

Cornwall Public Library Board of Trustees

March 9, 2017

7:00 to 9:00 PM

Minutes

Meeting called to order by Janine Bixler at 7:04 PM

I: Roll

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

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes).

II. Approval of the minutes: A motion to approve the Board of Trustee minutes of February 14, 2017, made by Tom Dames, seconded by Christine McDonald and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #8 in the amount of \$83,796.70 was made by Susanne Vondrak, seconded by Elisabeth Hellwege and unanimously approved. After discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2016 through January 2017, made by Susanne Vondrak, seconded by Carol Stein and unanimously approved.

IV. Public Remarks: none.

V. Communications: A thank you note from Crystal Luher, of the West Point Spouses Club, Mom and Tots group was received. The note was thanking the library for positively impacting West Point families. An email was received complimenting the great client service received by staff member Eileen Acosta. The library received a copy of letter from Senator Patty Richie to Senator John Flanagan, Senate Majority Leader and Senator Carol Marcellino, Chair Senate Education Committee requesting that \$4 million in library aid be restored, and we seek an increase in library aid over the Governor's proposed budget to generate a \$4 million increase in library aid.

Donations: none.

VI. Director's Report: see written report.

VII. Committee Reports

- a. **Friends and Foundation:** No new information at this time.
- b. **Building Committee:** RCLS is using Really Good Solar Energy Company for their solar energy needs. Really Good Solar Energy did a measurement from the satellite to see

March 24, 2017

what size kilowatt system they could install, should we request installation of solar panels. The project would require SED permit. Congressman Sean Patrick Maloney is looking into particular energy grants that we could apply for. The cost of the project is \$200,000 and is in the information gathering phase.

- c. **Strategic Planning:** A summary will be provided on March 29, 2017.
- d. **Finance Committee:** none.

VIII. Unfinished Business: none

IX. New Business:

Budget Vote is April 18, 2017. Trustee Election Update: Nine Library Trustee petition applications have been given out.

Public Hearing date: April 11, 2017 at 6:30 p.m.

Staff Appreciation Breakfast: Friday March 24, 2017 8 a.m.

- X. Adjournment:** Motion to adjourn regular meeting at 8:28 p.m. made by Tom Dames, seconded by Christine McDonald and unanimously approved.

Next Regular Board Meeting Date: April 11, 2017 at 7:00 PM

**Cornwall Public Library
Director's Report
February, 2017**

General Overview

Annual Report, Budget prep, Vote, Election, Strategic Plan, Performance Reviews, and the Small Libraries-Smart Spaces workshops have begun. Busy month, lots accomplished.

Administration

-NYS Annual Report was completed and sent to RCLS February 6. Numbers from this report will be used as narratives to show value of library services to voters in annual budget postcard. Highlights completed for RCLS.

-Strategic Plan – Committee review held February 27. We decided on goals and I will pull a draft together by March 29. Goal remains to complete plan by April, 2017.

-Budget Vote and Trustee Election – planning is underway, timeline developed, Orange County board of elections has been contacted, machine secured, absentee ballot list requested and received, vote inspector and vote workers hired. Trustee petitions for two open seats are available at front desk and online. At least nine people have expressed interest!

-Bullet Aid- Sent correspondence to Senator Larkin and Assemblyman Skoufis requesting SAM funding for the roof and bullet aid (5-10,000) for community room furniture, telephone system and digital microfiche machine.

Personnel

Performance Reviews –Process will serve to determine training needs/desires, and a revised staffing and organization plan and provide better delegation of duties and assistance to implement service, marketing and outreach opportunities.

Staff Training – Technology Needs Assessment has been done with all staff in order to implement a staff training plan that focuses on key areas of need and will be built into Strategic Plan. Customer service is being developed as well for implementation this Spring.

Building

-NYS Public Library Construction Grant – The architects have proceeded with our permitting process for projects to be included in the 2017 and 2018 grant cycles. Projects prioritized based on need and cost.

-Community Room Improvements –Furniture selection in process. Would like to name the room “The Larkin Community Room,” due to all the funding the senator has provided to us – it would be a nice honor and we could have a great reception after furniture purchased. Thoughts??

Finance and Fundraising

-Grants and other funding opportunities- developing a fundraising plan and calendar of grant timelines to seek funding for arts, education and cultural programming.

-Bullet Aid Requests – have been put in writing and received by Assemblyman Skoufis and Senator Larkin. Follow up contacts have been made and more updates as progress continues.

Outreach & Partnerships

-**Marketing and Outreach Plan** – currently researching programming and marketing opportunities for collaboration between the library and local organizations and businesses. Serving on Art Walk committee.

-**Cornwall Chamber of Commerce** –2017 Breakfast Meeting Schedule has begun. Looking to work with chamber businesses for added value opportunities that support us both. The World WideTravel agency has pulled together a river cruise trip to Paris and offering CPL members a great discount on the trip. A nice, new business collaboration and an awesome trip!

-**Next Step Run** – for Women’s History Month – featuring a program to encourage women to run for office. Documentary film and presentation by Assemblywoman Aileen Gunther.

-**Greater Newburgh Symphony Orchestra** – working to develop a Cornwall partnership for performances, on-site lecture and small performance by conductor and quartet, as well as a program for students at the high school. Great offering on March 18 with bus leaving from Cornwall.

-**Cornwall Wall of Honor** – has been hung in our lobby and it looks beautiful! The school district staff hung the plaques securely on our wall.

-**Logo redesign, possible tag line development** – seeking to customize Cornwall library cards with a new and distinct logo design, more colors, QR code, to re-brand ourselves in a more contemporary and outstanding manner to the community.

-**Library Advocacy Day** – Albany on March 1, 2017. Susanne, Bruce, Jane, Leslie, Liz, Brenda and I all attended a very successful day! We were prepared and vocal about our needs and requests.

-**West Point connection** – was given a tour of the campus by a story time mom and we hosted an open house for a large group of young parents and children to introduce them to our library.

-**Art Exhibits** – are a great success drawing in many visitors to our library on a daily basis.

Programs, Collections, and Services

Programs and Circulation -14 programs were held this month with an attendance of **336**. The most well attended (10+ attendees) programs included Art Show reception (145); the Cajun Concert (55); the Foreign Film night (35) and the Chamber Breakfast (25). Coming up: Lincoln Center live streaming, Irish music concert, and Great Decisions.

Youth Services – **21** programs attracted **523** children and adults for the following programs and activities: Top programs included: teen planned and run Winter Carnival (150!), West Point Storytime/Tour (25), Lego WeDo (23) and our always successful story time programs. Despite a lot of snow closings/cancellations, it was a full house most of the time. Lots of reader’s advisory.

Adult Services –February stats include technology assistance (67), reader’s advisory (5), reference questions (245), ILL Pulls (1408), printing (117), Notary (4) and (13) SEAL/outside the system requests. Total PC usage 873; top database use: NoveList Plus (2085) and EBSCO (989), Ancestry (895.) Tea & a Classic and Foreign Film with Col. Gagnon were very successful.

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

Registered borrowers: **9,381*** (10,192) ***purged inactive accounts**; Direct Access/Circulation: **11,889** (12,378); ILL Borrows: **2,240** (2,268); ILL Loans: **1,858** (1,873); Item Count: **74,590** (74,442); **Wi-Fi: 2,295** (3,227).

Meetings, Trainings, Programs & Happenings in February:

Sustainability Initiative Retreat at NYLA (2/1);
Annual Report due; Art Exhibit set up (2/6);
Performance Review, Pat Rovello (2/8);
Art Exhibit: Ray Schuettich 1:00-4:00 p.m. (2/11);
Smart Spaces Webinar Class begins (2/13);
RUG meeting; Board meeting (2/14);
Chamber of Commerce breakfast; Tea & a Classic; Manager's meeting (2/15);
Performance Review, Liz Fisher; Makerspaces Webinar; Volunteer meeting (2/16);
Performance Review, Pam Hawks, Rosaleen Leahy, Lisa SinClair (2/17);
Staff meeting; West Point tour; Performance Review, Marla Landsman (2/21);
Project Management webinar; Strategic Planning committee meeting (2/22);
Programming committee meeting; Reference Staff meeting (2/23);
RCLS Highlights Due; Meeting with Jane H. (2/24);
ANSER meeting (2/27);
Fundraising for Libraries webinar (2/28).

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

Library Advocacy Day, Albany (3/1);
Meeting with Wynn Klosky re: Venture teen program, Absentee ballots out (3/3);
STEAM event (3/4);
Meeting with CCSD, OCLC SLSS grant webinar, "Cornwall Rising" event (3/6);
Hanging of CCSD Wall of Fame plaques, meeting with P. Hawks (3/7);
Director's Association meeting, Manager's meeting (3/8);
Repair Café webinar, Board meeting (3/9);
Chamber of Commerce Art Walk committee meeting (3/10);
Art Show reception (3/11);
Vacation (3/13-3/21);
Staff meeting, Petitions due (3/24);
ANSER meeting, RCLS (3/27);
Chamber dinner (3/28);
Strategic Plan Draft emailed to committee (3/29);
Meeting with St. Luke's Cornwall (3/30).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

March 7, 2017

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

	Budget %	58%	YTD Budget		2016-2017 Budget			
			Jul '16 - Jan 17	YTD 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			-1,900.25	-3,000.00	1,099.75	-3,000.00	1,099.75	63.34%
2005 · Appropriated Fund Balance			0.00	31,531.00	-31,531.00	31,531.00	-31,531.00	0.0%
2082 · Library Fines			17,415.54	18,088.00	-672.46	31,000.00	-13,584.46	56.18%
2401 · Income from Investments			220.24	291.00	-70.76	500.00	-279.76	44.05%
2701 · Refunds			631.20	750.00	-118.80	1,000.00	-368.80	63.12%
2706 · Gifts & Endowments								
2706.1 · Gifts-Friends			807.30	6,300.00	-5,492.70	10,000.00	-9,192.70	8.07%
2706.2 · Gifts-Other			575.55	4,900.00	-4,324.45	8,300.00	-7,724.45	6.93%
2706 · Gifts & Endowments - Other			0.61					
Total 2706 · Gifts & Endowments			1,383.46	11,200.00	-9,816.54	18,300.00	-16,916.54	7.56%
2760 · Grants			4,885.00	8,000.00	-3,115.00	12,000.00	-7,115.00	40.71%
3840 · RCLS			0.00	3,000.00	-3,000.00	4,000.00	-4,000.00	0.0%
Total Income			1,161,254.19	1,208,479.00	-47,224.81	1,233,950.00	-72,695.81	94.11%
Gross Profit			1,161,254.19	1,208,479.00	-47,224.81	1,233,950.00	-72,695.81	94.11%
Expense								
141 · Salary-Certified Librarian			132,538.52	124,024.72	8,513.80	214,976.00	-82,437.48	61.65%
142 · Salary-Clerical			217,149.65	241,313.48	-24,163.83	418,276.00	-201,126.35	51.92%
203b · Capital Equipment			49,628.33	30,900.00	18,728.33	53,000.00	-3,371.67	93.64%
Total 410 · Books			39,095.28	45,910.00	-6,814.72	75,385.00	-36,289.72	51.86%
411 · Film			593.87	350.00	243.87	550.00	43.87	107.98%
Total 412 · Video/Music/Books on Tape			10,599.67	19,175.00	-8,575.33	32,758.00	-22,158.33	32.36%
Total 413 · Serials/Reference			6,378.82	11,260.00	-4,881.18	19,100.00	-12,721.18	33.4%
430 · Supplies								
430.1 · Library supplies			1,925.88	2,940.00	-1,014.12	5,000.00	-3,074.12	38.52%
430.2 · Office supplies			4,907.52	4,750.00	157.52	8,000.00	-3,092.48	61.34%
430.3 · Program supplies								
430.30 · Adult			1,399.07	1,500.00	-100.93	2,500.00	-1,100.93	55.96%
430.31 · YA			19.86	300.00	-280.14	500.00	-480.14	3.97%
430.32 · Juvenile			426.26	800.00	-373.74	1,300.00	-873.74	32.79%
430.33 · Summer Reading			1,207.53	1,500.00	-292.47	2,500.00	-1,292.47	48.3%
430.34 · Special/Outreach			977.85	590.00	387.85	1,000.00	-22.15	97.79%
Total 430.3 · Program supplies			4,030.57	4,690.00	-659.43	7,800.00	-3,769.43	51.67%
Total 430 · Supplies			10,863.97	12,380.00	-1,516.03	20,800.00	-9,936.03	52.23%
431 · Telephone			7,291.56	8,250.00	-958.44	14,000.00	-6,708.44	52.08%
433 · Postage			2,628.14	2,350.00	278.14	4,000.00	-1,371.86	65.7%
434 · Printing			4,440.46	5,850.00	-1,409.54	10,000.00	-5,559.54	44.41%
435 · Travel/Conference			3,379.07	2,625.00	754.07	4,500.00	-1,120.93	75.09%
437 · Professional Fees								
437.1 · Prof fees-Office			51,142.62	17,880.00	33,262.62	30,630.00	20,512.62	166.97%
437.2 · Prof fees-Adult programs			4,028.45	4,100.00	-71.55	7,000.00	-2,971.55	57.55%
437.3 · Prof fees-YA programs			480.00	875.00	-395.00	1,500.00	-1,020.00	32.0%
437.4 · Prof fees-Juvenile			1,850.00	2,350.00	-500.00	4,000.00	-2,150.00	46.25%
437.5 · Prof fees-SRP			300.00	1,750.00	-1,450.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach			85.00					
437 · Professional Fees - Other			1,462.73					
Total 437 · Professional Fees			59,348.80	26,955.00	32,393.80	46,130.00	13,218.80	128.66%
438 · Dues			595.00	800.00	-205.00	1,300.00	-705.00	45.77%
439 · Equipment Repair			0.00	200.00	-200.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.			1,136.90	1,525.00	-388.10	2,600.00	-1,463.10	43.73%
450 · Fuel/Utilities			15,996.34	18,700.00	-2,703.66	32,000.00	-16,003.66	49.99%
451 · Custodial Supplies			756.29	1,170.00	-413.71	2,000.00	-1,243.71	37.82%
452 · Repairs to Building			17,043.62	8,175.00	8,868.62	14,000.00	3,043.62	121.74%
454 · Building Insurance			11,663.01	12,000.00	-336.99	12,000.00	-336.99	97.19%
469 · Service Contracts			22,838.82	26,600.00	-3,761.18	45,592.00	-22,753.18	50.09%
9010.8 · Retirement			47,374.00	29,750.00	17,624.00	50,977.00	-3,603.00	92.93%
9030.8 · FICA/Medicare Expense			32,491.89	27,948.00	4,543.89	48,444.00	-15,952.11	67.07%
9060.8 · Workers' Comp			7,182.00	6,000.00	1,182.00	6,000.00	1,182.00	119.7%
9090.8 · Health Insurance			53,090.83	61,462.00	-8,371.17	105,362.00	-52,271.17	50.39%
Total Expense			754,104.84	725,673.20	28,431.64	1,233,950.00	-479,845.16	61.11%
Net Income			407,149.35	482,805.80	-75,656.45	0.00	407,149.35 *	33.0%

* Percentage = Net Income / Total Budget

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

	Budget % 67%	822,633.33	Current YTD Budget Comparison							
			Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
			Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '15 - Feb 16	\$ Change	% Change
Income										
2083 Library Fines - Video							0.0%			
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		-3,859.59	-3,000.00	-859.59	128.65%	97.15%	-3,245.65	-613.94	-18.92%	
2005 · Appropriated Fund Balance		0.00	31,531.00	-31,531.00	0.0%	0.0%				
2082 · Library Fines		19,629.79	31,000.00	-11,370.21	63.32%	61.73%	20,987.81	-1,358.02	-6.47%	
2401 · Income from Investments		220.24	500.00	-279.76	44.05%	19.35%	162.04	58.20	35.92%	
2701 · Refunds		631.20	1,000.00	-368.80	63.12%	0.0%	0.00	631.20	100.0%	
2706 · Gifts & Endowments										
2706.1 · Gifts-Friends		807.30	10,000.00	-9,192.70	8.07%	22.01%	2,200.68	-1,393.38	-63.32%	
2706.2 · Gifts-Other		586.66	8,300.00	-7,713.34	7.07%	192.34%	7,693.57	-7,107.52	-92.38%	
2706 · Gifts & Endowments - Other		0.00	0.00	0.00	0.0%	100.0%	113.55	-112.94	-99.46%	
Total 2706 · Gifts & Endowments		1,393.96	18,300.00	-16,906.04	7.62%	71.48%	10,007.80	-8,613.84	-86.07%	
2760 · Grants		4,885.00	12,000.00	-7,115.00	40.71%	34.04%	4,085.00	800.00	19.58%	
3840 · RCLS		0.00	4,000.00	-4,000.00	0.0%	602.02%	24,683.00	-24,683.00	-100.0%	
Total Income		1,161,519.60	1,233,950.00	-72,430.40	94.13%	99.48%	1,183,842.17	-22,322.57	-1.89%	
Gross Profit		1,161,519.60	1,233,950.00	-72,430.40	94.13%	99.48%	1,183,842.17	-22,322.57	-1.89%	
Expense										
141 · Salary-Certified Librarian		151,135.03	214,976.00	-63,840.97	70.3%	48.92%	114,740.89	36,394.14	31.72%	
142 · Salary-Clerical		244,674.98	418,276.00	-173,601.02	58.5%	49.61%	242,730.24	1,944.74	0.8%	
203b · Capital Equipment		50,893.28	53,000.00	-2,106.72	96.03%	88.47%	41,140.00	9,753.28	23.71%	
Total 410 · Books		44,422.56	75,385.00	-30,962.44	58.93%	58.08%	44,780.48	-357.92	-0.8%	
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		12,242.99	32,758.00	-20,515.01	37.37%	51.41%	15,927.35	-3,684.36	-23.13%	
Total 413 · Serials/Reference		6,706.10	19,100.00	-12,393.90	35.11%	32.35%	13,756.83	-7,050.73	-51.25%	
430 · Supplies										
430.1 · Library supplies		2,313.38	5,000.00	-2,686.62	46.27%	72.75%	3,637.63	-1,324.25	-36.4%	
430.2 · Office supplies		5,339.88	8,000.00	-2,660.12	66.75%	64.61%	5,234.85	105.03	2.01%	
430.3 · Program supplies										
430.30 · Adult		1,363.80	2,500.00	-1,136.20	54.55%	59.73%	1,646.95	-283.15	-17.19%	
430.31 · YA		19.86	500.00	-480.14	3.97%	20.95%	146.66	-126.80	-86.46%	
430.32 · Juvenile		550.22	1,300.00	-749.78	42.33%	43.25%	505.54	44.68	8.84%	
430.33 · Summer Reading		1,207.53	2,500.00	-1,292.47	48.3%	22.18%	586.22	621.31	105.99%	
430.34 · Special/Outreach		1,032.98	1,000.00	32.98	103.3%	57.37%	573.73	459.25	80.05%	
Total 430.3 · Program supplies		4,174.39	7,800.00	-3,625.61	53.52%	41.59%	3,459.10	715.29	20.68%	
Total 430 · Supplies		11,827.65	20,800.00	-8,972.35	56.86%	57.93%	12,331.58	-503.93	-4.09%	
431 · Telephone		7,798.76	14,000.00	-6,201.24	55.71%	76.07%	9,722.46	-1,923.70	-19.79%	
433 · Postage		2,784.72	4,000.00	-1,215.28	69.62%	60.71%	3,444.51	-659.79	-19.16%	
434 · Printing		4,766.18	10,000.00	-5,233.82	47.66%	34.89%	3,869.06	897.12	23.19%	

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

	Budget % 67%	822,633.33	Current YTD Budget Comparison				Prior YTD Actual Comparison			
			Current YTD				Last Year			
			Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '15 - Feb 16	\$ Change	% Change
435 · Travel/Conference		3,718.66	4,500.00	-781.34	82.64%	33.21%	1,683.31	2,035.35	120.91%	
437 · Professional Fees										
437.1 · Prof fees-Office		54,780.33	30,630.00	24,150.33	178.85%	212.97%	48,012.29	6,768.04	14.1%	
437.2 · Prof fees-Adult programs		4,753.45	7,000.00	-2,246.55	67.91%	42.69%	3,494.50	1,258.95	36.03%	
437.3 · Prof fees-YA programs		480.00	1,500.00	-1,020.00	32.0%	11.11%	200.00	280.00	140.0%	
437.4 · Prof fees-Juvenile		2,150.00	4,000.00	-1,850.00	53.75%	28.94%	1,855.15	294.85	15.89%	
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				100.0%	634.67	828.06	130.47%	
Total 437 · Professional Fees		64,011.51	46,130.00	17,881.51	138.76%	135.39%	54,196.61	9,814.90	18.11%	
438 · Dues		595.00	1,300.00	-705.00	45.77%	30.0%	390.00	205.00	52.56%	
439 · Equipment Repair		0.00	200.00	-200.00	0.0%	0.0%				
440 · Contracts w/ Books Co.		1,281.40	2,600.00	-1,318.60	49.29%	65.4%	1,715.41	-434.01	-25.3%	
450 · Fuel/Utilities		19,387.07	32,000.00	-12,612.93	60.59%	43.93%	20,756.58	-1,369.51	-6.6%	
451 · Custodial Supplies		955.57	2,000.00	-1,044.43	47.78%	25.64%	580.48	375.09	64.62%	
452 · Repairs to Building		17,538.62	14,000.00	3,538.62	125.28%	131.86%	32,150.54	-14,611.92	-45.45%	
454 · Building Insurance		11,663.01	12,000.00	-336.99	97.19%	84.39%	11,562.01	101.00	0.87%	
469 · Service Contracts		26,925.77	45,592.00	-18,666.23	59.06%	36.69%	17,057.28	9,868.49	57.86%	
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		36,845.41	48,444.00	-11,598.59	76.06%	52.05%	34,038.98	2,806.43	8.25%	
9060.8 · Workers' Comp		7,573.00	6,000.00	1,573.00	126.22%	109.25%	6,928.36	644.64	9.3%	
9090.8 · Health Insurance		61,274.29	105,362.00	-44,087.71	58.16%	39.95%	49,043.51	12,230.78	24.94%	
Total Expense		836,989.43	1,233,950.00	-396,960.57	67.83%	58.72%	801,753.91	35,235.52	4.4%	
Net Income		324,530.17	0.00	324,530.17	26.3%*	38.57%*	382,088.26	-57,558.09	-15.06%	

* Percentage = Net Income / Total Budget

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Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	02/21/2017	Inv 1622771	Inv 1622771	412.4 · Books On Tape - Juv...	Paid	8.00
Bill	02/21/2017	Inv 1622268	Inv 1622268	412.3 · Books-on-Tape	Paid	354.62
Bill	02/21/2017	Inv 1622794	Inv 1622794	412.3 · Books-on-Tape	Paid	31.45
Bill	02/27/2017	Inv 1624290	Inv 1624290	412.3 · Books-on-Tape	Paid	8.00
Total Audio Editions						402.07
Brian Conway						
Bill	02/23/2017	Irish Music Concert	3/19/17 Irish Music Concert	437.2 · Prof fees-Adult progr...	Paid	300.00
Total Brian Conway						300.00
Brodart Co. - Juv						
Bill	02/17/2017	Inv B4886380	Inv B4886380	410.4 · Juvenile Fiction	Paid	7.14
Bill	02/17/2017	Inv B4884722	Inv B4884722	-SPLIT-	Paid	287.44
Bill	02/17/2017	Inv B4881190	Inv B4881190	410.4 · Juvenile Fiction	Paid	7.69
Bill	02/17/2017	Inv B4880757	Inv B4880757	410.5 · Juvenile Non Fiction	Paid	22.25
Bill	02/17/2017	Inv B4878772	Inv B4878772	410.4 · Juvenile Fiction	Paid	21.06
Bill	02/17/2017	Inv B4878777	Inv B4878777	-SPLIT-	Paid	192.26
Bill	02/17/2017	Inv B4878855	Inv B4878855	-SPLIT-	Paid	25.49
Bill	02/17/2017	Inv B4878677	Inv B4878677	-SPLIT-	Paid	36.65
Bill	02/17/2017	Inv B4879004	Inv B4879004	410.4 · Juvenile Fiction	Paid	17.58
Bill	02/17/2017	Inv B4878676	Inv B4878676	-SPLIT-	Paid	25.39
Bill	02/23/2017	Inv B4893959	Inv B4893959	410.4 · Juvenile Fiction	Paid	2.99
Bill	02/23/2017	Inv B4893960	Inv B4893960	410.4 · Juvenile Fiction	Paid	49.18
Bill	02/23/2017	Inv B4893895	Inv B4893895	410.5 · Juvenile Non Fiction	Paid	56.43
Bill	02/23/2017	Inv B4893705	Inv B4893705	-SPLIT-	Paid	200.77
Bill	02/23/2017	Inv B4893500	Inv B4893500	-SPLIT-	Paid	33.70
Bill	02/23/2017	Inv B4893656	Inv B4893656	-SPLIT-	Paid	14.90
Bill	02/27/2017	Inv B4898106	Inv B4898106	-SPLIT-	Paid	14.90
Bill	02/27/2017	Inv B4898547	Inv B4898547	410.5 · Juvenile Non Fiction	Paid	15.89
Bill	02/27/2017	Inv B4893739	Inv B4893739	-SPLIT-	Paid	57.47
Total Brodart Co. - Juv						1,089.18
Brodart Co. -Supplies						
Bill	02/23/2017	Inv 462050	Binders, binder sleeves, reddi-covers	430.1 · Library supplies	Paid	387.50
Total Brodart Co. -Supplies						387.50
Brodart Co. (McN)						
Bill	02/17/2017	M145939	Inv M145939 - Adult plan for May 2017	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	02/21/2017	Inv 60149252	Inv 60149252	410.11 · Adult Fiction Standi...	Paid	40.49
Total Cengage Learning/Gale						40.49
Central Hudson Gas & Electric Corp						
Bill	02/28/2017	Acct 86610120007	Gas & Electric 1/23 - 2/22/17	450 · Fuel/Utilities	Paid	3,390.73
Total Central Hudson Gas & Electric Corp						3,390.73
Corner Stone Telephone						
Bill	02/28/2017	Inv 4292863	Service 2/25-3/24/17	431 · Telephone	Paid	313.84
Total Corner Stone Telephone						313.84
Cornwall Central School District						
Bill	02/21/2017	Tax assess reduct...	Tax assessment reduction letter dated 2/...	2003 · Refund of Tax assess...	Paid	259.99
Bill	02/21/2017	Tax assess reduct...	Tax assessment reduction letter dated 1/...	2003 · Refund of Tax assess...	Paid	1,690.60
Bill	02/21/2017	Tax assess reduct...	Tax assessment reduction letter dated 1/...	2003 · Refund of Tax assess...	Paid	8.75
Total Cornwall Central School District						1,959.34
Cornwall Public Library - Payroll						
Bill	02/01/2017	Pay per end 1.27.17	Pay per end 1/27 for paydaye 2/3	1012 · OCT Payroll Checking	Paid	16,779.69
Bill	02/16/2017	Pay per end 2/10/17	Pay period ending 2/10/17	1012 · OCT Payroll Checking	Paid	16,237.92
Total Cornwall Public Library - Payroll						33,017.61
Cornwall Public Library - Trust & Agency						
Bill	02/01/2017	Pay per end 1/27/17	Pay per end 1/27 paydaye 2/3/17	1003 · Due from Trust & Age...	Paid	8,430.22

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/16/2017	Pay end 2/10/17	Pay period ending 2/10/17	1003 · Due from Trust & Age...	Paid	8,188.33
Bill	02/16/2017	Health insurance	Health insurance - Feb 2017	1003 · Due from Trust & Age...	Paid	7,975.43
Total Cornwall Public Library - Trust & Agency						24,593.98
Dowser Spring Water						
Bill	02/27/2017	Inv 1672288	2/27/17 water cooler delivery	430.2 · Office supplies	Paid	9.50
Total Dowser Spring Water						9.50
Elizabeth K. Fisher						
Bill	02/28/2017	Empl Reimburse	133 miles @ \$.535/mi	435 · Travel/Conference	Paid	71.16
Total Elizabeth K. Fisher						71.16
Engineering & Surveying Properties						
Bill	02/17/2017	Inv 9807	Site Plan design	437.1 · Prof fees-Office	Paid	1,000.00
Total Engineering & Surveying Properties						1,000.00
Grainger						
Bill	02/23/2017	Inv 9348857328	Fluorescent bulbs & recycling kit	451 · Custodial Supplies	Paid	120.65
Total Grainger						120.65
Hudson Archival						
Bill	02/16/2017	In 10745	Preservation Microfilm, print negative, pri...	413.5 · Reference-Cornwall L...	Paid	327.28
Total Hudson Archival						327.28
Ingram Library Services						
Bill	02/16/2017	Inv 97012620	Inv 97012620	-SPLIT-	Paid	25.47
Bill	02/16/2017	Inv 97012619	Inv 97012619	-SPLIT-	Paid	30.28
Bill	02/16/2017	Inv 97021397	Inv 97021397	-SPLIT-	Paid	219.07
Bill	02/16/2017	Inv 97101305	Inv 97101305	-SPLIT-	Paid	114.46
Bill	02/21/2017	Inv 97277397	Inv 97277397	-SPLIT-	Paid	101.78
Bill	02/21/2017	Inv 97303005	Inv 97303005	410.20 · Adult Non-Fiction	Paid	10.77
Bill	02/28/2017	Inv97316283	Inv 97316283	-SPLIT-	Paid	2,030.65
Bill	02/28/2017	Inv 97346122	Inv 97346122	-SPLIT-	Paid	90.81
Bill	02/28/2017	Inv 97370446	Inv 97370446	-SPLIT-	Paid	30.27
Bill	02/28/2017	Inv 97389703	Inv 97389703	-SPLIT-	Paid	49.54
Bill	02/28/2017	Inv 97355795	Inv 97355795	-SPLIT-	Paid	27.14
Total Ingram Library Services						2,730.24
Jacobowitz & Gubits, LLP						
Bill	02/23/2017	Inv 263453	Personnel & Civ Svc consultations - legal...	437.1 · Prof fees-Office	Paid	757.42
Total Jacobowitz & Gubits, LLP						757.42
Joanne Barclay						
Bill	02/17/2017	4/4/17 Stampin Up	4/4/17 Stampin Up program	437.2 · Prof fees-Adult progr...	Paid	125.00
Total Joanne Barclay						125.00
John Walsh						
Bill	02/23/2017	Irish Music Concert	3/19/17 Irish Music Concert	437.2 · Prof fees-Adult progr...	Paid	300.00
Total John Walsh						300.00
Leifsigns, LLC						
Bill	02/28/2017	Inv 19673	8 'vote' signs with wire stands	434 · Printing	Paid	240.00
Total Leifsigns, LLC						240.00
Lisa Sinclair						
Bill	02/28/2017	Empl Reimburse	158 miles @ \$.535/mi	435 · Travel/Conference	Paid	84.53
Total Lisa Sinclair						84.53
Marangi Disposal						
Bill	02/28/2017	Inv 73101235	March waste disposal service	469 · Service Contracts	Paid	90.78
Total Marangi Disposal						90.78
Media Solstice Marketing/Public Relations						

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Type	Date	Num	Memo	Split	Paid	Amount
Bill	02/17/2017	Inv 2230	7.5 hours digital consulting - troubleshoot...	437.1 · Prof fees-Office	Paid	600.00
Total Media Solstice Marketing/Public Relations						600.00
News of the Highlands, Inc						
Bill	02/16/2017	Inv N83166	11/25/16 ad in Cornwall Local code FOFC	434 · Printing	Paid	93.61
Total News of the Highlands, Inc						93.61
Nickel Electric Inc						
Bill	02/28/2017	Inv 340	Changed ballast in Director's office	452 · Repairs to Building	Paid	375.00
Total Nickel Electric Inc						375.00
Orange Bank & Trust Cardmember Services						
Bill	02/28/2017	Stmt dated 2/24/17	Stmt dated 2/24/17	-SPLIT-	Paid	1,848.23
Total Orange Bank & Trust Cardmember Services						1,848.23
OverDrive, Inc.						
Bill	02/21/2017	105219233699302...	Inv 1052-192336993-020217	412.32 · E-Audiobooks -- Adult	Paid	503.87
Bill	02/21/2017	105200031280302...	Inv 1052-000312803-020717	410.12 · Adult E Book	Paid	60.00
Bill	02/21/2017	105200020387301...	Inv 1052-000203873-011017	410.12 · Adult E Book	Paid	65.00
Bill	02/21/2017	105219282436002...	Inv 1052-192824360-020217	410.12 · Adult E Book	Paid	765.86
Total OverDrive, Inc.						1,394.73
Pat Parker						
Bill	02/28/2017	PJ Storytime	1/9 2/13 2/27 3/13 3/27 - PJ story times	437.4 · Prof fees-Juvenile	Paid	300.00
Total Pat Parker						300.00
Paychex, Inc.						
Bill	02/17/2017	Inv 2017020200	Fees for 3 Jan payrolls + W2 processing	437.1 · Prof fees-Office	Paid	1,095.29
Bill	02/16/2017	Stmt 15883733	Feb 2017 Admin fee - Empl usage + Mo...	437.1 · Prof fees-Office	Paid	185.00
Total Paychex, Inc.						1,280.29
Randazzo's Landscaping Inc.						
Bill	02/27/2017	Inv 18171	Feb Maint + 8X salt pkg lot 1/24 - 2/13	469 · Service Contracts	Paid	1,691.00
Total Randazzo's Landscaping Inc.						1,691.00
RCLS						
Bill	02/16/2017	Reimage Space 4/...	PHawks 202a6665 & MLCarolan 3bb9aa...	435 · Travel/Conference	Paid	50.00
Total RCLS						50.00
Ron Kaiser						
Bill	02/28/2017	Work on 2/16 & 3/3	4 hours labor @ \$30/hour	452 · Repairs to Building	Paid	120.00
Total Ron Kaiser						120.00
Susan Moccio						
Bill	02/28/2017	Empl Reimburse	53.2 mi @ \$.535/mi	435 · Travel/Conference	Paid	28.46
Total Susan Moccio						28.46
Toshiba Financial Services						
Bill	02/28/2017	Inv 325512879	Service 2/25/17-3/25/17	203b · Capital Equipment	Paid	666.62
Total Toshiba Financial Services						666.62
United A/C Refrigeration, Inc						
Bill	02/21/2017	Inv 414179	Inv 414179	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Utica National Insurance Group						
Bill	02/17/2017	Acct 101086941	11/15-11/16 Worker's Comp audit + fees	9060.8 · Workers' Comp	Paid	391.00
Total Utica National Insurance Group						391.00
Vanguard Cleaning Systems of the HV						
Bill	02/28/2017	Inv 21255	March Cleaning service	469 · Service Contracts	Paid	1,330.00
Total Vanguard Cleaning Systems of the HV						1,330.00

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Type	Date	Num	Memo	Split	Paid	Amount
Verizon						
Bill	02/17/2017	Acct 942108272-0...	MLC cell phone 2/2-3/1/17	431 · Telephone	Paid	54.33
Bill	02/16/2017	Acct 6521219490...	2/10-3/9/17 FIOS internet	431 · Telephone	Paid	139.03
Total Verizon						193.36
W.B. Mason						
Bill	02/21/2017	Inv I41781653	Binders, soap, paper	430.2 · Office supplies	Paid	116.92
Bill	02/27/2017	Inv I41536381	Copy paper & disinfectant wipes	430.2 · Office supplies	Paid	58.98
Bill	02/27/2017	Inv I41653601	Paper towels	451 · Custodial Supplies	Paid	34.64
Bill	02/27/2017	Inv I40884970	2017 Calendars	430.2 · Office supplies	Paid	67.63
Bill	02/27/2017	Inv I41956344/335...	Paper towels, tissues, glue sticks, Lysol ...	-SPLIT-	Paid	132.96
Bill	02/28/2017	Inv I41889018	Trash bags, tape, envelopes, paper, stic...	-SPLIT-	Paid	86.05
Total W.B. Mason						497.18
TOTAL						83,796.70