

Cornwall Public Library Board of Trustees

January 11, 2018

7:00 to 8:32 PM

Minutes

Meeting called to order by Carol Stein at 7:02 PM

I: Roll

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

Mary Lou Carolan, Library Director
Michelle Mellino, Treasurer

Also Present: Library staff member Ellen Winchell, Brenda Goldfarb Library staff member, Susan Minier, Public, John Minier, Public, Manuela, World Wide Travel.

- II. Approval of the minutes:** A motion to approve the Board of Trustee minutes of December 14, 2017, made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved.
- III. Financial Review:** Following discussion, a motion to approve Warrant #6 in the amount of \$82,259.47 was made by Amy Cordisco, seconded by Elisabeth Hellwege and unanimously approved. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017 to November 2017 made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.
- IV. Public Remarks:** The Friends of the Library partnered with World Wide Travel for a trip to France this past December and a summary was presented at the Board meeting. All trip attendees signed up for the Library e-newsletter. The Cornwall Local covered the events and feature programs. To prepare for the trip, the library sponsored programs for the Community on history, with the Invasion of Normandy lecture; Viva la France focused on language and culture. Our Rosetta Stone and Libby programs were more widely used. The Friends of the Library received donations from grateful travelers.
- V. Communications:** A thank you note to the Staff, for a lovely gathering and a special book, was received from Mary Ellen Malone. A thank you note from George Kane was received. **Donations:** Fran Shapiro donated a book " Breaking Sad", in memory of her husband Martin.
- VI. Director's Report:** See written report.

January 30, 2018

VII. Committee Reports:

- a. Finance Committee: The focus of the January meeting was to: set up reports, a budget transfer policy, and to give Managers money to distribute for their individual departments.
- b. Policy Committee: After much discussion a motion to approve the Community Room Use Policy as amended, made by Elisabeth Hellwege, seconded by Amy Cordisco and unanimously approved. Under the Exhibits and Display Policy, a motion to approve Initial Use fee of \$45.00 and \$18.00 hourly rate for any extra hourly use, for one calendar month, made by Carol Stein, seconded by Susanne Vondrak and unanimously approved. Requests for fee waivers may be considered under the discretion of the Library Director.
- c. Building and Grounds: Winning bid was Powergen Electric at \$105,000. The bid includes: general construction, ceiling and mechanical improvements, lighting and electrical improvements. Carol Stein will follow up on recommending a Clerk of the Works for the construction project. A motion to accept a Clerk of the Works for one to two hours maximum per day for the duration of the project, not to exceed 30 hours of assistance, was made by Carol Stein, seconded by Susanne Vondrak and unanimously approved. **Resolution:** Pending an acceptable recommendation by the Architect, we approve Powergen Electric, Inc. as the lowest qualified bidder with a construction bid of \$105,000 and direct the Architect to prepare a letter of intent and Owner – Contractor agreement accordingly. Resolution by Elisabeth Hellwege, seconded by Amy Cordisco and unanimously approved.
- d. Garden Committee: none.
- e. Friends: none.

VIII. Unfinished Business: none.

IX. New Business: see Building and Grounds.

X. Adjournment: Motion to adjourn regular meeting at 8:32 pm was made by Amy Cordisco, seconded by Christine McDonald and was unanimously approved.

XI. Executive Session: Motion to move to Executive Session at 8:33pm to discuss a Personnel matter was made by Susanne Vondrak, seconded by Elisabeth Hellwege and was unanimously approved.

XII. Adjournment: Motion to adjourn was made by Elisabeth Hellwege at 9:46pm, seconded by Tom Dames and was unanimously approved.

Next Regular Board Meeting Thursday February 8, 2018 at 7PM

January 30, 2018

Cornwall Public Library

Director's Report

December, 2017

General Overview

Launching of the construction project has begun – request to bid attracted over 15 contractors. Staff has begun to sort and pack up their work stations and the performance review process has begun.

Administration

SAM Grant – approval for site sign received and documents have been prepared to returned to DASNY. Project slated to begin in Spring/2018.

Small Libraries Smart Spaces – working to coordinate this project timeline with the SED grant projects with a deadline for purchase and reorganization set for May 30, 2018. Working on design, community involvement and timing.

Annual Report to NYS – slated to open report at the end of January with a due date around February 5.

Personnel

Performance Reviews – Process initiated November 30, reviews returned to supervisors on Dec. 15 for scheduling of reviews in January.

Staff Holiday Party – held on Dec. 19 with a delicious breakfast and lunch from Fresh, courtesy of the Friends.

Reception for Mary Ellen Malone – in honor of her 37 years of service, the Friends, Board and Staff hosted a reception with gifts and personal anecdotes marking Mary Ellen's dedication, enthusiasm and commitment to the Cornwall Public Library.

Building and Grounds

NYS Construction grant – bidding process began on December 12, pre-bid walk through held December 21 along with furniture needs assessment and workroom carpet selection. Researching selling/donating of office furniture; met with RCLS for relocation of computers to community room, looking for movers to help in February and assessing the need for a POD in the interim.

Finance and Fundraising

Fiscal Year 2018-19 – Working with Finance Committee to develop a budget for the next fiscal year including adding hours to our Sundays and assessing staffing needs and costs, equipment and technology as well as building needs.

Budget Vote – April 17th, 2018 – one trustee position opening.

Outreach & Partnerships

Chamber of Commerce – held its November elections and I was nominated and elected to the Chamber board beginning in January (one-year position.) My major concern was the time issue and I explained my priorities to the library and my time constraints, so they are aware! I think it's a good placement for the library to be on level footing with local business and to continue to create awareness, understanding and support for the role and importance of the library in the community.

Programs, Collections, and Services

Programs and Circulation -13 programs were held this month with an attendance of **310**. The most well attended (20+ attendees) programs included Repair Cafe (137), Art Show Reception (55), CCSD Outreach Committee meeting (20) and the Colonial Holiday Concert (18). The Poet Laureate of Orange County, Robert Milby, will be here in January and Great Decisions resumes at the end of January.

Youth Services – 9 programs attracted **103** children and adults for a variety of programs and activities including LEGO family build it, Hour of Code, Pajama Story Time, Teen Writers, Gift Making for the Holidays, Board Games for All, Hanukkah Story Time and Dungeons and Dragons. Meaghan ran the Dungeon and Dragons program with a guest host to get the ball rolling; the Intro to Computer Science pilot program in January is full and planning for summer 2018 has begun.

Adult Services –December stats include technology assistance (65), reader’s advisory (7), reference questions (192), ILL Pulls (1388), printing (65), Notary (4), computer guest passes (31); Homebound delivery (4). Stats are limited as Charlotte is on vacation.

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

Registered borrowers: **9,889** (9,865); Direct Access/Circulation: **10,800** (12,108); ILL Borrows: **1,963** (2,077); ILL Loans: **1,810** (1,729); Item Count: **72,732** (72,999); **Wi-Fi: 2,174** (2,762).

Meetings, Trainings, Programs & Happenings in December:

Interviews for desk clerk (12/1);
Repair Café (12/2);
Meeting with Architect, Building Committee Meeting (12/4);
Meeting with job candidate to offer position (12/5);
Cruise begins (12/9);
Meeting with Ellen, Chamber of Commerce Holiday Party (12/12);
OCLC Webinar, Friends Holiday Reception, Board meeting (12/14);
Performance Reviews due to supervisors (12/15);
Manager meeting, Programming meeting (12/18);
Staff meeting/Holiday Party (12/19);
On-site meeting with RCLS to plan for February temporary relocation (12/20);
Vacation (12/22/17-1/2/18)

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

Meeting with D-Ben Security (1/2);
Funeral for Pat’s mom, Finance Committee meeting (1/3);
RCLS phone conference for Blue Socket replacement; phone meeting with OCLC (1/4);
Meeting with Marla (1/5);
Consult with interior designer Linda Gayton for active learning space, phone meeting with Michelle (1/8);
Worker’s Comp Audit, Bid Closing, Budget meeting (1/9);
Director’s Association Meeting, Board Meeting (1/11);

Staff meeting, meeting with Ellen (1/16);

Budget meeting (1/17);

ANSER meeting (1/22);

Manager's meeting (1/23);

Annual Report meeting, Washingtonville (1/26);

Budget meeting (1.31).

Respectfully submitted,

Mary Lou Carolan

**Mary Lou Carolan
Director**

January 8, 2018

**Cornwall Public Library
Profit & Loss by Class
July through December 2017**

	Friends	Furniture grant (Grants)	NYS SED - pkg lot, elec, space (Grants)	Skoufis grant - phone & microfi (Grants)	Grants - Other (Grants)	Total Grants	Operating	TOTAL
Income								
EXPECTED FUNDS - not yet received	11,805.96		3,666.36	8,900.00		12,566.36		24,372.32
2002 · Local Public Funds	0.00	0.00	0.00	0.00	0.00	0.00	1,160,806.00	1,160,806.00
2082 · Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	13,167.20	13,167.20
2401 · Income from Investments	0.00	0.00	0.00	0.00	0.00	0.00	153.52	153.52
2670 · Sale of Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	716.52	716.52
Total 2706 · Gifts & Endowments	5,990.04	0.00	0.00	0.00	0.00	0.00	2,336.41	8,326.45
2760 · Grants	0.00	12,000.00	0.00	0.00	2,550.00	14,550.00	3,088.00	17,638.00
3840 · RCLS								
3840.1 · LLSA	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total 3840 · RCLS	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total Income	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,185,154.35	1,230,066.71
Gross Profit	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,185,154.35	1,230,066.71
Expense								
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	115,079.10	115,079.10
142 · Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	200,233.86	200,233.86
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	1,923.10	1,923.10
203b · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,330.31	7,330.31
Total 410 · Books	0.00	0.00	0.00	0.00	0.00	0.00	29,804.03	29,804.03
411 · Film	0.00	0.00	0.00	0.00	0.00	0.00	616.03	616.03
Total 412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	9,086.65	9,086.65
Total 413 · Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	6,489.73	6,489.73
430 · Supplies								
430.1 · Library supplies	3,500.00	0.00	0.00	0.00	0.00	0.00	5,724.50	9,224.50
430.2 · Office supplies	0.00	0.00	0.00	0.00	0.00	0.00	3,416.15	3,416.15
Total 430.3 · Program supplies	726.87	0.00	0.00	0.00	0.00	0.00	1,713.19	2,440.06
430 · Supplies - Other	0.00	12,000.00	0.00	0.00	0.00	12,000.00	7,145.15	19,145.15
Total 430 · Supplies	4,226.87	12,000.00	0.00	0.00	0.00	12,000.00	17,998.99	34,225.86
431 · Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94	3,377.12	6,972.06
433 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	611.45	611.45
434 · Publicity & Printing	29.91	0.00	0.00	0.00	0.00	0.00	2,036.53	2,066.44
435 · Travel/Conference	220.00	0.00	0.00	0.00	0.00	0.00	2,848.20	3,068.20
437 · Professional Fees								
437.1 · Prof fees-Office	0.00	0.00	10,475.31	0.00	0.00	10,475.31	13,345.53	23,820.84
437.2 · Prof fees-Adult programs	1,120.00	0.00	0.00	0.00	0.00	0.00	2,110.00	3,230.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	240.00	240.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	840.00	840.00
Total 437 · Professional Fees	1,120.00	0.00	10,475.31	0.00	0.00	10,475.31	16,535.53	28,130.84
438 · Dues	0.00	0.00	0.00	0.00	0.00	0.00	277.00	277.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	810.98	810.98
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	9,466.88	9,466.88
451 · Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	884.84	884.84
452 · Repairs to Building	0.00	0.00	0.00	0.00	0.00	0.00	14,285.33	14,285.33
454 · Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	11,907.61	11,907.61
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	0.00	24,537.12	24,537.12
469 · Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	23,276.82	23,276.82
9010.8 · Retirement	0.00	0.00	0.00	0.00	0.00	0.00	52,601.00	52,601.00
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	29,213.31	29,213.31
9060.8 · Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,491.00	7,491.00
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	56,525.35	56,525.35
Total Expense	5,596.78	12,000.00	10,475.31	3,594.94	0.00	26,070.25	645,247.87	676,914.90
Net Income	12,199.22	0.00	-6,808.95	5,305.06	2,550.00	1,046.11	539,906.48	553,151.81

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

	Friends	Furniture grant (Grants)	NYS SED - pkg lot, elec, space (Grants)	Skoufis grant - phone & microfi (Grants)	Grants - Other (Grants)	Total Grants	Operating	TOTAL
Income								
EXPECTED FUNDS - not yet received	12,532.19		3,666.36	8,900.00		12,566.36		25,098.55
2002 - Local Public Funds	0.00	0.00	0.00	0.00	0.00	0.00	1,160,806.00	1,160,806.00
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	12,274.91	12,274.91
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	0.00	83.99	83.99
2670 - Sale of Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	711.62	711.62
Total 2706 - Gifts & Endowments	5,263.81	0.00	0.00	0.00	0.00	0.00	2,300.61	7,564.42
2760 - Grants	0.00	12,000.00	0.00	0.00	2,550.00	14,550.00	3,088.00	17,638.00
Total 3840 - RCLS	0.00	0.00	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total Income	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,184,151.83	1,229,064.19
Gross Profit	17,796.00	12,000.00	3,666.36	8,900.00	2,550.00	27,116.36	1,184,151.83	1,229,064.19
Expense								
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	97,975.74	97,975.74
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	171,003.70	171,003.70
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	1,538.48	1,538.48
203b - Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,330.31	7,330.31
Total 410 - Books	0.00	0.00	0.00	0.00	0.00	0.00	29,813.12	29,813.12
411 - Film	0.00	0.00	0.00	0.00	0.00	0.00	616.03	616.03
Total 412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	9,083.59	9,083.59
Total 413 - Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	6,489.73	6,489.73
430 - Supplies								
430.1 - Library supplies	3,500.00	0.00	0.00	0.00	0.00	0.00	5,724.50	9,224.50
430.2 - Office supplies	0.00	0.00	0.00	0.00	0.00	0.00	3,402.13	3,402.13
Total 430.3 - Program supplies	726.87	0.00	0.00	0.00	0.00	0.00	1,687.92	2,414.79
430 - Supplies - Other	0.00	12,000.00	0.00	0.00	0.00	12,000.00	7,145.15	19,145.15
Total 430 - Supplies	4,226.87	12,000.00	0.00	0.00	0.00	12,000.00	17,959.70	34,186.57
431 - Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94	3,171.00	6,765.94
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	610.90	610.90
434 - Publicity & Printing	29.91	0.00	0.00	0.00	0.00	0.00	2,035.32	2,065.23
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	2,845.95	2,845.95
437 - Professional Fees								
437.1 - Prof fees-Office	0.00	0.00	10,475.31	0.00	0.00	10,475.31	12,844.64	23,319.95
437.2 - Prof fees-Adult programs	1,120.00	0.00	0.00	0.00	0.00	0.00	1,910.00	3,030.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	0.00	240.00	240.00
437.4 - Prof fees-Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	840.00	840.00
Total 437 - Professional Fees	1,120.00	0.00	10,475.31	0.00	0.00	10,475.31	15,834.64	27,429.95
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	277.00	277.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	810.98	810.98
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	9,466.88	9,466.88
451 - Custodial Supplies	0.00	0.00	0.00	0.00	0.00	0.00	883.96	883.96
452 - Repairs to Building	0.00	0.00	0.00	0.00	0.00	0.00	14,284.22	14,284.22
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	11,907.61	11,907.61
455 - RCLS ANSER & Telecommunication	0.00	0.00	0.00	0.00	0.00	0.00	24,537.12	24,537.12
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	23,276.82	23,276.82
9010.8 - Retirement	0.00	0.00	0.00	0.00	0.00	0.00	52,601.00	52,601.00
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	24,814.17	24,814.17
9060.8 - Workers' Comp	0.00	0.00	0.00	0.00	0.00	0.00	7,491.00	7,491.00
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	45,577.68	45,577.68
Total Expense	5,376.78	12,000.00	10,475.31	3,594.94	0.00	26,070.25	582,236.65	613,683.68
Net Income	12,419.22	0.00	-6,808.95	5,305.06	2,550.00	1,046.11	601,915.18	615,380.51

* From Capital Fund

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through November 2017

Budget 41.67%	YTD Budget			Full 2017-2018 Budget		
	Jul - Nov 17	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income						
2002 · Local Public Funds	1,160,806.00	580,403.00	580,403.00	1,160,806.00	0.00	100.0%
2003 · Refund of Tax assessment	0.00	0.00	0.00	0.00	0.00	0.0%
2005 · Appropriated Fund Balance	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines	12,274.91	12,916.69	-641.78	31,000.00	-18,725.09	39.6%
2401 · Income from Investments	83.99	208.31	-124.32	500.00	-416.01	16.8%
2670 · Sale of Library Materials	711.62	0.00	711.62	0.00	711.62	100.0%
2701 · Refunds	0.00	416.69	-416.69	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments	2,300.61	3,458.31	-1,157.70	8,300.00	-5,999.39	27.72%
2760 · Grants	3,088.00	5,000.00	-1,912.00	12,000.00	-8,912.00	25.73%
3840 · RCLS	4,886.70	1,666.69	3,220.01	4,000.00	886.70	122.17%
Total Income	1,184,151.83	604,069.69	580,082.14	1,242,606.00	-58,454.17	95.3%
Gross Profit	1,184,151.83	604,069.69	580,082.14	1,242,606.00	-58,454.17	95.3%
Expense						
141 · Salary-Certified Librarian	97,975.74	93,473.80	4,501.94	220,937.29	-122,961.55	44.35%
142 · Salary-Clerical	171,003.70	183,696.11	-12,692.41	434,190.71	-263,187.01	39.38%
143 · Salary-Treasurer	1,538.48	2,115.38	-576.90	5,000.00	-3,461.52	30.77%
203b · Capital Equipment	7,330.31	300.00	7,030.31	300.00	7,030.31	2,443.44%
410 · Books	29,813.12	29,118.82	694.30	69,885.00	-40,071.88	42.66%
411 · Film	616.03	550.00	66.03	550.00	66.03	112.01%
412 · Video/Music/Books on Tape	9,083.59	12,565.81	-3,482.22	30,158.00	-21,074.41	30.12%
413 · Serials/Reference	6,489.73	5,541.62	948.11	13,300.00	-6,810.27	48.8%
430 · Supplies						
430.1 · Library supplies	5,724.50	2,083.31	3,641.19	5,000.00	724.50	114.49%
430.2 · Office supplies	3,402.13	3,333.31	68.82	8,000.00	-4,597.87	42.53%
430.3 · Program supplies	1,687.92	3,458.38	-1,770.46	7,800.00	-6,112.08	21.64%
430 · Supplies - Other	7,145.15	0.00	7,145.15	0.00	7,145.15	100.0%
Total 430 · Supplies	17,959.70	8,875.00	9,084.70	20,800.00	-2,840.30	86.35%
431 · Telephone	3,171.00	5,833.31	-2,662.31	14,000.00	-10,829.00	22.65%
433 · Postage	610.90	1,666.69	-1,055.79	4,000.00	-3,389.10	15.27%
434 · Publicity & Printing	2,035.32	4,166.69	-2,131.37	10,000.00	-7,964.68	20.35%
435 · Travel/Conference	2,845.95	1,875.00	970.95	4,500.00	-1,654.05	63.24%
436 · Friends Expense	0.00	-7,415.00	7,415.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees						
437.1 · Prof fees-Office	12,844.64	10,533.31	2,311.33	25,280.00	-12,435.36	50.81%
437.2 · Prof fees-Adult programs	1,910.00	2,916.69	-1,006.69	7,000.00	-5,090.00	27.29%
437.3 · Prof fees-YA programs	240.00	625.00	-385.00	1,500.00	-1,260.00	16.0%
437.4 · Prof fees-Juvenile	840.00	1,666.69	-826.69	4,000.00	-3,160.00	21.0%
437.5 · Prof fees-SRP	0.00	1,500.00	-1,500.00	3,000.00	-3,000.00	0.0%
Total 437 · Professional Fees	15,834.64	17,241.69	-1,407.05	40,780.00	-24,945.36	38.83%
438 · Dues	277.00	600.00	-323.00	1,300.00	-1,023.00	21.31%
439 · Equipment Repair	0.00	200.00	-200.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	810.98	1,083.31	-272.33	2,600.00	-1,789.02	31.19%
450 · Fuel/Utilities	9,466.88	13,333.31	-3,866.43	32,000.00	-22,533.12	29.58%
451 · Custodial Supplies	883.96	833.31	50.65	2,000.00	-1,116.04	44.2%
452 · Repairs to Building	14,284.22	4,166.69	10,117.53	10,000.00	4,284.22	142.84%
454 · Building Insurance	11,907.61	12,000.00	-92.39	12,000.00	-92.39	99.23%
455 · RCLS ANSER & Telecommunication	24,537.12	26,500.00	-1,962.88	53,000.00	-28,462.88	46.3%
469 · Service Contracts	23,276.82	19,415.00	3,861.82	46,596.00	-23,319.18	49.96%
490 · Refund of PY Tax Assessment	0.00	1,250.00	-1,250.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	52,601.00	49,258.00	3,343.00	49,258.00	3,343.00	106.79%
9030.8 · FICA/Medicare Expense	24,814.17	21,203.37	3,610.80	50,117.00	-25,302.83	49.51%
9060.8 · Workers' Comp	7,491.00	8,000.00	-509.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance	45,577.68	50,804.19	-5,226.51	121,930.00	-76,352.32	37.38%
Total Expense	582,236.65	568,252.10	13,984.55	1,242,606.00	-660,369.35	46.86%
Net Income	601,915.18	35,817.59	566,097.59	0.00	601,915.18	48.44%

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through December 2017

	Budget 50%	Jul - Dec 17	Full Budget	\$ Over Budget	% of Budget
Income					
2002 · Local Public Funds		1,160,806.00	1,160,806.00	0.00	100.0%
2003 · Refund of Tax assessment		0.00	0.00	0.00	0.0%
2005 · Appropriated Fund Balance		0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines		13,167.20	31,000.00	-17,832.80	42.48%
2401 · Income from Investments		153.52	500.00	-346.48	30.7%
2670 · Sale of Library Materials		716.52	0.00	716.52	100.0%
2701 · Refunds		0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments		2,336.41	8,300.00	-5,963.59	28.15%
2760 · Grants		3,088.00	12,000.00	-8,912.00	25.73%
3840 · RCLS		4,886.70	4,000.00	886.70	122.17%
Total Income		<u>1,185,154.35</u>	<u>1,242,606.00</u>	<u>-57,451.65</u>	<u>95.38%</u>
Gross Profit		<u>1,185,154.35</u>	<u>1,242,606.00</u>	<u>-57,451.65</u>	<u>95.38%</u>
Expense					
141 · Salary-Certified Librarian		115,079.10	220,937.29	-105,858.19	52.09%
142 · Salary-Clerical		200,233.86	434,190.71	-233,956.85	46.12%
143 · Salary-Treasurer		1,923.10	5,000.00	-3,076.90	38.46%
203b · Capital Equipment		7,330.31	300.00	7,030.31	2,443.44%
410 · Books		29,804.03	69,885.00	-40,080.97	42.65%
411 · Film		616.03	550.00	66.03	112.01%
412 · Video/Music/Books on Tape		9,086.65	30,158.00	-21,071.35	30.13%
413 · Serials/Reference		6,489.73	13,300.00	-6,810.27	48.8%
430 · Supplies					
430.1 · Library supplies		5,724.50	5,000.00	724.50	114.49%
430.2 · Office supplies		3,416.15	8,000.00	-4,583.85	42.7%
430.3 · Program supplies		1,713.19	7,800.00	-6,086.81	21.96%
430 · Supplies - Other		7,145.15	0.00	7,145.15	100.0%
Total 430 · Supplies		<u>17,998.99</u>	<u>20,800.00</u>	<u>-2,801.01</u>	<u>86.53%</u>
431 · Telephone		3,377.12	14,000.00	-10,622.88	24.12%
433 · Postage		611.45	4,000.00	-3,388.55	15.29%
434 · Publicity & Printing		2,036.53	10,000.00	-7,963.47	20.37%
435 · Travel/Conference		2,848.20	4,500.00	-1,651.80	63.29%
436 · Friends Expense		0.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees					
437.1 · Prof fees-Office		13,345.53	25,280.00	-11,934.47	52.79%
437.2 · Prof fees-Adult programs		2,110.00	7,000.00	-4,890.00	30.14%
437.3 · Prof fees-YA programs		240.00	1,500.00	-1,260.00	16.0%
437.4 · Prof fees-Juvenile		840.00	4,000.00	-3,160.00	21.0%
437.5 · Prof fees-SRP		0.00	3,000.00	-3,000.00	0.0%
Total 437 · Professional Fees		<u>16,535.53</u>	<u>40,780.00</u>	<u>-24,244.47</u>	<u>40.55%</u>
438 · Dues		277.00	1,300.00	-1,023.00	21.31%
439 · Equipment Repair		0.00	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.		810.98	2,600.00	-1,789.02	31.19%
450 · Fuel/Utilities		9,466.88	32,000.00	-22,533.12	29.58%
451 · Custodial Supplies		884.84	2,000.00	-1,115.16	44.24%
452 · Repairs to Building		14,285.33	10,000.00	4,285.33	142.85%
454 · Building Insurance		11,907.61	12,000.00	-92.39	99.23%
455 · RCLS ANSER & Telecommunication		24,537.12	53,000.00	-28,462.88	46.3%
469 · Service Contracts		23,276.82	46,596.00	-23,319.18	49.96%
490 · Refund of PY Tax Assessment		0.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement		52,601.00	49,258.00	3,343.00	106.79%
9030.8 · FICA/Medicare Expense		29,213.31	50,117.00	-20,903.69	58.29%
9060.8 · Workers' Comp		7,491.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance		56,525.35	121,930.00	-65,404.65	46.36%
Total Expense		<u>645,247.87</u>	<u>1,242,606.00</u>	<u>-597,358.13</u>	<u>51.93%</u>
Net Income		<u><u>539,906.48</u></u>	<u><u>0.00</u></u>	<u><u>539,906.48</u></u>	<u><u>43.45%</u></u>

Cornwall Public Library
Warrant # 6
As of December 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	12/21/2017	Inv 1654808	Inv 1654808	412.3 · Books-on-Tape	Unpaid	400.73
Total Audio Editions						400.73
Brenda Goldfarb						
Bill	12/31/2017	Employee Reimbu...	Reimbursements	435 · Travel/Conference	Unpaid	154.00
Total Brenda Goldfarb						154.00
Brodart Co. - Juv						
Bill	12/21/2017	Inv B5184745	Inv B5184745	410.4 · Juvenile Fiction	Unpaid	32.49
Bill	12/27/2017	Inv B5190556	Inv B5190556	-SPLIT-	Unpaid	93.28
Bill	12/27/2017	Inv B5190488	Inv B5190488	-SPLIT-	Unpaid	117.54
Bill	12/27/2017	Inv B5190367	Inv B5190367	-SPLIT-	Unpaid	84.18
Bill	12/27/2017	Inc B5190727	Inv B5190727	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	12/27/2017	Inv B5190753	Inv B5190753	410.4 · Juvenile Fiction	Unpaid	2.99
Bill	12/27/2017	Inv B5187554	Inv B5187554	410.5 · Juvenile Non Fiction	Unpaid	34.86
Bill	12/27/2017	Inv B5187396	Inv B5187396	-SPLIT-	Unpaid	24.38
Bill	12/31/2017	Inv B5191952	Inv B5191952	410.5 · Juvenile Non Fiction	Unpaid	26.40
Total Brodart Co. - Juv						421.61
Brodart Co. (McN)						
Bill	12/21/2017	Inv M155005	Service for March 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Butler Rowland Mays						
Bill	12/21/2017	Project 17 40 32	Svcs for Parking Lot & Interior projects	-SPLIT-	Unpaid	3,114.37
Total Butler Rowland Mays						3,114.37
Cash						
Bill	12/31/2017	Replenish Petty C...	Replenish petty cash 4Q17	1010 · Petty Cash	Unpaid	39.26
Total Cash						39.26
Central Hudson Gas & Electric Corp						
Bill	12/31/2017	Acct 86610120007	11/20-12/20/17	450 · Fuel/Utilities	Unpaid	3,179.47
Total Central Hudson Gas & Electric Corp						3,179.47
Clearwaters						
Bill	12/31/2017	Custom framing	Custom framing & engraving	430.2 · Office supplies	Unpaid	220.80
Total Clearwaters						220.80
Cornwall Central School District						
Bill	12/31/2017	Inv 252	Multiple bills	2003 · Refund of Tax assess...	Unpaid	691.68
Total Cornwall Central School District						691.68
Cornwall Public Library - Payroll						
Bill	12/05/2017	Pay per end 12/1/17	Pay per end 12/1 Pay Date 12/8/17	1012 · OCT Payroll Checking	Paid	16,297.26
Bill	12/18/2017	Pay per end 12/15...	Pay per end 12/15 Pay Date 12/22/17	1012 · OCT Payroll Checking	Paid	17,164.98
Total Cornwall Public Library - Payroll						33,462.24
Cornwall Public Library - Trust & Agency						
Bill	12/05/2017	12/8 PR & Dec He...	Dec Health Ins + Payroll Dated 12/8/17	-SPLIT-	Paid	17,194.34
Bill	12/18/2017	Pay per end 12/15...	Pay per end 12/15 pay date 12/22/17	1003 · Due from Trust & Age...	Paid	8,543.57
Total Cornwall Public Library - Trust & Agency						25,737.91
Country Living						
Bill	12/31/2017	2 year renewal	2 year renewal - Exp 1/2020	413.6 · Serials	Unpaid	20.00
Total Country Living						20.00
Dowser Spring Water						
Bill	12/27/2017	Stmt dated 11/30/17	November water delivery	430.2 · Office supplies	Unpaid	24.00
Total Dowser Spring Water						24.00
Fresh						

Cornwall Public Library
Warrant # 6
As of December 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Bill	12/18/2017	Staff Breakfast	Staff Holiday Breakfast	435 · Travel/Conference	Paid	220.00
Total Fresh						220.00
Gale						
Bill	12/21/2017	Inv 62333208	Inv 62333208	410.11 · Adult Fiction Standi...	Unpaid	88.48
Total Gale						88.48
Growing Minds Media, LLC						
Bill	12/21/2017	Inv 32971	Muzzy Online 2/2018-1/2019	413.4 · Reference-Juv electr...	Unpaid	1,000.00
Total Growing Minds Media, LLC						1,000.00
Hannaford Bros. Co.						
Bill	12/21/2017	Tea & a Classic	Snacks for Tea & A Classic	430.30 · Adult	Unpaid	5.98
Bill	12/21/2017	Kitchen supplies	Kitchen supplies	430.2 · Office supplies	Unpaid	14.56
Total Hannaford Bros. Co.						20.54
Ingram Library Services						
Bill	12/21/2017	Inv 31961471	Inv 31961471	-SPLIT-	Unpaid	39.34
Bill	12/21/2017	Inv 31579873	Inv 31579873	-SPLIT-	Unpaid	373.87
Bill	12/21/2017	Inv 31667346	Inv 31667346	-SPLIT-	Unpaid	7.99
Bill	12/27/2017	Inv 32229803	Inv 32229803	-SPLIT-	Unpaid	222.48
Bill	12/27/2017	Inv 32187114	Inv 32187114	-SPLIT-	Unpaid	1,124.50
Bill	12/31/2017	Inv 32330643	Inv 32330643	-SPLIT-	Unpaid	53.80
Bill	12/31/2017	Inv 32269501	Inv 32269501	-SPLIT-	Unpaid	161.02
Total Ingram Library Services						1,983.00
Jacobowitz & Gubits, LLP						
Bill	12/21/2017	Inv 269366	Draft waiver of liability for trip	437.1 · Prof fees-Office	Unpaid	70.00
Total Jacobowitz & Gubits, LLP						70.00
Jones Services						
Bill	12/21/2017	Men's room faucet	Replace men's room faucet	-SPLIT-	Unpaid	246.52
Total Jones Services						246.52
Lock Around the Clock						
Bill	12/21/2017	Jan 2018 storage un	Jan2018 storage unit fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
LTA Library Trustees Association						
Bill	12/21/2017	2018 LTA Member...	2018 LTA Membership	438 · Dues	Unpaid	225.00
Total LTA Library Trustees Association						225.00
Magna5						
Bill	12/31/2017	Inv 4647042	Service 12/25/17-1/24/18	431 · Telephone	Unpaid	365.26
Total Magna5						365.26
Maryanne O'Dell, Receiver of Taxes						
Bill	12/31/2017	Bill 4744	2018 Property Tax	450 · Fuel/Utilities	Unpaid	610.24
Total Maryanne O'Dell, Receiver of Taxes						610.24
Midwest Tape						
Bill	12/31/2017	Inv 95207857	DVD Security cases	430.1 · Library supplies	Unpaid	147.99
Bill	12/31/2017	Inv 94930831	DVD Security cases	430.1 · Library supplies	Unpaid	147.99
Bill	12/31/2017	Inv 95583225	DVD Security cases	430.1 · Library supplies	Unpaid	384.98
Total Midwest Tape						680.96
News of the Highlands, Inc						
Bill	12/21/2017	C005010	C005010 - 1 year renewal Exp 12/2017	413.6 · Serials	Unpaid	40.00
Bill	12/27/2017	Acct C000163	C000163 - 1 year renewal Exp 12/2018	413.6 · Serials	Unpaid	40.00
Bill	12/31/2017	N 85166	12/22/17 'Seasons Greetings' ad	434 · Publicity & Printing	Unpaid	25.00
Total News of the Highlands, Inc						105.00
Orange Bank & Trust Cardmember Services						

Cornwall Public Library
Warrant # 6
As of December 31, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Bill	12/31/2017	Stmt dated 12/24/17	Visa card statement dated 12/24/17	-SPLIT-	Unpaid	2,598.18
Total Orange Bank & Trust Cardmember Services						2,598.18
OverDrive, Inc.						
Bill	12/21/2017	Inv 01052C01709...	Inv 01052C017092647	412.42 · E-Audiobooks -- Juv...	Unpaid	360.44
Bill	12/21/2017	Inv 01052C01709...	Inv 01052C017092648	410.42 · Ebooks -- Juvenile	Unpaid	248.91
Bill	12/21/2017	Inv 01052C01709...	Inv 01052C017092650	410.62 · Ebooks -- Young Adult	Unpaid	555.30
Bill	12/21/2017	Inv 01052C01709...	Inv 01052C017092652	412.52 · E-Audiobooks -- Yo...	Unpaid	660.70
Total OverDrive, Inc.						1,825.35
Paychex, Inc.						
Bill	12/21/2017	Inv 2017113000	Nov Small Business package	437.1 · Prof fees-Office	Paid	500.89
Bill	12/21/2017	Stmt 17309749	Nov Employee Usage & Mobile fee	437.1 · Prof fees-Office	Unpaid	170.00
Total Paychex, Inc.						670.89
Randazzo's Landscaping Inc.						
Bill	12/27/2017	Inv 18775	Dec Monthly Maint + 4X salt pkg lot	469 · Service Contracts	Unpaid	1,216.00
Total Randazzo's Landscaping Inc.						1,216.00
Robert Milby						
Bill	12/21/2017	Poetry reading	1/10/18 Poetry Reading	437.2 · Prof fees-Adult progr...	Unpaid	100.00
Total Robert Milby						100.00
Ron Kaiser						
Bill	12/21/2017	Work on 12/8	4 hours labor	452 · Repairs to Building	Unpaid	120.00
Total Ron Kaiser						120.00
Rupa Parikh						
Bill	12/31/2017	Bollywood Dance ...	Bollywood Dance program 1/8/18	437.2 · Prof fees-Adult progr...	Unpaid	200.00
Bill	12/31/2017	Bollywood Dance ...	Bollywood Dance program 1/15/18	437.2 · Prof fees-Adult progr...	Unpaid	200.00
Bill	12/31/2017	Bollywood Dance ...	Bollywood Dance program 1/22/18	437.2 · Prof fees-Adult progr...	Unpaid	200.00
Total Rupa Parikh						600.00
Steven Fowler						
Bill	12/21/2017	Creative Writing	2 Creative Writing workshops	437.3 · Prof fees-YA programs	Unpaid	60.00
Total Steven Fowler						60.00
United A/C Refrigeration, Inc						
Bill	12/31/2017	Inv 416032-KD	Dec preventive maint	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						975.17
Verizon						
Bill	12/18/2017	Acct 6521219490...	Internet service 12/10/17-1/9/18	431 · Telephone	Paid	156.98
Total Verizon						156.98
Verizon Wireless						
Bill	12/18/2017	Inv 9797315600	Service 12/2/17-1/1/18	431 · Telephone	Paid	49.14
Total Verizon Wireless						49.14
W.B. Mason						
Bill	12/21/2017	Inv I50530522	TP, soap, paper, badges, post-its	-SPLIT-	Unpaid	140.94
Total W.B. Mason						140.94
TOTAL						82,259.47