Cornwall Public Library Board of Trustees

December 14, 2017 7:00 to 9:00 PM

Minutes

Meeting called to order by Carol Stein at 7:07 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.

II. Approval of the minutes: A motion to approve the Board of Trustee minutes of November 9, 2017, made by Elisabeth Hellwege, seconded by Amy Cordisco and unanimously approved.

III. Financial Review: Following discussion, a motion to approve Warrant #5 in the amount of $168,481.81 was made by Tom Dames, seconded by Elisabeth Hellwege and unanimously approved. After discussion, a motion to approve Profit and Loss vs Actual report for July 2017 to October 2017 made by Susanne Vondrak, seconded by Amy Cordisco and unanimously approved.


V. Communications: A thank you note to Brenda Goldfarb was received. A thank you note to Josh, a Teen Tech Tutor, was received. Donations: A thank you note was given to Mrs. Schade for her contribution to our Veterans Day Program. Thank you notes were provided to Mr. Scott Wittman and Mr. Marc Shaiman for the very generous donation of a CD collection.

VI. Director’s Report: See written report.

VII. Committee Reports:

a. Finance Committee: Will be meeting on January 3, 2018 to discuss budget, priorities and goals.

b. Policy Committee: Discussion was had regarding the Exhibits and Displays policy. Some concerns are: staying extra hours beyond library closing, keys and closing and
having an employee work later. The Policy Committee will rework the Facility Use Request Form, as well as the Selling and Solicitation policy for the next board meeting.

c. Building and Grounds: The final numbers for the parking lot came in from Nannini and Callahan at $92,450. Electric was an extra $1600 to run lights outside and for running a conduit for the site sign and flag pole light. The cost of the shed was $4940, covered by the Foundation. The bid process for the new conference room and back office redesign went out to bid on December 12th.

d. Garden Committee: No new updates at this time except the Top soil was moved during the parking lot project at no additional expense and we will need a new garden design in place for February.

e. Friends: A thank-you reception with slide show was shared tonight, highlighting some of the programs that the Friends supported during the past year.

VIII. Unfinished Business:

- Policy Revisions- see Policy Committee
- Construction Project Update- see Building and Grounds
- Cruise Waivers-Completed.

IX. New Business:

- SAM grant signatures- Site Sign Project, Paperwork signed for the SAM grant for the new site sign.

- 2018-2019 Budget Development- Priorities for the next fiscal year were briefly discussed and further discussion was postponed until the January Board Meeting.

X. Executive Session: A motion to go into Executive Session at 8:07 PM to discuss a Personnel issue was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.

XI. Adjournment: A motion to return to regular meeting at 8:55 was made by Elisabeth Hellwege, and seconded by Amy Cordisco. Motion to adjourn regular meeting at 8:56 pm was made by Amy Cordisco, seconded by Tom Dames and was unanimously approved.

Next Regular Board Meeting Thursday January 11, 2018 at 7PM
Cornwall Public Library  
Director’s Report  
November 2017

**General Overview**

The parking lot improvement and expansion project was completed and has received consistent rave and appreciative reviews from library users. Additional focus was on planning for upcoming construction projects, launching the performance review process, and beginning considerations for the upcoming budget development process.

**Administration**

**Grants Administration** – the NYS Construction grant, funding of 35% of our grant ask, enabled us to move ahead with the parking lot expansion/paving project; and the design and preparation for making staff work room upgrades and developing the small enclosed conference room space. Lighting efficiency and electrical upgrades are also being made throughout building.

**SAM Grant** – approval for site sign received and documents have been prepared to return to DASNY upon signatures this evening; still awaiting legislative approval for roof project. Both projects 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.

**Intro to Computer Science program** – I introduced our children’s staff to Evan P., a programmer I have worked with before. He is willing to volunteer his time to introduce a pilot computer science program, teaching Python, to 8 middle school age kids in January. This type of programming is not being offered anywhere else and I am very excited Evan can bring it here to Cornwall – through our library. If it takes off, he has offered to continue working with us for additional programs.

**Personnel**

**Desk Clerk opening** (10.5 hours) – interviews were held and would like board approval for Pamela Stockton to assume this position. Pam has volunteered in our reference department for months and brings a strong technology and customer service background to her work on the service desk.

**Staffing** – I am reviewing our current organizational structure and looking at what/who we need as we move forward, keeping in mind budget constraints. More to follow as we head into the new budget planning process for FY 2018-19.

**Performance Reviews** – Process initiated November 30.

**Building and Grounds**


**HVAC** – Pumps installed November 8. Working fine.

**Finance and Fundraising**

**Fiscal Year 2018-19** – I have begun 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.
Outreach & Partnerships

LTA – Library Trustee Association – has asked me to replicate my presentations at the recent OCLC Americas Regional Conference – for a trustee training conference in April 2018. The focus will be on community outreach, community conversations and the success of our CPL programs.

Connection with Viking Cruise Lines and World-Wide Travel – attended the final planning dinner for the river cruise at the Canterbury Inn. It was a positive and supportive environment with the library at front and center. Great group of people involved, and I would like to see them join our Friends and/or Foundation. Presentation on the Cruise to Paris and Normandy will be at the January board meeting.

Shop Hop – our Friends were listed on the game board again this year and our programming committee worked with them to develop a way for people to have to stop in the library, as well as the book shop, to see what we have to offer. It was a successful day and the staff created a great opportunity to showcase our offerings to lots of folks that may never have stepped foot in the library before.

Hudson Highlands Nature Museum benefit honoring Howard Protter – I attended in order to support Howard but also to meet and network with the community members – it was a great event, made good connections and lots of introductions to key people in Cornwall.

Community Conversations – this program continues to grow and attract large numbers of attendees. This month, our programs on Immigration and Faith were outstanding. We are working on ways to livestream and/or record these programs, so we can develop a digital archive of our offerings for the community.

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 - 22 programs were held this month with an attendance of 475. The most well attended (20+ attendees) programs included Aging at Home (33), Art Show Reception (30), Veteran’s Day (83), CCSD Outreach meeting (20), Community conversation/Immigration (21), Community Conversation/Faith (37), Wreath Making (22), and Invasion of Normandy lecture (69). Upcoming program of interest is a series of Indian/Bollywood dance lessons in January.

Youth Services – 32 programs attracted 467 children and adults for a variety of programs and activities including Early childhood story times, mine craft programming, book groups, LEGO family build it, and Art afternoon and Minecraft Mania. The ever-popular Veteran’s Day Program was a great success as always, kudos to Liz and Lisa for working hard creating and maintaining the honor wall and hosting a respectful event for our veterans. Collection development is moving toward VOX books and playaways -two audiobook options that are quickly replacing any CD books we offer. The challenge in growing the collection is cost. Lots of work this month with technology – connecting with CCSD tech integration specialist for programming options and a retired IBM computer engineer offering a pilot program for 8 middle school kids for an intro to computer science workshop.

Adult Services – November stats include technology assistance (76), reader’s advisory (14), reference questions (217), Ancestry (2158), ILL Pulls (1612), printing (135), Notary (7) and (26) SEAL/outside the system requests. Total PC usage (830); computer guest passes (43); Homebound delivery (4). Programming highlights included a National Book Award discussion (4), a program on Alexander Hamilton: the music and the duel (26) and
Holiday Wreath Making (22).

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

Registered borrowers: 9,865 (9,826); Direct Access/Circulation: 12,108 (12,348); ILL Borrows: 2,077 (2,269); ILL Loans: 1,729 (1,921); Item Count: 72,999 (73,015); Wi-Fi: 2,762 (3,376).

**Meetings, Trainings, Programs & Happenings in November:**

ARC meeting in Baltimore, MD (10/29-11/1)
Paving project, Building committee meeting (11/2);
Paving project, electrical work (11/3);
Meeting with Charlotte, Finance committee meeting (11/6);
Board meeting (11/9);
Hudson Highlands museum benefit (11/12);
Meeting with Ellen, Manager’s meeting, Canterbury Inn dinner for cruise group (11/14);
Programming committee meeting, staff meeting with Architect, Community Conversation/Immigration (11/15);
Staff meeting: Active Shooter presentation, Meeting with volunteer (11/16);
Meeting with Pam, launch Performance Review process (11/17);
Volunteered at RECAP packing Thanksgiving baskets (11/20);
ANSER meeting at RCLS, Community Conversation/Faith (11/27);
OCLC webinar, meeting with Dan Mahoney, Chamber of Commerce dinner (11/28)
Program on Normandy Invasion (11/29);
Meeting with Evan P., volunteer, for Intro to Computer Science workshop (11/30).

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

Interviews for pt 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);
Reception for MaryEllen Malone, 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)

Respectfully submitted,

Mary Lou Carolan

Mary Lou Carolan
Director

December 10, 2017
Cornwall Public Library
Profit & Loss by Class
July through November 2017

Income

<table>
<thead>
<tr>
<th></th>
<th>Friends</th>
<th>Skoufis grant</th>
<th>NYS SED - pkg lot, elec, space</th>
<th>Grants - Other</th>
<th>Total Grants</th>
<th>Operating</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPECTED FUNDS - not yet received</td>
<td>12,532.19</td>
<td>8,900.00</td>
<td>3,666.36</td>
<td>12,566.36</td>
<td>25,098.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grants - Other

- 0.00
- 0.00
- 0.00
- 0.00
- 6,765.94
- 2,550.00
- 0.00
- 0.00
- 0.00
- 0.00
- 12,000.00
- 0.00
- 24,537.12
- 8,900.00
- 0.00
- 0.00
- 0.00
- 0.00
- 5,724.50

### Operating

- 240.00
- 0.00
- 0.00
- 2,845.95
- 2,845.95
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 45,577.68
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

### Net Income

- 12,419.22

<table>
<thead>
<tr>
<th></th>
<th>Furniture grant (Grants)</th>
<th>Skoufis grant - phone &amp; microf (Grants)</th>
<th>NYS SED - pkg lot, elec, space (Grants)</th>
<th>Grants - Other (Grants)</th>
<th>Total Grants</th>
<th>Operating</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skoufis grant</td>
<td>0.00</td>
<td>8,900.00</td>
<td>3,666.36</td>
<td>12,566.36</td>
<td>25,098.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Profit & Loss by Class

#### Cornwall Public Library

**Total Income**

17,796.00

<table>
<thead>
<tr>
<th></th>
<th>12,000.00</th>
<th>8,900.00</th>
<th>3,666.36</th>
<th>2,550.00</th>
<th>27,116.36</th>
</tr>
</thead>
</table>

**Gross Profit**

17,796.00

<table>
<thead>
<tr>
<th></th>
<th>12,000.00</th>
<th>8,900.00</th>
<th>3,666.36</th>
<th>2,550.00</th>
<th>27,116.36</th>
</tr>
</thead>
</table>

### Expense

#### 141 - Salary-Certified Librarian

- 0.00
- 0.00
- 0.00
- 0.00
- 97,975.74

#### 142 - Salary-Clerical

- 0.00
- 0.00
- 0.00
- 0.00
- 171,003.70

#### 143 - Salary-Treasurer

- 0.00
- 0.00
- 0.00
- 0.00
- 1,538.48

#### 203b - Capital Equipment

- 0.00
- 0.00
- 0.00
- 0.00
- 7,330.31

#### Total 410 - Books

- 0.00
- 0.00
- 0.00
- 0.00
- 29,813.12

#### 411 - Film

- 0.00
- 0.00
- 0.00
- 0.00
- 616.03

#### Total 412 - Video/Music/Books on Tape

- 0.00
- 0.00
- 0.00
- 0.00
- 9,083.59

#### Total 413 - Serials/Reference

- 0.00
- 0.00
- 0.00
- 0.00
- 6,489.73

#### 430 - Supplies

- 3,500.00
- 0.00
- 0.00
- 0.00
- 5,724.50

- 0.00
- 0.00
- 0.00
- 0.00
- 3,402.13

- 726.87
- 0.00
- 0.00
- 0.00
- 2,845.95

- 0.00
- 0.00
- 0.00
- 0.00
- 7,145.15

#### Total 430 - Supplies

- 4,226.87
- 0.00
- 0.00
- 0.00
- 17,959.70

#### 431 - Telephone

- 0.00
- 0.00
- 3,594.94
- 0.00
- 3,594.94

#### 433 - Postage

- 0.00
- 0.00
- 0.00
- 0.00
- 610.90

#### 434 - Publicity & Printing

- 29.91
- 0.00
- 0.00
- 0.00
- 2,205.32

#### 435 - Travel/Conference

- 0.00
- 0.00
- 0.00
- 0.00
- 2,845.95

#### 437 - Professional Fees

- 0.00
- 0.00
- 0.00
- 10,475.31
- 12,844.64

- 1,120.00
- 0.00
- 0.00
- 0.00
- 9,100.00

- 437.3 - Prof fees-YA programs

- 0.00
- 0.00
- 0.00
- 0.00
- 240.00

#### Total 437 - Professional Fees

- 1,120.00
- 0.00
- 0.00
- 10,475.31
- 15,834.64

#### 438 - Dues

- 0.00
- 0.00
- 0.00
- 0.00
- 277.00

#### 440 - Contracts w/ Books Co.

- 0.00
- 0.00
- 0.00
- 0.00
- 810.98

#### 450 - Fuel/Utilities

- 0.00
- 0.00
- 0.00
- 0.00
- 9,466.88

#### 451 - Custodial Supplies

- 0.00
- 0.00
- 0.00
- 0.00
- 863.96

#### 452 - Repairs to Building

- 0.00
- 0.00
- 0.00
- 0.00
- 14,284.22

#### 454 - Building Insurance

- 0.00
- 0.00
- 0.00
- 0.00
- 11,907.61

#### 455 - RCLS ANSER & Telecommunication

- 0.00
- 0.00
- 0.00
- 0.00
- 24,537.12

#### 469 - Service Contracts

- 0.00
- 0.00
- 0.00
- 0.00
- 23,276.82

#### 9010.8 - Retirement

- 0.00
- 0.00
- 0.00
- 0.00
- 52,601.00

#### 9030.8 - FICA/Medicare Expense

- 0.00
- 0.00
- 0.00
- 0.00
- 24,814.17

#### 9060.8 - Workers’ Comp

- 0.00
- 0.00
- 0.00
- 0.00
- 7,491.00

#### 9090.8 - Health Insurance

- 0.00
- 0.00
- 0.00
- 0.00
- 45,577.68

### Total Expense

- 5,376.75
- 12,000.00
- 3,594.94
- 10,475.31
- 52,070.25
- 618,883.68

### Net Income

- 12,419.22

- 0.00
- 5,305.06
- 6,808.95
- 2,550.00
- 1,046.11
- 601,915.18
- 615,380.51

*From Capital Fund
## Profit & Loss Forecast vs. Actual - Operating
### July through November 2017

### Budget 41.67%

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul - Nov 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 - Local Public Funds</td>
<td>1,160,806.00</td>
<td>1,160,806.00</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>2003 - Refund of Tax assessment</td>
<td>0.00</td>
<td>-3,000.00</td>
<td>3,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>2005 - Appropriated Fund Balance</td>
<td>0.00</td>
<td>25,000.00</td>
<td>-25,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>2008 - Library Fines</td>
<td>12,245.87</td>
<td>31,000.00</td>
<td>-18,754.13</td>
<td>39.5%</td>
</tr>
<tr>
<td>2401 - Income from Investments</td>
<td>83.99</td>
<td>500.00</td>
<td>-416.01</td>
<td>16.8%</td>
</tr>
<tr>
<td>2670 - Sale of Library Materials</td>
<td>711.62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2701 - Refunds</td>
<td>0.00</td>
<td>1,000.00</td>
<td>-1,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>2706 - Gifts &amp; Endowments</td>
<td>2,329.65</td>
<td>8,300.00</td>
<td>-5,970.35</td>
<td>28.07%</td>
</tr>
<tr>
<td>2760 - Grants</td>
<td>3,088.00</td>
<td>12,000.00</td>
<td>-8,912.00</td>
<td>25.73%</td>
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<tr>
<td>3840 - RCLS</td>
<td>4,886.70</td>
<td>4,000.00</td>
<td>886.70</td>
<td>22.17%</td>
</tr>
</tbody>
</table>

**Total Income** 1,184,151.83 1,239,606.00 -55,454.17 95.53%

### Expense

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul - Nov 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>141 - Salary-Certified Librarian</td>
<td>97,975.74</td>
<td>220,937.29</td>
<td>-122,961.55</td>
<td>44.35%</td>
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<tr>
<td>142 - Salary-Clerical</td>
<td>171,003.70</td>
<td>434,190.71</td>
<td>-263,187.01</td>
<td>39.38%</td>
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<tr>
<td>143 - Salary-Treasurer</td>
<td>1,538.48</td>
<td>5,000.00</td>
<td>-3,461.52</td>
<td>30.77%</td>
</tr>
<tr>
<td>203b - Capital Equipment</td>
<td>7,330.31</td>
<td>300.00</td>
<td>7,030.31</td>
<td>2,443.44%</td>
</tr>
<tr>
<td>410 - Books</td>
<td>29,813.12</td>
<td>69,885.00</td>
<td>-40,071.88</td>
<td>42.66%</td>
</tr>
<tr>
<td>430.1 - Library supplies</td>
<td>5,724.50</td>
<td>5,000.00</td>
<td>724.50</td>
<td>114.49%</td>
</tr>
<tr>
<td>430.2 - Office supplies</td>
<td>3,402.13</td>
<td>8,000.00</td>
<td>-4,597.87</td>
<td>42.53%</td>
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<td>430.3 - Program supplies</td>
<td>1,687.92</td>
<td>7,800.00</td>
<td>-6,112.08</td>
<td>21.64%</td>
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<tr>
<td>430 - Supplies - Other</td>
<td>7,145.15</td>
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</table>

**Total 430 - Supplies** 17,959.70 20,800.00 -2,840.30 86.35%

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul - Nov 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>431 - Telephone</td>
<td>3,171.00</td>
<td>14,000.00</td>
<td>-10,829.00</td>
<td>22.65%</td>
</tr>
<tr>
<td>433 - Postage</td>
<td>610.90</td>
<td>4,000.00</td>
<td>-3,389.10</td>
<td>15.27%</td>
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<tr>
<td>434 - Publicity &amp; Printing</td>
<td>2,035.32</td>
<td>10,000.00</td>
<td>-7,964.68</td>
<td>20.35%</td>
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<tr>
<td>435 - Travel/Conference</td>
<td>2,845.95</td>
<td>4,500.00</td>
<td>-1,654.05</td>
<td>63.24%</td>
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<tr>
<td>436 - Friends Expense</td>
<td>0.00</td>
<td>-17,796.00</td>
<td>17,796.00</td>
<td>0.0%</td>
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</table>

**Total 437 - Professional Fees** 15,834.64 40,780.00 -24,945.36 38.83%

<table>
<thead>
<tr>
<th>Item</th>
<th>Jul - Nov 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>438 - Dues</td>
<td>277.00</td>
<td>1,300.00</td>
<td>-1,023.00</td>
<td>21.31%</td>
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<tr>
<td>439 - Equipment Repair</td>
<td>0.00</td>
<td>200.00</td>
<td>-200.00</td>
<td>0.0%</td>
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<tr>
<td>440 - Contracts w/ Books Co.</td>
<td>810.98</td>
<td>2,600.00</td>
<td>-1,789.02</td>
<td>31.19%</td>
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<tr>
<td>450 - Fuel/Utilities</td>
<td>9,466.88</td>
<td>32,000.00</td>
<td>-22,533.12</td>
<td>29.58%</td>
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<tr>
<td>451 - Custodial Supplies</td>
<td>883.96</td>
<td>2,000.00</td>
<td>-1,116.04</td>
<td>44.2%</td>
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<tr>
<td>452 - Repairs to Building</td>
<td>14,284.22</td>
<td>10,000.00</td>
<td>4,284.22</td>
<td>142.84%</td>
</tr>
<tr>
<td>454 - Building Insurance</td>
<td>11,907.61</td>
<td>12,000.00</td>
<td>-92.39</td>
<td>99.23%</td>
</tr>
<tr>
<td>455 - RCLS ANSER &amp; Telecommunication</td>
<td>24,537.12</td>
<td>53,000.00</td>
<td>-28,462.88</td>
<td>46.3%</td>
</tr>
<tr>
<td>469 - Service Contracts</td>
<td>23,276.82</td>
<td>46,596.00</td>
<td>-23,319.18</td>
<td>49.96%</td>
</tr>
<tr>
<td>9010.8 - Retirement</td>
<td>52,601.00</td>
<td>49,258.00</td>
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<tr>
<td>9030.8 - FICA/Medicare Expense</td>
<td>24,814.17</td>
<td>50,117.00</td>
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<tr>
<td>9060.8 - Workers' Comp</td>
<td>7,491.00</td>
<td>8,000.00</td>
<td>-509.00</td>
<td>93.64%</td>
</tr>
<tr>
<td>9090.8 - Health Insurance</td>
<td>45,577.68</td>
<td>121,930.00</td>
<td>-76,352.32</td>
<td>37.38%</td>
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</tbody>
</table>

**Total Expense** 582,236.65 1,239,606.00 -657,369.35 46.97%

### Net Income

<table>
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<tr>
<th>Item</th>
<th>Jul - Nov 17</th>
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<th>% of Budget</th>
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<tr>
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<td>601,915.18</td>
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</table>

Page 1 of 1
# Cornwall Public Library
## Profit & Loss by Class
### July through October 2017

### Income

<table>
<thead>
<tr>
<th>Grant Source</th>
<th>Friends</th>
<th>Furniture grant (Grants)</th>
<th>Skoufis grant - phone &amp; microfi (Grants)</th>
<th>Total Grants</th>
<th>Operating</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPECTED FUNDS - not yet received</td>
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<td>8,900.00</td>
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<td>28.93</td>
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<td>706.72</td>
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<td>0.00</td>
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<td>59,079.37</td>
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### Gross Profit

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<td>142 - Salary-Clerical</td>
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<td>143 - Salary-Treasurer</td>
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<tr>
<td>Total 410 - Books</td>
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<td>Total 413 - Serials/Reference</td>
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<tr>
<td>430.1 - Library supplies</td>
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<tr>
<td>430.2 - Office supplies</td>
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<td>437.1 - Prof fees-Office</td>
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<tr>
<td>437.2 - Prof fees-Adult programs</td>
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<tr>
<td>437.3 - Prof fees-YA programs</td>
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<td>0.00</td>
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<tr>
<td>437.4 - Prof fees-Juvenile</td>
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<td>438 - Dues</td>
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<td>450 - Fuel/Utilities</td>
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<td>451 - Custodial Supplies</td>
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<td>452 - Repairs to Building</td>
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<td>454 - Building Insurance</td>
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<tr>
<td>469 - Service Contracts</td>
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<tr>
<td>9030.8 - FICA/Medicare Expense</td>
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<tr>
<td>9060.8 - Workers' Comp</td>
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<td>0.00</td>
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<tr>
<td>9090.8 - Health Insurance</td>
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<tr>
<td>Total Expense</td>
<td>4,870.55</td>
<td>12,000.00</td>
<td>3,594.94</td>
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### Net Income

|_net Income | 12,925.45 | 0.00 | 5,305.06 | 5,305.06 | -403,455.02 | -385,114.51 |
### Budget % 33%

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<th>Jul - Oct 16</th>
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<th>Full Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
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<td>Income</td>
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<td>-1,160,806.00</td>
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<tr>
<td>2003 - Refund of Tax assessment</td>
<td>0.00</td>
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<td>31,000.00</td>
<td>-21,595.88</td>
<td>30.34%</td>
</tr>
<tr>
<td>2401 - Income from Investments</td>
<td>28.93</td>
<td>166.64</td>
<td>500.00</td>
<td>-471.07</td>
<td>5.79%</td>
</tr>
<tr>
<td>2670 - Sale of Library Materials</td>
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<tr>
<td>2701 - Refunds</td>
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<td>333.36</td>
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<td>8,300.00</td>
<td>-6,031.10</td>
<td>27.34%</td>
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<tr>
<td>2760 - Grants</td>
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<td>4,000.00</td>
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<td>3840 - RCLS</td>
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<td>-1,219,222.63</td>
<td>1.64%</td>
</tr>
</tbody>
</table>

| Expense              |              |               |             |               |             |
|                      |              |               |             |               |             |
| 141 - Salary-Certified Librarian | 79,809.85    | 76,478.68     | 220,937.29  | -141,127.44   | 36.12%      |
| 142 - Salary-Clerical | 139,279.57   | 150,296.83    | 434,190.71  | -294,911.14   | 32.08%      |
| 143 - Salary-Treasurer | 1,153.86     | 1,730.76      | 5,000.00    | -3,846.14     | 23.08%      |
| 203b - Capital Equipment | 163.88      | 300.00        | 300.00      | -136.12       | 54.63%      |
| 410 - Books          | 24,518.00    | 23,295.08     | 69,885.00   | -45,367.00    | 35.08%      |
| 411 - Film           | 0.00         | 0.00          | 550.00      | -550.00       | 0.0%        |
| 412 - Video/Music/Books on Tape | 8,219.36    | 10,052.64     | 30,158.00   | -21,938.64    | 27.25%      |
| 413 - Serials/Reference | 3,854.75    | 4,433.28      | 13,000.00   | -9,714.26     | 26.96%      |
| 430 - Supplies       |              |               |             |               |             |
| 430.1 - Library supplies | 5,467.77     | 1,666.64      | 5,000.00    | 467.77        | 109.36%     |
| 430.2 - Office supplies | 2,757.05     | 2,666.64      | 8,000.00    | -5,242.95     | 34.46%      |
| 430.3 - Program supplies | 1,130.81     | 3,016.72      | 7,800.00    | -6,669.19     | 14.5%       |
| 430 - Supplies - Other | 7,145.15     |               |            |               |             |
| Total Expense        | 16,500.76    | 7,350.00      | 20,800.00   | -4,299.22     | 79.33%      |

|                      |              |               |             |               |             |
|                      |              |               |             |               |             |
| 437 - Professional Fees |              |               |             |               |             |
| 437.1 - Prof fees-Office | 11,704.29    | 8,426.64      | 25,280.00   | -13,575.71    | 46.3%       |
| 437.2 - Prof fees-Adult programs | 1,910.00    | 2,333.36      | 7,000.00    | -5,090.00     | 27.29%      |
| 437.3 - Prof fees-YA programs | 240.00      | 500.00        | 1,500.00    | -1,260.00     | 16.0%       |
| 437.4 - Prof fees-Juvenile | 840.00      | 1,333.36      | 4,000.00    | -3,160.00     | 21.0%       |
| 437.5 - Prof fees-SRP | 0.00        | 1,500.00      | 3,000.00    | -3,000.00     | 0.0%        |
| Total 437 - Professional Fees | 14,694.29    | 14,093.36     | 40,780.00   | -26,085.71    | 36.03%      |

|                      |              |               |             |               |             |
|                      |              |               |             |               |             |
| 438 - Dues           | 277.00       | 500.00        | 1,300.00    | -1,023.00     | 21.31%      |
| 439 - Equipment Repair | 0.00        | 200.00        | 200.00      | -200.00       | 0.0%        |
| 440 - Contracts w/ Books Co. | 653.48      | 866.64        | 2,600.00    | -1,946.52     | 25.13%      |
| 445 - RCLS ANSER & Telecommunication | 24,537.12  | 26,500.00     | 53,000.00   | -28,462.88    | 46.3%       |
| 469 - Service Contracts | 19,340.67    | 15,532.00     | 46,596.00   | -27,255.33    | 41.51%      |
| 9010.8 - Retirement | 0.00         | 49,258.00     | 49,258.00   | -49,258.00    | 0.0%        |
| 9030.8 - FICA/Medicare Expense | 20,143.01  | 17,348.22     | 50,117.00   | -29,768.99    | 40.19%      |
| 9090.8 - Workers' Comp | 7,491.00     | 8,000.00      | 8,000.00    | -509.00       | 93.64%      |
| 9090.8 - Health Insurance | 34,876.92   | 40,643.36     | 121,930.00  | -87,053.08    | 28.6%       |
| Total Expense        | 423,728.39   | 478,446.85    | 1,239,606.00| -815,877.61   | 34.18%      |

<p>| Net Income           | -403,345.02  | -460,513.49   | 57,168.47   | 0.00          | -32.54%     |</p>
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<td>Inv 62218639</td>
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<td>11/16/2017</td>
<td>Inv 472277-0</td>
<td>Toilet tissue, Facial tissue, Paper towels</td>
<td>451 · Custodial Supplies</td>
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<td>11/30/2017</td>
<td>Inv 472238-0</td>
<td>Paper, folders, purell, sanitizing wipes</td>
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<td>Inv 472887-0</td>
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