/09/2016	Inv 94...	-SPLIT-	Unpaid	96.55
Bill	09/01/2016	Inv 94...	-SPLIT-	Unpaid	15.70
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	61.83
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	59.62
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	15.49
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	18.73
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	58.34
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	27.34
Bill	09/30/2016	inv 94...	-SPLIT-	Unpaid	74.45
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	46.83
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	39.70
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	2,138.06
Bill	09/30/2016	Inv 94...	410.20 · Adult Non-Fiction	Unpaid	14.99
Bill	09/30/2016	Inv 94...	-SPLIT-	Unpaid	161.83
Total Ingram Library Services					2,890.66
<b>JNJ Pest Control</b>					
Bill	09/22/2016	Inv 30...	452 · Repairs to Building	Unpaid	280.00
Total JNJ Pest Control					280.00
<b>Joanne Barclay</b>					

**Cornwall Public Library**  
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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	09/19/2016	Card ...	437.2 · Prof fees-Adult progra...	Unpaid	125.00
Total Joanne Barclay					125.00
<b>Julie Baxter</b>					
Bill	09/19/2016	Talk it...	437.4 · Prof fees-Juvenile	Unpaid	150.00
Bill	09/19/2016	Talk it...	437.4 · Prof fees-Juvenile	Unpaid	150.00
Total Julie Baxter					300.00
<b>Lisa Sinclair</b>					
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	97.20
Total Lisa Sinclair					97.20
<b>Mary Lou Carolan</b>					
Bill	09/30/2016	Empl ...	-SPLIT-	Unpaid	59.46
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	113.40
Total Mary Lou Carolan					172.86
<b>Media Solstice Marketing/Public Relations</b>					
Bill	09/30/2016	Inv 20...	437.1 · Prof fees-Office	Unpaid	1,170.00
Total Media Solstice Marketing/Public Relations					1,170.00
<b>Orange Bank &amp; Trust Cardmember Services</b>					
Bill	09/30/2016	Stmt ...	-SPLIT-	Unpaid	208.24
Total Orange Bank & Trust Cardmember Services					208.24
<b>OverDrive, Inc.</b>					
Bill	09/30/2016	1052-...	410.42 · Ebooks -- Juvenile	Unpaid	3.99
Bill	09/30/2016	1052-...	412.6 · Videos/DVD	Unpaid	23.99
Total OverDrive, Inc.					27.98
<b>Paychex, Inc.</b>					
Bill	09/26/2016	Inv 20...	437.1 · Prof fees-Office	Paid	765.51
Bill	09/30/2016	Inv 15...	437.1 · Prof fees-Office	Paid	220.00
Total Paychex, Inc.					985.51
<b>Randazzo's Landscaping Inc.</b>					
Bill	09/30/2016	Inv 508	469 · Service Contracts	Unpaid	491.00
Total Randazzo's Landscaping Inc.					491.00
<b>RCLS</b>					
Bill	09/19/2016	Inv 25...	203b · Capital Equipment	Unpaid	27.99
Total RCLS					27.99
<b>Rebecca Barth</b>					
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	29.16
Total Rebecca Barth					29.16
<b>Rebecca Kashinski</b>					
Bill	09/30/2016	Notar...	437.1 · Prof fees-Office	Unpaid	60.00
Total Rebecca Kashinski					60.00
<b>Research Foundation for SUNY</b>					
Bill	09/30/2016	Inv 14...	413.11 · Reference-Adult Sta...	Unpaid	47.94
Total Research Foundation for SUNY					47.94
<b>Ron Kaiser</b>					
Bill	09/30/2016	Repla...	452 · Repairs to Building	Paid	120.00
Total Ron Kaiser					120.00

**Cornwall Public Library**  
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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
<b>Rosaleen Leahy</b>					
Bill	09/30/2016	Mileage	435 · Travel/Conference	Unpaid	48.60
Total Rosaleen Leahy					48.60
<b>Sentimental Productions</b>					
Bill	09/07/2016	Inv 30...	412.6 · Videos/DVD	Unpaid	150.00
Total Sentimental Productions					150.00
<b>Shop Rite Supermarkets Inc.</b>					
Bill	09/09/2016	9/9/1...	-SPLIT-	Unpaid	8.93
Bill	09/15/2016	9/15/...	430.30 · Adult	Unpaid	8.19
Bill	09/30/2016	Cooki...	430.30 · Adult	Unpaid	15.51
Total Shop Rite Supermarkets Inc.					32.63
<b>Suffern Free Library</b>					
Bill	09/30/2016	Lost it...	2082 · Library Fines	Unpaid	10.00
Total Suffern Free Library					10.00
<b>The New York Times</b>					
Bill	08/29/2016		413.6 · Serials	Paid	0.00
Total The New York Times					0.00
<b>United A/C Refrigeration, Inc</b>					
Bill	09/30/2016	Inv 41...	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc					975.17
<b>Vanguard Cleaning Systems of the HV</b>					
Bill	09/30/2016	Inv 19...	451 · Custodial Supplies	Unpaid	33.00
Bill	09/30/2016	Inv 19...	469 · Service Contracts	Unpaid	1,330.00
Total Vanguard Cleaning Systems of the HV					1,363.00
<b>Verizon</b>					
Bill	09/09/2016	Acct ...	431 · Telephone	Unpaid	136.98
Total Verizon					136.98
<b>Village of Cornwall-on-Hudson</b>					
Bill	09/30/2016	Acct ...	450 · Fuel/Utilities	Unpaid	240.24
Total Village of Cornwall-on-Hudson					240.24
<b>TOTAL</b>					<b>92,188.34</b>