

Cornwall Public Library Board of Trustees

August 9, 2016

7:00 to 9:00 PM

Minutes

Meeting called to order by Janine Bixler at 7:05 PM

I: Roll

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

Mary Lou Carolan, Library Director

Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell (minutes), **Public:** Skyler Soss, Eagle Scout Project presenter, Brianna Soss

- II. **Approval of the minutes:** A motion to approve the Board of Trustee minutes and Annual Organizational Meeting minutes of July 12, 2016 made by Christine McDonald and seconded by Elisabeth Hellwege and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #1 in the amount of \$91,397.95 was made by Tom Dames, seconded by Elizabeth Hellwege and unanimously approved. After much discussion, a motion to approve Profit and Loss Budget vs Actual report for July 2015 through June 2016, made by Elizabeth Hellwege, and seconded by Tom Dames and unanimously approved.

** Tom Dames arrived at 7:20.*

IV. Public Remarks:

- a. Skyler Soss Presentation of Eagle Scout Project: Skyler Soss selected the Library Garden Project as his Eagle Scout Project. The purpose of this project is to use some of the funds accepted by the Friends of the Cornwall Public Library in memory of Mr. Frank Rovello. One of the main criteria of the memorial is to pay tribute to some of Frank's greatest gifts: He loved to have fun, play with children, and share his love of gardening with them. Other purposes and benefits have been given careful consideration.
 1. Make use of the currently unused and empty area of the Library property which includes: making the project aesthetic but not too large as the field is still used for children's activities and games.
 2. Install a human sundial to be used by children of any age. Includes making the sundial instructions as easy to follow as possible, even if it will be off slightly.

3. The projected start date of this project is approximately August 20, 2016 (see attached). The anticipated completion is 10-11 days. Skyler will recruit members of the Boy Scouts and the Cornwall Football team. All Eagle Scout Project Guidelines will be adhered to for the safety of everyone involved. After much discussion, a special acknowledgement was given to Skyler for the 20 to 30 hours he has invested so far. His thoughtful consideration to all criteria including: materials, budget, guidelines, willingness to seek advice and cooperation from within the community. A motion to approve the Library Garden Project made by Bruce Cohen, seconded by Carol Stein, and unanimously approved.

V. Communications: A thank you letter from an employee was received. A letter of acknowledgement was sent to the Town of Cornwall. **Donations:** none.

VI. Director's Report: see written report. A motion to approve an Account Clerk position of 10-25 hours per week, at a pay rate in the range of \$22.00 to \$27.00 per hour based on qualifications and experience, made by Tom Dames, seconded by Bruce Cohen and unanimously approved. Summer Reading Programming and Amazing Orange Scavenger hunt- a blockbuster summer! At the time of this report, we have 401 kids registered for the summer reading program and 92 teams for the scavenger hunt. Our enthusiastic staff is providing excellent customer service and our numbers are way up. "We have an amazing crew of marketers and salespeople at our Circulation desk. The one-on-one invitation for people to join, done with enthusiasm, has made us stand out. When this is over, we need to consider how best to use these talents to promote our own library." (Rosaleen Leahy, Circulation Supervisor, Program Coordinator) Most importantly, library members and visitors seem genuinely pleased with the service as well as offerings. The third "Community Conversations" workshop on September 28th will focus on economic development. Members of the town's economic development committee have been invited.

VII. Committee Reports:

a. Foundation and Friends: The last Foundation meeting was spent filling the supply bags for the Chalk Art Contest. The Chalk Art Contest was a huge success, over 35 teams formed the contest. Many people enjoyed books, ice cream and chalk art. The only complaint was the lack of parking. Many seniors did not want to park at Munger Cottage for overflow parking and walk down to the library. The Foundation is still looking for additional volunteers.

b. Exhibit and Display Policy: This display policy was reviewed by the insurance company, lawyer and committee. Whenever possible we will match the exhibits and displays with themes that we are doing. A current display request has been received for the use of the Community Room. A motion to approve Exhibit and Display Policy (see attached) made by Carol Stein and seconded by Elizabeth Hellwege.

VIII. Unfinished Business:

a. Strategic Plan: Timeline: August, 2016 through February, 2017 Planning Committee: (6-8) dedicated people, 10 meetings over six months, Surveys of library users and community members (4 people to staff tables in December and January, approximately 6 hours of work.) Online surveys will go out in October and November. Focus groups (2 hour sessions, one time, as participants) A five step planning process was discussed

with overviews of: Board Vision; Assessment; Gather input from community; Analyze what is learned; Assess the library's capacity to move forward in many areas. See report for more details.

- b. **Library Construction Grant:** A mandatory workshop at RCLS to prepare the application for the NYS Public Library Construction Grant will be attended by Carol Stein, and Charlotte Dunaief; Grant is due: Sept 2, 2016. After much discussion, a motion to authorize Paul Mays, of Butler Rowland Mays Architects, LLP to solicit contractor estimates for the Construction Grant Project, made by Elizabeth Hellwege seconded by Tom Dames and unanimously approved.

- X. **Adjournment:** A motion to adjourn regular meeting at 9:08 PM by Carol Stein, seconded by Tom Dames and unanimously approved.

Next Regular Board Meeting Date: September 13, 2016, 7:00 PM

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

General Overview

Summer programming is in full swing. Our enthusiastic staff is providing excellent customer service and our numbers are way up. Most importantly, library members and visitors seem genuinely pleased with the service as well as the offerings.

Administration

-Policies – You are presented this evening with the **Exhibits and Display Policy**. The committee has reviewed this along with our insurance company and our lawyers. We are asking for a **motion** to approve.

-Organization Chart – I am assessing the current org chart and the allocation of staff in departments for all shifts and days of week, with an eye on what structure is necessary in preparation for the 2017-18 budget.

-Strategic Plan - Our new plan will encompass 2017-2022. Over the next few months, we will be looking for members of our community to become involved by either being part of the planning committee (we need 6-8 dedicated people for approximately 10 meetings over the course of six months (August 2016 – February 2017); or to help us conduct surveys of library users and community members (we're looking for 4 people to staff tables in December and January, approximately 6 hours of work); and folks who want to participate in focus groups (2 hours for one meeting at the library.)

-Summer Reading Program and Amazing Orange scavenger hunt – a blockbuster summer! At the time of this report, we have **401 kids** registered for the summer reading program and **92 teams** for the scavenger hunt!

Personnel

-Staffing – Job posting for account clerk has gone out and applications have been reviewed. Interviews will be scheduled for this week and appointment made for September 1 start date. Need board **motion** to approve this position hiring for a qualified person, 10-15 hours per week, at a pay rate in the range of the position -\$22.00-27.00 per hour - based on qualifications and experience.

-Performance Reviews – I am developing a calendar for conducting performance reviews for the 2017-18 budget year. This will include training for managers on conducting reviews for their teams; developing goals for each employee to be evaluated the following year; evaluating the review form and the process for making and implementing recommendations regarding position and salary.

Building

-HVAC – United remains vigilant and responsive to our issues over these summer months.

-Handyman contractor – I have been working with a couple of contractors to assist us through 7/2017. I recommend hiring a **custodial worker** on staff in 2017/18 to maintain the building on a more regular

basis at a more manageable pay rate. Small inexpensive issues can be dealt with before they become big, expensive projects. Many of the projects I have to contract out for could be handled in house by this person.

-NYS Public Library Construction Grant – Phase 1 of improvements for 2016-17 application include: creation of small meeting room, including furnishings, from a portion of the current staff work room; creating new staff workstations and layout to improve efficiency in the reduced staff room; making lighting improvements by replacing/upgrading downlights in the soffits lights under the barrel vault, replacing ballasts in non-operational fixtures in the barrel vault, improving lighting throughout library and making parking lot improvements – pending Site Engineer’s review for feasibility from recent survey conducted. Approximate amount of grant, \$275,000. August 18 mandatory workshop at RCLS to prepare application will be attended by Carol Stein and Charlotte Dunaief; Grant is due: September 2.

-Community Room – Exploring options for new flooring by getting estimates/suggestions from several local flooring businesses.

-Table Auction – Holiday Table fundraising idea in conjunction with Friends and with the assistance of staff. Will take place in October. Date TBD.

-Ballast burning –in Director’s office on Monday, August 1. Building was evacuated, fire department, electrician and alarm company all called in to handle various issues and we go an impromptu fire drill for staff and patrons out of the situation. Current lighting fixtures installed in 2000, are not the best quality and until we address the needs and issues, I suspect we will continue to have problems.

Finance

-Bookkeeper (account clerk) position – interviews this week.

Outreach & Partnerships

-the **Fourth of July Float and Parade** went very well. Thanks to staff, board and volunteers, the float was assembled and we made a fine appearance on the parade route. Brenda and I walked beside the float and handed out candy, trinkets and the SRP flyer to parade watchers.

-The **Nita Klein Art Show and Reception** was very well attended and beautifully run but Kate and Liz Fisher. The show looks great, the walls painted with color have received great reviews, and the music and refreshment that day were excellent. A nice way to welcome summer and bring new members of the community into our library.

-The **Chalk Art Contest and Ice Cream Social** – was very well attended. Over 35 teams formed the contest with some wonderful results and nice press coverage; the book sale went well and ice cream was welcome on this extremely hot day! Nice job by the **CPL Foundation and Friends**.

-Attended the **Orange County Chamber of Commerce** annual meeting on July 14 for the presentation of **Legoland New York** to be built in Goshen. The speaker addressed a commitment to collaboration with community groups and schools. I went up to him at the end and asked him to include libraries in the efforts for outreach. I emphasized this in a letter him and will follow up in the coming months.

-The third **“Community Conversations”** workshop on September 28 will focus on economic development. Members of the town’s economic development committee have been invited.

-News Coverage – we continue to average between one and four mentions in the Cornwall Local each week for the past month. Coverage of programming in the TH Record has been solid.

Programs, Collections, and Services

Programs and Circulation -**12 programs** were held this month with an attendance of **253**. The most well attended programs included the Nita Klein Art Show (75); The Friends Ice Cream Social (75); The Foundation's Chalk Art Contest (35); Tea and a Classic (28); Teen Tech Tutors (10). Book Chat (11). Due to the extreme customer service practices of our amazing staff, Cornwall leads the Amazing Orange race with **92 teams** to date! The multi-library summer program, with the theme of the Amazing Race TV Show, "Amazing Orange Libraries" features a county-wide scavenger hunt to promote library visitation and awareness. "We have an amazing crew of marketers and salespeople at our Circ Desk. The one-on-one invitation for people to join, done with enthusiasm, has made us stand out. When this is over, we need to consider how best to use these talents to promote our own library." (Rosaleen). Brenda is researching new museum passes and organizing files and procedures for how to revamp current methods to better serve our library members.

Youth Services – **33 programs** attracted **550** children and adults with a diverse and creative offering of programs and activities including the most popular: Race Away your Fines (11), Family Finger Painting (41); Worm Races (13); Pajama Story Times (65), Rolling Video Games and Tech Playtime (41); Farmer's Market story time (66). and Family Sculpture night (44). As of today, **401** children are registered for our summer reading program – well surpassing last year! Staff actively pursuing children/families that come into the library: "Do you have a bathroom?" "Yes. Have you signed up for summer reading?" (Liz) Also, 479 Reference questions were answered at the children's desk.

Adult Services – **Reference service** this month dealt with technology assistance (90), reader's advisory (26), reference questions (317), ILL Pulls (1555), laptop lending (5) and general circulation help (194) and (55) SEAL/outside the system, requests. Total PC usage – 997; top database use: NoveList Plus (2697) and EBSCO (1130) Events included an Intro. to basic Yoga; the Walking Read book discussion group; Teen Tech Tutors; Beyond the Garden Gate; Mystery Group and Anti-aging Yoga program.

Monthly Statistics for July, 2016 (figures in parenthesis are last month's figures)

Registered borrowers: **9,840** (9,767); Direct Access/Circulation: **15,863** (13,819); ILL Borrows: **2,435** (2,366); ILL Loans: **1,818** (1,721); Item Count: **74,350** (74,477). **Wi-Fi: 3,324** (3,263)

Meetings, Trainings, Programs & Happenings in July

Community room painted (7/1);
Cornwall 4th of July celebration, float prep and ride (7/4);
Director's Association meeting; meeting with Paul Mays to receive construction grant proposal; (7/6);
Finance committee meeting, policy review (7/7);
Meeting with Anthony Burgess regarding community conversations (7/8);
Nita Klein Art Show and Reception (7/9);
Meeting with Circulation Supervisor, R. Leahy, regarding fall staffing (7/11);
Board of Trustees meeting (7/12);
Indie Author Day webinar training (7/13);
Orange County Chamber of Commerce meeting regarding Legoland New York; Manager's mtg (7/14);

Cornwall Public Library Foundation meeting (7/20);
Chalk Art Contest (7/23);
Account clerk interview (7/24);
Staff meeting rescheduled (7/28).

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

Storyteller program (8/2);
Programming meeting (8/3);
Joe Price Insurance policy renewal meeting (8/4);
Meeting with Assemblyman James Skoufis (8/8);
Board meeting (8/9);
Manager's meeting (8/11);
Vacation (8/15-19);
Chamber of Commerce breakfast at library (8/17);
Mandatory Construction Grant meeting (8/18, Carol Stein and Charlotte Dunaief attending.)
Anser meeting at RCLS (8/22);
Chamber of Commerce meeting (8/23);
Meeting in NYC with New Victory Theater for family field trip offerings (8/24);
Staff meeting; Manager's meeting; Book Chat; Economic Development Committee meeting (8/25)
Amazing Orange party for CPL teams (8/26);

Respectfully submitted,

Mary Lou Carolan
Director
August 8, 2016

Cornwall Public Library
Profit & Loss Comparison
July 2015 through June 2016

	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '14 - Jun 15	\$ Change	% Change
Income								
2002 · Local Public Funds	1,127,162.17	1,127,557.00	-394.83	99.97%	99.84%	1,097,716.86	29,445.31	2.68%
2003 · Refund of Tax assessment	-3,369.95	-3,000.00	-369.95	112.33%	0.0%	0.00	-3,369.95	-100.0%
2082 · Library Fines	31,081.79	34,000.00	-2,918.21	91.42%	87.1%	30,483.87	597.92	1.96%
2401 · Income from Investments	235.25	700.00	-464.75	33.61%	55.4%	387.81	-152.56	-39.34%
						100.00	-100.00	-100.0%
2701 · Refunds	0.00	1,000.00	-1,000.00	0.0%		473.02	-473.02	-100.0%
2706 · Gifts & Endowments								
2706.1 · Gifts-Friends	9,073.90	10,000.00	-926.10	90.74%	100.0%	4,996.44	4,077.46	81.61%
2706.2 · Gifts-Other	12,084.12	4,000.00	8,084.12	302.1%	49.96%	909.71	11,174.41	1,228.35%
2706 · Gifts & Endowments - Other	113.55				30.32%	0.00	113.55	100.0%
Total 2706 · Gifts & Endowments	21,271.57	14,000.00	7,271.57	151.94%	45.43%	5,906.15	15,365.42	260.16%
2760 · Grants	8,937.06	12,000.00	-3,062.94	74.48%	111.78%	13,413.53	-4,476.47	-33.37%
3840 · RCLS	24,683.00	4,100.00	20,583.00	602.02%	97.15%	3,983.00	20,700.00	519.71%
Fund Balance		26,685.55						
Total Income	1,210,000.89	1,217,042.55	-7,041.66	99.42%	98.99%	1,152,464.24	57,536.65	4.99%
Gross Profit	1,210,000.89	1,217,042.55	-7,041.66	99.42%	98.99%	1,152,464.24	57,536.65	4.99%
Expense								
141 · Salary-Certified Librarian	190,154.42	202,318.32	-12,163.90	93.99%	94.37%	176,453.71	13,700.71	7.76%
142 · Salary-Clerical	376,796.42	429,926.44	-53,130.02	87.64%	96.02%	374,304.64	2,491.78	0.67%
203b · Capital Equipment	66,099.65	46,500.00	19,599.65	142.15%	74.75%	46,623.32	19,476.33	41.77%
Total 410 · Books	72,911.92	75,225.00	-2,313.08	96.93%	93.07%	64,425.85	8,486.07	13.17%
411 · Film	576.44	550.00	26.44	104.81%	84.89%	509.34	67.10	13.17%
Total 412 · Video/Music/Books on Tape	26,168.70	29,144.00	-2,975.30	89.79%	95.29%	25,157.09	1,011.61	4.02%
Total 413 · Serials/Reference	16,159.98	21,100.00	-4,940.02	76.59%	72.39%	16,602.96	-442.98	-2.67%
430 · Supplies								
430.1 · Library supplies	5,351.65	5,000.00	351.65	107.03%	94.15%	4,707.51	644.14	13.68%
430.2 · Office supplies	9,102.77	8,000.00	1,102.77	113.79%	91.15%	7,292.25	1,810.52	24.83%
430.3 · Program supplies								
430.30 · Adult	2,339.34	2,500.00	-160.66	93.57%	106.47%	1,597.04	742.30	46.48%
430.31 · YA	245.25	700.00	-454.75	35.04%	64.23%	321.15	-75.90	-23.63%
430.32 · Juvenile	952.49	1,100.00	-147.51	86.59%	128.09%	1,152.78	-200.29	-17.38%
430.33 · Summer Reading	3,282.85	2,500.00	782.85	131.31%	118.4%	2,959.93	322.92	10.91%
430.34 · Special/Outreach	1,209.50	1,000.00	209.50	120.95%	130.13%	1,236.20	-26.70	-2.16%
Total 430.3 · Program supplies	8,029.43	7,800.00	229.43	102.94%	114.44%	7,267.10	762.33	10.49%
Total 430 · Supplies	22,483.85	20,800.00	1,683.85	108.1%	99.57%	19,266.86	3,216.99	16.7%
431 · Telephone	13,589.87	12,207.00	1,382.87	111.33%	89.02%	11,127.08	2,462.79	22.13%
433 · Postage	4,157.39	4,000.00	157.39	103.94%	127.27%	3,818.11	339.28	8.89%
434 · Printing	10,190.35	10,000.00	190.35	101.9%	91.3%	7,303.74	2,886.61	39.52%
435 · Travel/Conference	3,293.99	4,500.00	-1,206.01	73.2%	101.59%	4,063.54	-769.55	-18.94%
437 · Professional Fees								
437.1 · Prof fees-Office	53,873.57	22,900.00	30,973.57	235.26%	171.83%	51,411.69	2,461.88	4.79%

Cornwall Public Library
Profit & Loss Comparison
July 2015 through June 2016

	Current YTD	Current YTD Budget Comparison			Last Year	Prior YTD Actual Comparison		
	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget	% of Budget	Jul '14 - Jun 15	\$ Change	% Change
437.2 · Prof fees-Adult programs	4,350.50	7,000.00	-2,649.50	62.15%	92.03%	6,166.16	-1,815.66	-29.45%
437.3 · Prof fees-YA programs	1,280.00	1,800.00	-520.00	71.11%	31.94%	575.00	705.00	122.61%
437.4 · Prof fees-Juvenile	3,634.15	4,000.00	-365.85	90.85%	109.33%	3,280.00	354.15	10.8%
437.5 · Prof fees-SRP	830.00	3,000.00	-2,170.00	27.67%	114.83%	3,445.00	-2,615.00	-75.91%
437.6 · Prof fees-Outreach	25.00	1,000.00	-975.00	2.5%	44.5%	445.00	-420.00	-94.38%
437 · Professional Fees - Other	1,711.54					0.00	1,711.54	100.0%
Total 437 · Professional Fees	65,704.76	39,700.00	26,004.76	165.5%	143.82%	65,322.85	381.91	0.59%
438 · Dues	1,194.00	1,300.00	-106.00	91.85%	57.08%	742.00	452.00	60.92%
439 · Equipment Repair	0.00	300.00	-300.00	0.0%	0.0%			
440 · Contracts w/ Books Co.	2,454.16	2,600.00	-145.84	94.39%	112.82%	2,820.52	-366.36	-12.99%
450 · Fuel/Utilities	30,955.45	39,000.00	-8,044.55	79.37%	96.47%	33,765.85	-2,810.40	-8.32%
451 · Custodial Supplies	820.60	2,000.00	-1,179.40	41.03%	93.61%	1,872.16	-1,051.56	-56.17%
452 · Repairs to Building	38,943.17	23,800.00	15,143.17	163.63%	61.93%	21,861.17	17,082.00	78.14%
454 · Building Insurance	10,739.39	13,700.00	-2,960.61	78.39%	86.26%	11,885.39	-1,146.00	-9.64%
469 · Service Contracts	30,855.36	40,300.00	-9,444.64	76.56%	95.55%	31,349.23	-493.87	-1.58%
9010.8 · Retirement	68,631.00	58,638.59	9,992.41	117.04%	108.67%	63,185.92	5,445.08	8.62%
9030.8 · FICA/Medicare Expense	52,930.18	57,178.32	-4,248.14	92.57%	97.3%	51,507.46	1,422.72	2.76%
9060.8 · Workers' Comp	7,407.36	5,800.00	1,607.36	127.71%	151.01%	7,538.16	-130.80	-1.74%
9090.8 · Health Insurance	74,705.91	76,454.88	-1,748.97	97.71%	88.08%	65,711.22	8,994.69	13.69%
Total Expense	1,187,924.32	1,217,042.55	-29,118.23	97.61%	95.1%	1,107,218.17	80,706.15	7.29%
Net Income	22,076.57	0.00	22,076.57	1.81%*	3.89%*	45,246.07	-23,169.50	-51.21%

* Percentage = Net Income / Total Budget

FY11

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

	Jul 16	Budget	\$ Over Budget	% of Budget
Income				
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	2,807.44	31,000.00	-28,192.56	9.1%
2401 · Income from Investments	3.56	500.00	-496.44	0.7%
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	68.60	8,300.00	-8,231.40	0.8%
Total 2706 · Gifts & Endowments	68.60	18,300.00	-18,231.40	0.4%
2760 · Grants	0.00	12,000.00	-12,000.00	0.0%
3840 · RCLS	0.00	4,000.00	-4,000.00	0.0%
Total Income	2,879.60	1,202,419.00	-1,199,539.40	0.2%
Gross Profit	2,879.60	1,202,419.00	-1,199,539.40	0.2%
Expense				
141 · Salary-Certified Librarian	16,396.48	214,976.00	-198,579.52	7.6%
142 · Salary-Clerical	31,071.84	413,276.00	-382,204.16	7.5%
143 · Salary-Treasurer	0.00	5,000.00	-5,000.00	0.0%
203b · Capital Equipment	11,730.15	53,000.00	-41,269.85	22.1%
410 · Books				
410.1 · Adult Fiction				
410.10 · Adult Fiction	1,631.03	14,200.00	-12,568.97	11.5%
410.11 · Adult Fiction Standing Order	82.49	1,500.00	-1,417.51	5.5%
410.12 · Adult E Book	0.00	10,500.00	-10,500.00	0.0%
Total 410.1 · Adult Fiction	1,713.52	26,200.00	-24,486.48	6.5%
410.2 · Adult Non Fiction				
410.20 · Adult Non-Fiction	1,201.08	15,680.00	-14,478.92	7.7%
410.21 · Adult Non-Fiction Standing Orde	0.00	1,000.00	-1,000.00	0.0%
Total 410.2 · Adult Non Fiction	1,201.08	16,680.00	-15,478.92	7.2%
410.4 · Juvenile Fiction	324.90	8,755.00	-8,430.10	3.7%
410.42 · Ebooks – Juvenile	0.00	600.00	-600.00	0.0%
410.5 · Juvenile Non Fiction	89.44	9,550.00	-9,460.56	0.9%
410.6 · Young Adult Fiction	188.57	2,400.00	-2,211.43	7.9%
410.62 · Ebooks – Young Adult	0.00	700.00	-700.00	0.0%
410.7 · Young Adult Non Fiction	34.94	500.00	-465.06	7.0%
410.9 · McNaughton	610.75	10,000.00	-9,389.25	6.1%
Total 410 · Books	4,163.20	75,385.00	-71,221.80	5.5%
411 · Film	0.00	550.00	-550.00	0.0%

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

	Jul 16	Budget	\$ Over Budget	% of Budget
412 · Video/Music/Books on Tape				
412.1 · Music Adult	30.00	800.00	-770.00	3.8%
412.3 · Books-on-Tape	275.44	9,045.00	-8,769.56	3.0%
412.32 · E-Audiobooks -- Adult	0.00	5,000.00	-5,000.00	0.0%
412.4 · Books On Tape - Juvenile	107.94	530.00	-422.06	20.4%
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	607.40	9,000.00	-8,392.60	6.7%
412.62 · Digital video	0.00	3,000.00	-3,000.00	0.0%
412.7 · Video/DVD Juvenile	149.33	2,653.00	-2,503.67	5.6%
Total 412 · Video/Music/Books on Tape	1,186.11	32,758.00	-31,571.89	3.6%
413 · Serials/Reference				
413.1 · Reference - Adult book				
413.10 · Reference-Adult Book	0.00	1,000.00	-1,000.00	0.0%
413.11 · Reference-Adult Standing Order	0.00	200.00	-200.00	0.0%
Total 413.1 · Reference - Adult book	0.00	1,200.00	-1,200.00	0.0%
413.2 · Reference Juvenile				
413.20 · Juvenile Reference	0.00	100.00	-100.00	0.0%
Total 413.2 · Reference Juvenile	0.00	100.00	-100.00	0.0%
413.3 · Reference-Adult electroni	0.00	5,000.00	-5,000.00	0.0%
413.4 · Reference-Juv electronic	314.90	500.00	-185.10	63.0%
413.5 · Reference-Cornwall Local elect	0.00	4,000.00	-4,000.00	0.0%
413.6 · Serials	0.00	7,800.00	-7,800.00	0.0%
413.7 · Professional Collection	0.00	500.00	-500.00	0.0%
Total 413 · Serials/Reference	314.90	19,100.00	-18,785.10	1.6%
430 · Supplies				
430.1 · Library supplies	45.83	5,000.00	-4,954.17	0.9%
430.2 · Office supplies	1,082.40	8,000.00	-6,917.60	13.5%
430.3 · Program supplies				
430.30 · Adult	120.31	2,500.00	-2,379.69	4.8%
430.31 · YA	0.00	500.00	-500.00	0.0%
430.32 · Juvenile	0.00	1,300.00	-1,300.00	0.0%
430.33 · Summer Reading	73.16	2,500.00	-2,426.84	2.9%
430.34 · Special/Outreach	624.42	1,000.00	-375.58	62.4%
Total 430.3 · Program supplies	817.89	7,800.00	-6,982.11	10.5%
Total 430 · Supplies	1,946.12	20,800.00	-18,853.88	9.4%

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

	Jul 16	Budget	\$ Over Budget	% of Budget
431 · Telephone	2,072.87	14,000.00	-11,927.13	14.8%
433 · Postage	950.77	4,000.00	-3,049.23	23.8%
434 · Printing	438.35	10,000.00	-9,561.65	4.4%
435 · Travel/Conference	143.28	4,500.00	-4,356.72	3.2%
437 · Professional Fees				
437.1 · Prof fees-Office	1,293.40	30,630.00	-29,336.60	4.2%
437.2 · Prof fees-Adult programs	310.00	7,000.00	-6,690.00	4.4%
437.3 · Prof fees-YA programs	0.00	1,500.00	-1,500.00	0.0%
437.4 · Prof fees-Juvenile	0.00	4,000.00	-4,000.00	0.0%
437.5 · Prof fees-SRP	300.00	3,000.00	-2,700.00	10.0%
437.6 · Prof fees-Outreach	85.00			
Total 437 · Professional Fees	1,988.40	46,130.00	-44,141.60	4.3%
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.	149.20	2,600.00	-2,450.80	5.7%
450 · Fuel/Utilities	2,022.86	32,000.00	-29,977.14	6.3%
451 · Custodial Supplies	243.48	2,000.00	-1,756.52	12.2%
452 · Repairs to Building	2,426.22	14,000.00	-11,573.78	17.3%
454 · Building Insurance	0.00	12,000.00	-12,000.00	0.0%
469 · Service Contracts	1,466.17	45,592.00	-44,125.83	3.2%
9010.8 · Retirement	0.00	50,977.00	-50,977.00	0.0%
9030.8 · FICA/Medicare Expense	4,448.11	48,444.00	-43,995.89	9.2%
9060.8 · Workers' Comp	0.00	6,000.00	-6,000.00	0.0%
9090.8 · Health Insurance	7,208.10	105,362.00	-98,153.90	6.8%
Total Expense	90,366.61	1,233,950.00	-1,143,583.39	7.3%
Net Income	-87,487.01	-31,531.00	-55,956.01	277.5%

Cornwall Public Library
Warrant # 1
As of July 31, 2016

Type	Date	Num	Split	Paid	Amount
Audio Editions					
Bill	07/20/2016	1597...	-SPLIT-	Unpaid	32.00
Bill	07/20/2016	1597...	412.3 · Books-on-Tape	Unpaid	259.44
Bill	07/27/2016	1598...	412.4 · Books On Tape - Juve...	Unpaid	67.95
Total Audio Editions					359.39
Boscobel					
Bill	07/27/2016	muse...	437.2 · Prof fees-Adult progra...	Unpaid	125.00
Total Boscobel					125.00
Brodart Co. - Juv					
Bill	07/20/2016	B459...	410.4 · Juvenile Fiction	Unpaid	9.58
Bill	07/20/2016	B459...	410.4 · Juvenile Fiction	Unpaid	3.84
Bill	07/20/2016	B459...	410.4 · Juvenile Fiction	Unpaid	15.86
Bill	07/20/2016	B459...	-SPLIT-	Unpaid	46.76
Bill	07/27/2016	B459...	-SPLIT-	Unpaid	16.43
Bill	07/27/2016	B459...	410.4 · Juvenile Fiction	Unpaid	3.51
Bill	07/27/2016	B459...	410.4 · Juvenile Fiction	Unpaid	7.03
Bill	07/31/2016	B460...	410.5 · Juvenile Non Fiction	Unpaid	22.94
Bill	07/31/2016	B460...	-SPLIT-	Unpaid	19.29
Bill	07/31/2016	B460...	-SPLIT-	Unpaid	88.54
Total Brodart Co. - Juv					233.78
Brodart Co. (McN)					
Bill	07/31/2016	M139...	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)					610.75
Bunzl Scotia					
Bill	07/20/2016	9266...	451 · Custodial Supplies	Unpaid	86.24
Bill	07/31/2016	9267...	451 · Custodial Supplies	Unpaid	86.24
Total Bunzl Scotia					172.48
Cengage Learning/Gale					
Bill	07/20/2016	5835...	410.11 · Adult Fiction Standin...	Unpaid	82.49
Total Cengage Learning/Gale					82.49
Central Hudson Gas & Electric Corp					
Bill	07/31/2016	8661-...	450 · Fuel/Utilities	Unpaid	1,804.46
Total Central Hudson Gas & Electric Corp					1,804.46
Cerebellum Corporation					
Bill	07/27/2016	188169	412.6 · Videos/DVD	Unpaid	225.59
Total Cerebellum Corporation					225.59
Charles B. Merrill Office Equip & Supplie					
Bill	07/20/2016	4459...	430.2 · Office supplies	Unpaid	8.99
Bill	07/20/2016	4475...	430.2 · Office supplies	Unpaid	69.95
Bill	07/27/2016	4479...	-SPLIT-	Unpaid	309.65
Bill	07/27/2016	4479...	430.2 · Office supplies	Unpaid	79.99
Bill	07/31/2016	4485...	430.2 · Office supplies	Unpaid	93.51
Total Charles B. Merrill Office Equip & Supplie					562.09
Chase Card Services					
Bill	07/31/2016	1931	-SPLIT-	Unpaid	1,588.50
Total Chase Card Services					1,588.50
Cornell Cooperative Extension					
Bill	07/31/2016	progr...	437.2 · Prof fees-Adult progra...	Unpaid	60.00
Total Cornell Cooperative Extension					60.00
Cornwall Public Library - Payroll					

Cornwall Public Library
Warrant # 1
As of July 31, 2016

Type	Date	Num	Split	Paid	Amount
Bill	07/06/2016	pay e...	1012 · OCT Payroll Checking	Unpaid	17,505.97
Bill	07/20/2016	pay e...	1012 · OCT Payroll Checking	Unpaid	16,907.16
Total Cornwall Public Library - Payroll					34,413.13
Cornwall Public Library - Trust & Agency					
Bill	07/06/2016	pay e...	1003 · Due from Trust & Agen...	Unpaid	8,403.75
Bill	07/20/2016	pay e...	1003 · Due from Trust & Agen...	Unpaid	8,260.33
Bill	07/20/2016	medic...	1003 · Due from Trust & Agen...	Unpaid	2,517.60
Bill	07/27/2016	health...	1003 · Due from Trust & Agen...	Unpaid	6,561.06
Total Cornwall Public Library - Trust & Agency					25,742.74
D & D Mailing Service, LLC					
Bill	07/31/2016	26159	-SPLIT-	Unpaid	1,276.07
Total D & D Mailing Service, LLC					1,276.07
Demco, Inc.					
Bill	07/27/2016	5913...	203b · Capital Equipment	Unpaid	1,152.23
Bill	07/31/2016	5907...	430.2 · Office supplies	Unpaid	452.97
Total Demco, Inc.					1,605.20
Dowser Spring Water					
Bill	07/27/2016	1637...	430.2 · Office supplies	Unpaid	24.00
Total Dowser Spring Water					24.00
Elizabeth Fisher					
Bill	07/31/2016	reimb...	412.1 · Music Adult	Unpaid	30.00
Total Elizabeth Fisher					30.00
Geraldine Satterly					
Bill	07/20/2016	reimb...	433 · Postage	Unpaid	4.79
Total Geraldine Satterly					4.79
Grainger					
Bill	07/27/2016	9172...	452 · Repairs to Building	Unpaid	122.40
Total Grainger					122.40
Greater Cornwall Chamber of Commerce					
Bill	07/20/2016	Fall F...	437.6 · Prof fees-Outreach	Unpaid	85.00
Total Greater Cornwall Chamber of Commerce					85.00
Hannaford Bros. Co.					
Bill	07/20/2016	085191	-SPLIT-	Unpaid	43.42
Bill	07/20/2016	059394	430.2 · Office supplies	Unpaid	6.94
Bill	07/31/2016	030367	-SPLIT-	Unpaid	33.26
Bill	07/31/2016	030031	430.2 · Office supplies	Unpaid	5.98
Total Hannaford Bros. Co.					89.60
Hudson Valley Awards Inc					
Bill	07/27/2016	name...	430.2 · Office supplies	Unpaid	10.00
Total Hudson Valley Awards Inc					10.00
Ingram Library Services					
Bill	07/20/2016	9332...	-SPLIT-	Unpaid	413.48
Bill	07/20/2016	9369...	-SPLIT-	Unpaid	9.79
Bill	07/20/2016	9376...	-SPLIT-	Unpaid	16.25
Bill	07/20/2016	9376...	-SPLIT-	Unpaid	28.21
Bill	07/27/2016	9388...	-SPLIT-	Unpaid	16.25
Bill	07/27/2016	9388...	-SPLIT-	Unpaid	15.67
Bill	07/27/2016	9388...	-SPLIT-	Unpaid	10.74
Bill	07/27/2016	9386...	-SPLIT-	Unpaid	308.86
Bill	07/27/2016	9386...	-SPLIT-	Unpaid	1,921.47

Cornwall Public Library
Warrant # 1
As of July 31, 2016

Type	Date	Num	Split	Paid	Amount
Bill	07/31/2016	9256...	-SPLIT-	Unpaid	15.50
Bill	07/31/2016	9397...	-SPLIT-	Unpaid	91.06
Bill	07/31/2016	9397...	-SPLIT-	Unpaid	17.34
Bill	07/31/2016	9395...	-SPLIT-	Unpaid	31.94
Bill	07/31/2016	9393...	-SPLIT-	Unpaid	61.57
Bill	07/31/2016	9392...	-SPLIT-	Unpaid	15.15
Bill	07/31/2016	9390...	-SPLIT-	Unpaid	202.34
Bill	07/31/2016	9389...	-SPLIT-	Unpaid	9.20
Bill	07/31/2016	9389...	-SPLIT-	Unpaid	14.60
Total Ingram Library Services					3,199.42
Joanne Barclay					
Bill	07/31/2016	progr...	437.2 · Prof fees-Adult progra...	Unpaid	125.00
Total Joanne Barclay					125.00
LEGO Education					
Bill	07/27/2016	1190...	413.4 · Reference-Juv electro...	Unpaid	314.90
Total LEGO Education					314.90
Mary Lou Carolan					
Bill	07/31/2016	reimb...	430.2 · Office supplies	Unpaid	27.98
Bill	07/31/2016	mileage	435 · Travel/Conference	Unpaid	31.86
Total Mary Lou Carolan					59.84
Media Solstice Marketing/Public Relations					
Bill	07/31/2016	2059	437.1 · Prof fees-Office	Unpaid	579.90
Total Media Solstice Marketing/Public Relations					579.90
Midwest Tape					
Bill	07/20/2016	9413...	-SPLIT-	Unpaid	51.34
Bill	07/31/2016	9416...	412.4 · Books On Tape - Juve...	Unpaid	39.99
Total Midwest Tape					91.33
Paychex, Inc.					
Bill	07/20/2016	0023...	437.1 · Prof fees-Office	Unpaid	215.00
Bill	07/20/2016	2016...	437.1 · Prof fees-Office	Unpaid	498.50
Total Paychex, Inc.					713.50
Perry Heating & Cooling Inc					
Bill	07/27/2016	14343	452 · Repairs to Building	Unpaid	396.94
Total Perry Heating & Cooling Inc					396.94
Ramapo Catskill Library System					
Bill	07/31/2016	24971	-SPLIT-	Unpaid	12,132.11
Bill	07/31/2016	24940	203b · Capital Equipment	Unpaid	379.65
Total Ramapo Catskill Library System					12,511.76
Randazzo's Landscaping Inc.					
Bill	07/31/2016	436	469 · Service Contracts	Unpaid	491.00
Total Randazzo's Landscaping Inc.					491.00
Senylrc					
Bill	07/27/2016	regist...	435 · Travel/Conference	Paid	60.00
Total Senylrc					60.00
Susan Moccio					
Bill	07/31/2016	mileage	435 · Travel/Conference	Unpaid	16.42
Total Susan Moccio					16.42
Thomas Jones					

Cornwall Public Library
Warrant # 1
As of July 31, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Bill	07/27/2016	progr...	437.5 · Prof fees-SRP	Paid	300.00
Total Thomas Jones					300.00
United A/C Refrigeration, Inc					
Bill	07/31/2016	411277	452 · Repairs to Building	Unpaid	472.50
Bill	07/31/2016	4114...	469 · Service Contracts	Unpaid	975.17
Bill	07/31/2016	410382	452 · Repairs to Building	Unpaid	641.25
Bill	07/31/2016	411403	452 · Repairs to Building	Unpaid	793.13
Total United A/C Refrigeration, Inc					2,882.05
Vanguard Cleaning Systems of the HV					
Bill	07/31/2016	19057	451 · Custodial Supplies	Unpaid	71.00
Total Vanguard Cleaning Systems of the HV					71.00
Verizon					
Bill	07/27/2016	652-1...	431 · Telephone	Unpaid	139.03
Total Verizon					139.03
Village of Cornwall-on-Hudson					
Bill	07/31/2016	0060...	450 · Fuel/Utilities	Unpaid	218.40
Total Village of Cornwall-on-Hudson					218.40
TOTAL					91,397.95