

Cornwall Public Library Board of Trustees Meeting

September 13, 2018

7:00-9:00 PM

Minutes

Meeting called to order by Christine McDonald at 7:07 PM

I. Roll

Trustees Present: Christine McDonald, Susanne Vondrak, Carol Stein, Tom Dames, Amy Cordisco (arrived 7:50pm) **Excused:** Bruce Cohen and Stephanie Wolf.

Charlotte Dunaief, Interim Library Director

Michelle Mellino, Treasurer

Also Present: Rosaleen Leahy

- II. **Approval of the Minutes:** A motion to approve the Board of Trustee Meeting Minutes of August 9, 2018, as amended, was made by Tom Dames and seconded by Carol Stein and unanimously approved. A motion to approve the Board of Trustees Work Session Minutes of August 28, 2018 was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved.
- III. **Financial Review:** The Finance Committee met on September 4th to review Warrant #2. Discussion was held about the 4-part payments to Cornerstone/Magna. Also questions about an additional charge for a “cell phone” on the Media Solstice bill will be investigated. A motion to approve Warrant # 2 for \$108,474.37 was made by Susanne Vondrak, seconded by Tom Dames and unanimously approved. New financial reports developed by Michele Mellino were explained, giving the Board “real time “reporting. A motion to reluctantly accept Michele Mellino’s resignation as Treasurer was made by Carol Stein, seconded by Tom Dames and unanimously approved. A motion to accept the Profit and Loss by Class report for July through August 2018 was made by Carol Stein, seconded by Susanne Vondrak and was unanimously approved.
- IV. **Public Remarks:** Rosaleen Leahy asked for clarification about the 2018-2019 Program Budget. Also, she felt some invoices for Summer Programs were not coded properly for the Warrant. The Finance Committee will investigate and make any corrections needed with Valerie, the bookkeeper. Additionally, Rosaleen informed the Board that she had recently attended a grant workshop which will assist in applying for Arts grants from NYSCA.

- V. **Communications:** Correspondence was received from Sister Mary Burnes, Hugh Liebert, Mary Lou Carolan and Liz Hellwege. The Public Relations Folder will be updated once an additional communications staff person has been hired.
- VI. **Director's Report:** See written report from Mary Lou Carolan. Charlotte Dunaief was welcomed as the Interim Director.
- VII. **Committee Reports:**
- a. **Finance Committee:** A new Treasurer has been hired, see New Business.
 - b. **Personnel Committee:** Exit interview was conducted on August 28th with MaryLou Carolan before she left. The Committee is continuing to review the Grievance Policy (with the Policy Committee) and hopes to have an amended policy to review with the Board soon. The Personnel Committee and the Finance Committee met with the scheduling managers on Sept. 11th to begin a review of the staff scheduling. The Committee would also like to make sure that a binder with all update policies will always be available for the staff to review. The possibility of posting the policies also online, perhaps via Google Docs will be investigated.
 - c. **Policy Committee:** See above.
 - d. **Buildings and Grounds:** A motion to approve the Padovani Roofing & Construction Company of Neshanic NJ with the winning bid of \$117,800, with an Add Alternate #1 in the amount of \$2,450, providing proof is given that they pay prevailing wage, to repair the roof, was made by Carol Stein, seconded by Chris McDonald and was unanimously approved. A Letter of Intent was signed by Amy Cordisco, to be sent to the contractor and the architect. The current leaks in roof have been looked at by Stevens Roofing and it was determined that repairs at this time would not be effective. Padovani Roofing has agreed to move the start date forward. They will meet with the Committee and Charlotte before the projected start date of Oct. 1 to review the project details and answer any questions. The project is expected to last 2 weeks. A motion to approve hiring Carl Waldenmaier, as a Clerk of the Works, for the roofing project was made by Carol Stein, seconded by Tom Dames and unanimously approved. The motion approves him for up to \$1,200 in total, at a rate of \$70 per hour on-site.
 - i. The application for the NYS Construction Grant was completed and submitted to RCLS. Charlotte has made any corrections that were requested by Stephen Hoefer. We hope to hear by late November what the awards will be. 90% of the funds for the current NYS Construction Grant have been received. Balance is due the end of September.

- ii. Final comments have been received and Maureen Drury, the Landscape Designer, hopes to have the finalized Master Outdoor Strategic Plan ready for approval by the next Board Meeting in October.
- iii. Susanne Vondrak, Bruce Cohen (Chair, Garden Committee) and Mary Lou met with Benjamin Harrell, an Eagle Scout, on August 21st to review his ideas and timeline for a project at the Library. We will meet again in September/October once the masterplan has been adopted and as Ben's schedule allows.

e. **Garden Committee:** See above.

f. **Friends of the Library and the Foundation:** Jane Harkinson and Leslie Riley will be attending the Legislative Breakfast on Friday. The Friends were thanked for paying for the Local ad showing the success of our Summer Reading Program. National Friends Week is the w/o October 21st. An article or letter to the Local was suggested to show appreciation. There is no further update from the Foundation; they are still working out the legalities of transferring the funds to the Library.

VIII. Unfinished Business: The search for a new Director continues. An ad was placed on all the recommended sites at the end of August. Resumes are being received by Amy. The Search Committee will begin meeting by the end of Sept. to develop questions to ask candidates. The Civil Service List is an ongoing list and we hope to request the newest version around October 1. This will then start the official recruiting process, as set by the Civil Service rules.

IX. New Business: A motion to approve Meghan Mastowski as the new Cornwall Public Library Treasurer was made by Carol Stein, seconded by Chris McDonald and was unanimously approved. A press release announcing the new appointments of both the Treasurer and the Interim Director will be sent.

- a. An artist, R. Breuer, has asked to donate a sculpture to the Library. The Director and Board have reviewed the application and have denied it as inappropriate as per Library policy.

X. Executive Session: A motion to move to Executive Session for an Employment Matter was made at 8:33 PM by Carol Stein, seconded by Tom Dames and unanimously approved.

XI. Adjournment: A motion to both close the Executive Session and to adjourn the meeting was made at 9:15 PM by Tom Dames, seconded by Carol Stein and unanimously approved.

Next Regular Board Meeting Thursday October 11, 2018, at 7PM

**Cornwall Public Library
Director's Report
August 2018**

General Overview

After submitting my resignation to the Board on August 1, I worked diligently this month to ensure that all grant project paperwork was submitted on time and as many administrative projects that were in the works were completed as possible. I brought Charlotte Dunaief up to speed with all outstanding efforts, so she was knowledgeable and aware of work that still needed to be done and where the necessary paperwork/files could be found. It was a successful conclusion to a lot of hard work.

Administration

Grant Updates:

Special Legislative Grant –Remaining \$6675.00 was received.

SAM Site Sign Grant Disbursal Agreement received on August 6 was completed and paperwork submitted, final response from Albany will indicate process can begin.

Final reporting for reimbursement for **2018 NYS Construction Grant** submitted which released the 90% reimbursement of \$104,614 (90%) received on 8/27, remaining 10 % (\$11,624) will be received by end of September.

SAM funded roof project bidding process began and bids opened on September 5. Review of top 3 contractors has begun, board should award bid at 9/13/18 meeting.

2019 NYS Construction Grant – grant application for generator, electrical box clean-up and Phase II of electrical upgrade was completed and submitted on August 31.

Loan approval from Orange Bank & Trust came through and Carol will be in contact with them.

Personnel –Outreach Clerk position needs to be filled by Interim Director, (15 hour position), to assist Pam and Meaghan.

Customer Service Award – this month, the award goes to **Andrella Collins** for outstanding customer service. Andrella (Ella) is one of our pages turned Junior Library Clerks and she is a joy to work with, hard worker and definitely someone to watch – she is talented in so many ways and it has been a pleasure to know her.

Policies – encouraged Personnel Committee to work on completing the **Grievance Procedure** as soon as possible to enable the Interim Director and future permanent Director to adequately do their job.

Exit Interview– was conducted with the Personnel Committee on August 28. I shared my viewpoints on my experience here in Cornwall and made recommendations that would enable the new Director to be successful in their position.

Building and Grounds

2019 NYS SED Construction Grant - Grant request for the generator, electrical box cleanup and to finish LED lighting installation was submitted August 31 to RCLS. Worked with architect on grant submission (as well as with Roofing project) in addition to exploring funding options with our Bank for short term loans to

bridge the period of time between expense and reimbursement for the various projects we are working on. This was granted to us at the end of August and Carol Stein is the contact to explore this further.

Programs, Collections, and Services

Programs and Circulation –22 programs brought **410** visitors and included the 5 Pop-up Café's (159) – thank you to Brenda for all of her hard work making these so successful and to the Friends for providing stipends to all performers; 2 Art receptions (59); the Food Bank Workshop (37), Swamp Fox Concert (35) were most well attended.

Youth Services – **14** programs attracted **312** children and adults – Our SRP program was the most successful ever with **440 registered children and teens!** Congratulation to Liz, Lisa, Rebecca, Sarah, Ella, Meaghan and all the teen volunteers for their hard work, creativity, and tenacity – fantastic job!

Adult Services –Statistics for the month: Laptop lending (10), Reader's Advisory (19), Technology assistance (72), Notary (18), Reference questions (302), SEAL requests (20). Database usage: NoveList: (11), Ancestry.com (89). Public computer usage: (982) and Microfiche usage for local history (12) Home delivery (5). For the Adult SRP, two contests ran through August that included a reading club and a Bingo card – encouraging exploration and usage of our collections.

Monthly Statistics for August, 2018 (*figures in parenthesis are last month's figures*)

Registered borrowers: **9,432**(9,372) **UP #60!**; Direct Access/Circulation: **14,791** (15,016); ILL Borrows: 2,461 (2,397); ILL Loans: 2,032 (2,082); Item Count: **72,241** (72,671); **Wi-Fi:** 2,953 (3,553).

Meetings, Trainings, Programs & Happenings in August:

Met with representatives from Rep. Maloney's office, Manager's meeting (8/1);

Mandatory construction grant meeting, Pop up café (8/2),

Interview for clerk (8/3),

Summer of Love..of the Arts, toured downtown (8/4),

SED grant reports (8/6),

Meeting with Kerin, Orange County Chamber mixer at Storm King (8/7),

Meeting with school board rep, SRP program (4/8),

Personnel Committee, Finance Committee, Board meeting (8/9);

Vacation (8/13-17),

Staff meeting, AFLAC presentation (8/20),

Funding webinar, pop up café (8/22),

Pop up café (8/23),

Personal day (8/24),

Exit interview (8/28),

Meeting with Insurance Rep, Joe Price (8/30),

Meeting with Ellen, Submission of NYS Construction Grant, Reception from Friends (8/31),

Meeting with Emmaline, Manager's meeting (9/4),

Roof bid opening, Meeting with Pat, Meeting with Charlotte (9/5).

Respectfully submitted,

Mary Lou Carolan

Director

September 7, 2018

Cornwall Public Library Board of Trustees

Work Session

August 28, 2018

7:00-8:00 PM

Minutes

Meeting called to order by Amy Cordisco at 7:07pm.

I. Roll

Trustees Present: Amy Cordisco, Chris McDonald, Carol Stein, Susanne Vondrak, Tom Dames and Stephanie Wolf

Excused: Bruce Cohen

- II. Executive Session:** A motion was made by Tom Dames to go into Executive Session at 7:08pm to discuss an individual employee matter. The motion was seconded by Carol Stein and unanimously approved.

- III. Adjournment:** A motion to leave the Executive Session at 8:04 pm was made by Stephanie Wolf and seconded by Carol Stein and unanimously approved. A motion to adjourn the Work Session at 8:05pm was made by Tom Dames and seconded by Stephanie Wolf and unanimously approved.

Next Regular Board Meeting, Thursday September 13, 2018 at 7pm

Cornwall Public Library
Warrant # 2
As of August 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Barnes & Noble Booksellers						
Bill	08/29/2018	3708693	Purchased 3 DVD Infinity War	412.1 · Music Adult	Paid	69.97
Total Barnes & Noble Booksellers						69.97
Beacon Jazz Lab						
Bill	08/29/2018	Pgrm. 8.22.18	Pop-Up Cafe - An Evening of Jazz ...	437.5 · Prof fees-SRP	Paid	150.00
Total Beacon Jazz Lab						150.00
Blackstone Publishing						
Bill	08/22/2018	1019967	Adult Audio & Supplies/Boxes	-SPLIT-	Paid	192.86
Bill	08/22/2018	1021818	Adult Audio & Supplies/Boxes	-SPLIT-	Paid	34.94
Bill	08/29/2018	1026826	Adult Audio & Supplies/Boxes	-SPLIT-	Paid	399.03
Total Blackstone Publishing						626.83
Brenda Goldfarb						
Bill	08/22/2018	Pop-Up Cafe	Adult Program - Pop-Up Cafe	430.30 · Adult	Paid	22.31
Total Brenda Goldfarb						22.31
Brodart Co. - Juv						
Bill	08/22/2018	B5394120	B5394120	-SPLIT-	Paid	22.56
Bill	08/22/2018	B5383467	B5383467	410.5 · Juvenile Non Fiction	Paid	3.59
Bill	08/22/2018	B5383468	B5383468	410.5 · Juvenile Non Fiction	Paid	4.19
Bill	08/22/2018	B5383233	B5383233	-SPLIT-	Paid	8.29
Bill	08/22/2018	B5384983	B5384983	-SPLIT-	Paid	70.45
Bill	08/22/2018	B5385119	B5385119	410.4 · Juvenile Fiction	Paid	4.19
Bill	08/22/2018	B5388470	B5388470	410.4 · Juvenile Fiction	Paid	6.15
Bill	08/22/2018	B5388473	B5388473	-SPLIT-	Paid	10.49
Bill	08/22/2018	B5387552	B5387552	-SPLIT-	Paid	97.99
Bill	08/22/2018	B5387404	B5387404	-SPLIT-	Paid	296.59
Bill	08/22/2018	B5387542	B5387542	410.4 · Juvenile Fiction	Paid	74.38
Bill	08/22/2018	B5387546	B5387546	-SPLIT-	Paid	74.27
Bill	08/22/2018	B5387551	B5387551	-SPLIT-	Paid	43.95
Bill	08/22/2018	B5387538	B5387538	410.4 · Juvenile Fiction	Paid	68.02
Bill	08/22/2018	B5387564	B5387564	-SPLIT-	Paid	14.90
Bill	08/22/2018	B5396984	B5396984	-SPLIT-	Paid	157.61
Bill	08/22/2018	B53897028	B53897028	-SPLIT-	Paid	11.59
Bill	08/22/2018	B5397022	B5397022	410.4 · Juvenile Fiction	Paid	90.66
Bill	08/22/2018	B5397096	B5397096	410.4 · Juvenile Fiction	Paid	81.53
Bill	08/29/2018	B5404068	B5404068	410.5 · Juvenile Non Fiction	Paid	32.69
Bill	08/29/2018	B5395602	B5395602	-SPLIT-	Paid	29.63
Bill	08/29/2018	B5400543	B5400543	-SPLIT-	Paid	11.04
Bill	08/31/2018	B5407094	B5407094	410.5 · Juvenile Non Fiction	Paid	5.49
Total Brodart Co. - Juv						1,220.25
Brodart Co. -Supplies						
Bill	08/29/2018	Inv 508633	Scotch Tape, Binders Ring, Adh R...	430.1 · Library supplies	Paid	155.02
Total Brodart Co. -Supplies						155.02
Brodart Co. (McN)						
Bill	08/22/2018	Inv M161132	Service for Oct.. 2018	410.9 · McNaughton	Paid	610.75
Total Brodart Co. (McN)						610.75
Cengage Learning/Gale						
Bill	08/22/2018	64215775	64215775	410.21 · Adult Non-Fiction St...	Paid	66.75
Total Cengage Learning/Gale						66.75
Central Hudson Gas & Electric Corp						
Bill	08/31/2018	Acct 86610120007	Service July 26 - August 23 2018	450 · Fuel/Utilities	Paid	1,851.23
Total Central Hudson Gas & Electric Corp						1,851.23
Charlotte Dunaief						
Bill	08/22/2018	July Empl. Reim	July Empl. Reim. for mileage and P...	-SPLIT-	Paid	7.40
Total Charlotte Dunaief						7.40
Cornwall Public Library - Payroll						
Bill	08/13/2018	7.27.18	payroll ending 7.27.18 pay-date 8.3...	1012 · OBT Payroll Checking	Paid	17,840.05

Cornwall Public Library
Warrant # 2
As of August 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	08/13/2018	8.10.18	pay period 8/10/18 paydate 8/17/18	1012 · OBT Payroll Checking	Paid	17,240.26
Bill	08/27/2018	Pay per end 8.24.18	Pay Period Ending 08.24.18 Pay-D...	1012 · OBT Payroll Checking	Paid	17,249.78
Total Cornwall Public Library - Payroll						52,330.09
Cornwall Public Library - Trust & Agency						
Bill	08/13/2018	7.27.18	pay period ending 7.27.18 pay-date...	1003 · Due from Trust & Age...	Paid	9,321.10
Bill	08/13/2018	8.10.18	pay period ending 8.10.18 pay-date...	1003 · Due from Trust & Age...	Paid	9,063.19
Bill	08/15/2018	Health Insurance	Health Insurance August 2018	1003 · Due from Trust & Age...	Paid	10,023.60
Bill	08/27/2018	Pay Ending 8.24.08	Pay Period Ending 08.24.18 Pay-D...	1003 · Due from Trust & Age...	Paid	9,155.22
Total Cornwall Public Library - Trust & Agency						37,563.11
Dowser Spring Water						
Bill	08/22/2018	Inv # 1759238	August Water Cooler Delivery	430.2 · Office supplies	Paid	29.95
Total Dowser Spring Water						29.95
Elizabeth Fisher						
Bill	08/22/2018	Reim of Book	Book for Collection of Wild Wild W...	410.20 · Adult Non-Fiction	Paid	15.00
Total Elizabeth Fisher						15.00
Friends of the Cornwall Library						
Bill	08/22/2018	Reimbursement	Reimbursement of Funds for Geor...	2706.1 · Gifts-Friends	Paid	150.00
Total Friends of the Cornwall Library						150.00
Hannaford Bros. Co.						
Bill	08/22/2018	8-8 Purchases	'Tea & A Classic' supplies	430.30 · Adult	Paid	9.67
Bill	08/22/2018	8-2 Purchases	Office Supplies	430.2 · Office supplies	Paid	19.88
Bill	08/29/2018	8-21 Purchases	Pop-Up Cafe Refreshments	430.30 · Adult	Paid	38.11
Total Hannaford Bros. Co.						67.66
Ingram Library Services						
Bill	08/22/2018	35788022	35788022	-SPLIT-	Paid	24.86
Bill	08/22/2018	35832361	35832361	410.20 · Adult Non-Fiction	Paid	26.96
Bill	08/31/2018	36074053	36074053	-SPLIT-	Paid	40.01
Bill	08/31/2018	36006781	36006781	-SPLIT-	Paid	624.92
Bill	08/31/2018	36006782	36006782	410.1 · Adult Fiction	Paid	15.15
Total Ingram Library Services						731.90
Jacobowitz & Gubits, LLP						
Bill	08/22/2018	Inv 274318	7/24 to 7/30 Employee Handbook, ...	437.1 · Prof fees-Office	Paid	900.00
Bill	08/22/2018	Inv 274319	Requirements for obtaining Contrst...	437.1 · Prof fees-Office	Paid	200.00
Total Jacobowitz & Gubits, LLP						1,100.00
Jim Carbonry						
Bill	08/29/2018	Pgrm. 8.7.18	Pop-Up Cafe Solo Acoustic -Pgrm. ...	437.5 · Prof fees-SRP	Paid	150.00
Total Jim Carbonry						150.00
John Minier						
Bill	08/29/2018	Pgrm. 8.23.18	Pop-Up Cafe - American Traditiona...	437.5 · Prof fees-SRP	Paid	150.00
Total John Minier						150.00
John V Giola						
Bill	08/29/2018	Pgrm. 7.18.18	Pop-Up Cafe Performance 7.18.18	437.2 · Prof fees-Adult progra...	Paid	150.00
Total John V Giola						150.00
Judi Silvano						
Bill	08/29/2018	Pgrm. 8.21.18	Pop-Up Cafe - Songs of Life & Lov...	437.5 · Prof fees-SRP	Paid	150.00
Total Judi Silvano						150.00
Kevin Woyce						
Bill	08/22/2018	Prg 10.30.18	Hudson River LightHouses - Kevin ...	437.2 · Prof fees-Adult progra...	Paid	100.00
Total Kevin Woyce						100.00
Lock Around the Clock						

Cornwall Public Library
Warrant # 2
As of August 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Bill	08/22/2018	September 2018	September 2018 Storage unit fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	08/31/2018	4940847	Payment of monthly \$466.81 & mo...	-SPLIT-	Paid	866.81
Total Magna5						866.81
Marangi Disposal						
Bill	08/22/2018	Inv 88118833	August Services	469 · Service Contracts	Paid	92.90
Total Marangi Disposal						92.90
Mary Lou Carolan						
Bill	08/31/2018	Employee Reimbu...	Mileage & Reimbursements	-SPLIT-	Paid	64.58
Total Mary Lou Carolan						64.58
Media Solstice Marketing/Public Relations						
Bill	08/29/2018	2680	Plugin Purchase	434 · Publicity & Printing	Paid	83.94
Total Media Solstice Marketing/Public Relations						83.94
Middletown Thrall Public Library						
Bill	08/22/2018	Lost item	Lost item - barcode 228070004392...	2082 · Library Fines	Paid	15.95
Total Middletown Thrall Public Library						15.95
Monroe Free Library						
Bill	08/22/2018	Lost item	Lost item - "Indianapolis" Barcode ...	2082 · Library Fines	Paid	28.00
Total Monroe Free Library						28.00
News of the Highlands, Inc						
Bill	08/29/2018	Inv 86644CL	4 weeks legal advertising	434 · Publicity & Printing	Paid	58.90
Total News of the Highlands, Inc						58.90
Nick Morizzo						
Bill	08/29/2018	Pgrm. 8.2.18	Pop-Up Cafe 60's One Hit Wonder...	437.2 · Prof fees-Adult progra...	Paid	150.00
Total Nick Morizzo						150.00
Orange Bank & Trust Cardmember Services						
Bill	08/31/2018	Stmt dated 8.23.18	Stmt dated 8.23.18	-SPLIT-	Paid	1,620.28
Total Orange Bank & Trust Cardmember Services						1,620.28
Paychex, Inc.						
Bill	08/13/2018	2018072600	Small Business Package 07.03.18 ...	437.1 · Prof fees-Office	Paid	586.22
Bill	08/10/2018	18487902	Employee usage 34 employees@...	437.1 · Prof fees-Office	Paid	195.00
Total Paychex, Inc.						781.22
Randazzo's Landscaping Inc.						
Bill	08/29/2018	Inv 19265	Monthly Maintenace - August 2018	469 · Service Contracts	Paid	516.00
Total Randazzo's Landscaping Inc.						516.00
RCLS						
Bill	08/22/2018	Inv 26863	SonicWall NSA 3650 S/N 2CB8ED...	203b · Capital Equipment	Paid	910.00
Total RCLS						910.00
Ron Kaiser						
Bill	08/22/2018	8-06-18 Labor	3 hours labor - storage shed, resolv...	452 · Repairs to Building	Paid	90.00
Total Ron Kaiser						90.00
Shop Rite Supermarkets Inc.						
Bill	08/22/2018	Purchases 8.2.18	Art Reception	430.30 · Adult	Paid	18.88
Total Shop Rite Supermarkets Inc.						18.88
South Eastern NY Library Resource Council						
Bill	08/22/2018	Inv 7768	HRVH Membership dues & Service...	438 · Dues	Paid	283.00

Cornwall Public Library
Warrant # 2
As of August 31, 2018

Type	Date	Num	Memo	Split	Paid	Amount
Total South Eastern NY Library Resource Council						283.00
The Frick Collection						
Bill	08/29/2018	Museum Pass fee	Museum Pass 10/1/18 - 9/30/19	437.2 · Prof fees-Adult progra...	Paid	200.00
Total The Frick Collection						200.00
The New Yorker						
Bill	08/31/2018	1 year renewal	1 year renewal - Exp 12/2019 Acct ...	413.6 · Serials	Paid	119.99
Total The New Yorker						119.99
Toshiba Financial Services						
Bill	08/29/2018	Inv 364892570	Service for 8-16-18 to 9-16-18	469 · Service Contracts	Paid	633.55
Total Toshiba Financial Services						633.55
United A/C Refrigeration, Inc						
Bill	08/22/2018	418125	Service date 08.02.18 - Preventive ...	469 · Service Contracts	Paid	975.17
Total United A/C Refrigeration, Inc						975.17
Vanguard Cleaning Systems of the HV						
Bill	08/22/2018	26793	August Services	469 · Service Contracts	Paid	1,390.00
Bill	08/22/2018	Inv 27054	Power washing of main entrance c...	469 · Service Contracts	Paid	785.00
Total Vanguard Cleaning Systems of the HV						2,175.00
Verizon						
Bill	08/22/2018	08-10-18 Internet/IP	August Internet service and IP Add...	431 · Telephone	Paid	171.52
Total Verizon						171.52
Verizon Wireless						
Bill	08/22/2018	9811997327	August	431 · Telephone	Paid	55.44
Total Verizon Wireless						55.44
Village of Cornwall-on-Hudson						
Bill	08/22/2018	Acct 006019055	Water service 5.18.18 to 7.23.18	450 · Fuel/Utilities	Paid	367.50
Total Village of Cornwall-on-Hudson						367.50
W.B. Mason						
Bill	08/22/2018	157840378	Fluid Correct, Paper, 5000/CT, To...	-SPLIT-	Paid	124.41
Bill	08/22/2018	157298349	Note Pad, Folder Hng, Paper Red/...	-SPLIT-	Paid	206.16
Bill	08/29/2018	I58113635	Color Notes Pads, Paper 5000/CT,...	430.2 · Office supplies	Paid	88.03
Bill	08/31/2018	I58338146	Towel,Bathroom Tissue,Facial Tiss...	-SPLIT-	Paid	243.92
Total W.B. Mason						662.52
Yankee Magazine						
Bill	08/31/2018	1 Year subscription	1 year renewal - Exp 3/2019	413.6 · Serials	Paid	10.00
Total Yankee Magazine						10.00
TOTAL						<u>108,474.37</u>

Cornwall Public Library
Cash Balances

	<u>7/31/2018</u>	<u>8/31/2018</u>
Capital	140,650.47	145,273.26
General	55,261.63	18,300.52
Main (Investors)	36,727.92	74,001.24
	<u>232,640.02</u>	<u>237,575.02</u>
Good Idea Fund	30,131.40	30,441.40

Notes:

We received 90% of the NYS SED grant in August. It was deposited into the Capital Bank Account on 8/27. We had already "borrowed" \$100,000 of Capital to cover expenses until our tax levy is received. This accounts for the Capital Bank balance only showing a small increase.

We expect to receive the remaining 10% in September.

We also received the balance of the Skoufis Grant in August (\$6,675). This was deposited into the General Account but will be transferred to Capital in September.

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through August 2018

Budget 17%	YTD Budget		Full 2018-2019 Budget			
	Jul - Aug 18	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income						
2002 · Local Public Funds	0.00	0.00	0.00	1,197,757.00	-1,197,757.00	0.0%
2082 · Library Fines	4,450.93	5,166.70	-715.77	31,000.00	-26,549.07	14.36%
2401 · Income from Investments	13.59	83.30	-69.71	500.00	-486.41	2.72%
Total 2706 · Gifts & Endowments	4,123.47	0.00	4,123.47	0.00	4,123.47	100.0%
Total 3840 · RCLS	4,742.40	5,000.00	-257.60	8,000.00	-3,257.60	59.28%
Total Income	13,330.39	10,250.00	3,080.39	1,237,257.00	-1,223,926.61	1.08%
Gross Profit	13,330.39	10,250.00	3,080.39	1,237,257.00	-1,223,926.61	1.08%
Expense						
141 · Salary-Certified Librarian	45,968.08	38,764.50	7,203.58	232,587.00	-186,618.92	19.76%
142 · Salary-Clerical	78,262.97	68,599.00	9,663.97	411,594.00	-333,331.03	19.02%
143 · Salary-Treasurer	961.55	833.30	128.25	5,000.00	-4,038.45	19.23%
203b · Capital Equipment	910.00	680.00	230.00	4,080.00	-3,170.00	22.3%
Total 410 · Books	8,840.56	10,700.50	-1,859.94	64,203.00	-55,362.44	13.77%
411 · Film	0.00	0.00	0.00	650.00	-650.00	0.0%
Total 412 · Video/Music/Books on Tape	2,602.99	4,713.20	-2,110.21	28,280.00	-25,677.01	9.2%
Total 413 · Serials/Reference	1,983.19	1,216.60	766.59	10,114.00	-8,130.81	19.61%
430 · Supplies						
430.1 · Library supplies	766.51	900.00	-133.49	5,400.00	-4,633.49	14.2%
430.2 · Office supplies	762.64	1,400.00	-637.36	8,400.00	-7,637.36	9.08%
Total 430.3 · Program supplies	570.17	718.50	-148.33	4,311.00	-3,740.83	13.23%
Total 430 · Supplies	2,099.32	3,018.50	-919.18	18,111.00	-16,011.68	11.59%
431 · Telephone	1,683.45	1,148.50	534.95	6,891.00	-5,207.55	24.43%
433 · Postage	287.69	666.70	-379.01	4,000.00	-3,712.31	7.19%
434 · Publicity & Printing	1,496.14	1,250.00	246.14	7,500.00	-6,003.86	19.95%
435 · Travel/Conference	274.48	750.00	-475.52	4,500.00	-4,225.52	6.1%
437 · Professional Fees						
437.1 · Prof fees-Office	2,792.26	2,630.00	162.26	15,780.00	-12,987.74	17.7%
437.2 · Prof fees-Adult programs	1,500.00	466.70	1,033.30	2,800.00	-1,300.00	53.57%
437.3 · Prof fees-YA programs	250.00	291.70	-41.70	1,750.00	-1,500.00	14.29%
437.4 · Prof fees-Juvenile	0.00	666.70	-666.70	4,000.00	-4,000.00	0.0%
437.5 · Prof fees-SRP	810.00	283.30	526.70	1,700.00	-890.00	47.65%
437.6 · Prof fees-Outreach	0.00	83.30	-83.30	500.00	-500.00	0.0%
437 · Professional Fees - Other	15.00					
Total 437 · Professional Fees	5,367.26	4,421.70	945.56	26,530.00	-21,162.74	20.23%
438 · Dues	283.00	216.70	66.30	1,300.00	-1,017.00	21.77%
439 · Equipment Repair	0.00	33.30	-33.30	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	54.45	433.30	-378.85	2,600.00	-2,545.55	2.09%
450 · Fuel/Utilities	4,042.98	5,000.00	-957.02	30,000.00	-25,957.02	13.48%
451 · Custodial Supplies	500.08	200.00	300.08	1,200.00	-699.92	41.67%
452 · Repairs to Building	731.10	1,930.00	-1,198.90	11,580.00	-10,848.90	6.31%
454 · Building Insurance	0.00	12,000.00	-12,000.00	12,000.00	-12,000.00	0.0%
455 · RCLS ANSER & Telecommunication	12,396.78	13,007.50	-610.72	52,030.00	-39,633.22	23.83%
469 · Service Contracts	8,907.54	8,022.80	884.74	48,137.00	-39,229.46	18.51%
490 · Refund of PY Tax Assessment	0.00	500.00	-500.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	0.00	9,369.30	-9,369.30	56,216.00	-56,216.00	0.0%
9030.8 · FICA/Medicare Expense	10,803.74	9,745.70	1,058.04	58,474.00	-47,670.26	18.48%
9060.8 · Workers' Comp	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
9090.8 · Health Insurance	18,759.19	21,413.30	-2,654.11	128,480.00	-109,720.81	14.6%
Total Expense	207,216.54	218,634.40	-11,417.86	1,237,257.00	-1,030,040.46	16.75%
Net Income	-193,886.15	-208,384.40	14,498.25	0.00	-193,886.15	-15.67%

Cornwall Public Library
Profit & Loss by Class
July 2017 through August 2018

	<u>DASNY/SAM #9095 - roof (Grants)</u>	<u>Furniture grant (Grants)</u>	<u>NYS SED - pkg lot, elec, space (Grants)</u>	<u>OCLC "Small Libraries, Smart S" (Grants)</u>	<u>Skoufis grant - phone & microfi (Grants)</u>	<u>Total Grants (Capital Fund)</u>	<u>Capital Fund - Other (Capital Fund)</u>	<u>Total Capital Fund</u>
Income								
EXPECTED FUNDS - not yet received	200,000.00		11,624.00			211,624.00		211,624.00
2401 - Income from Investments	0.00	0.00	0.00	0.00	0.00	0.00	441.97	441.97
2760 - Grants	0.00	12,000.00	104,614.00	5,100.00	8,900.00	130,614.00	0.00	130,614.00
3840 - RCLS								
3840.1 - LLSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 3840 - RCLS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income	<u>200,000.00</u>	<u>12,000.00</u>	<u>116,238.00</u>	<u>5,100.00</u>	<u>8,900.00</u>	<u>342,238.00</u>	<u>441.97</u>	<u>342,679.97</u>
Gross Profit	200,000.00	12,000.00	116,238.00	5,100.00	8,900.00	342,238.00	441.97	342,679.97
Expense								
203b - Capital Equipment	0.00	0.00	0.00	352.98	0.00	352.98	9,700.27	10,053.25
430 - Supplies								
430.2 - Office supplies	0.00	0.00	0.00	180.48	104.64	285.12	0.00	285.12
430.3 - Program supplies								
430.31 - YA	0.00	0.00	0.00	145.65	0.00	145.65	0.00	145.65
Total 430.3 - Program supplies	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>145.65</u>	<u>0.00</u>	<u>145.65</u>	<u>0.00</u>	<u>145.65</u>
430 - Supplies - Other	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	12,000.00
Total 430 - Supplies	<u>0.00</u>	<u>12,000.00</u>	<u>0.00</u>	<u>326.13</u>	<u>104.64</u>	<u>12,430.77</u>	<u>0.00</u>	<u>12,430.77</u>
431 - Telephone	0.00	0.00	0.00	0.00	3,594.94	3,594.94	0.00	3,594.94
800 - Capital Expenditure	1,880.00	0.00	254,850.11	4,450.05	4,900.00	266,080.16	106,711.71	372,791.87
Total Expense	<u>1,880.00</u>	<u>12,000.00</u>	<u>254,850.11</u>	<u>5,129.16</u>	<u>8,599.58</u>	<u>282,458.85</u>	<u>116,411.98</u>	<u>398,870.83</u>
Net Income	<u><u>198,120.00</u></u>	<u><u>0.00</u></u>	<u><u>-138,612.11</u></u>	<u><u>-29.16</u></u>	<u><u>300.42</u></u>	<u><u>59,779.15</u></u>	<u><u>-115,970.01</u></u>	<u><u>-56,190.86</u></u>

Cornwall Public Library
Profit & Loss by Class
July through August 2018

	Capital Fund (Incl Grants)	Good Idea Fund	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
Income						
2082 · Library Fines	0.00	0.00	0.00	4,450.93	4,450.93	4,450.93
2401 · Income from Investments	22.10	0.00	0.00	13.59	13.59	35.69
Total 2706 · Gifts & Endowments	0.00	260.00	3,771.74	351.73	4,123.47	4,383.47
2760 · Grants	111,289.00	0.00	0.00	0.00	0.00	111,289.00
Total 3840 · RCLS	0.00	0.00	0.00	4,742.40	4,742.40	4,742.40
Total Income	111,311.10	260.00	3,771.74	9,558.65	13,330.39	124,901.49
Gross Profit	111,311.10	260.00	3,771.74	9,558.65	13,330.39	124,901.49
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	45,968.08	45,968.08	45,968.08
142 · Salary-Clerical	0.00	0.00	0.00	78,262.97	78,262.97	78,262.97
143 · Salary-Treasurer	0.00	0.00	0.00	961.55	961.55	961.55
203b · Capital Equipment	0.00	0.00	0.00	910.00	910.00	910.00
Total 410 · Books	0.00	0.00	20.00	8,820.56	8,840.56	8,840.56
Total 412 · Video/Music/Books on Tape	0.00	0.00	0.00	2,602.99	2,602.99	2,602.99
Total 413 · Serials/Reference	0.00	0.00	0.00	1,983.19	1,983.19	1,983.19
430 · Supplies						
430.1 · Library supplies	0.00	0.00	78.70	687.81	766.51	766.51
430.2 · Office supplies	0.00	0.00	0.00	762.64	762.64	762.64
Total 430.3 · Program supplies	0.00	0.00	66.92	503.25	570.17	570.17
Total 430 · Supplies	0.00	0.00	145.62	1,953.70	2,099.32	2,099.32
431 · Telephone	0.00	0.00	0.00	1,683.45	1,683.45	1,683.45
433 · Postage	0.00	0.00	0.00	287.69	287.69	287.69
434 · Publicity & Printing	0.00	0.00	0.00	1,496.14	1,496.14	1,496.14
435 · Travel/Conference	0.00	0.00	0.00	274.48	274.48	274.48
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	2,792.26	2,792.26	2,792.26
437.2 · Prof fees-Adult programs	0.00	0.00	1,100.00	400.00	1,500.00	1,500.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	100.00	250.00	250.00
437.5 · Prof fees-SRP	0.00	0.00	600.00	210.00	810.00	810.00
437 · Professional Fees - Other	0.00	0.00	0.00	15.00	15.00	15.00
Total 437 · Professional Fees	0.00	0.00	1,850.00	3,517.26	5,367.26	5,367.26
438 · Dues	0.00	0.00	0.00	283.00	283.00	283.00
440 · Contracts w/ Books Co.	0.00	0.00	0.00	54.45	54.45	54.45
450 · Fuel/Utilities	0.00	0.00	0.00	4,042.98	4,042.98	4,042.98
451 · Custodial Supplies	0.00	0.00	0.00	500.08	500.08	500.08
452 · Repairs to Building	0.00	0.00	0.00	731.10	731.10	731.10
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	12,396.78	12,396.78	12,396.78
469 · Service Contracts	0.00	0.00	0.00	8,907.54	8,907.54	8,907.54
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	10,803.74	10,803.74	10,803.74
9090.8 · Health Insurance	0.00	0.00	0.00	18,759.19	18,759.19	18,759.19
Total Expense	0.00	0.00	2,015.62	205,200.92	207,216.54	207,216.54
Net Income	111,311.10	260.00	1,756.12	-195,642.27	-193,886.15	-82,315.05

Cornwall Public Library Profit & Loss by Class July 2018

	Capital Fund (Incl Grants)	Good Idea Fund	Friends (Operating)	Operating (Operating)	Total Operating	TOTAL
Income						
2082 · Library Fines	0.00	0.00	0.00	2,422.13	2,422.13	2,422.13
2401 · Income from Investments	13.31	0.00	0.00	8.22	8.22	21.53
Total 2706 · Gifts & Endowments	0.00	260.00	661.74	118.79	780.53	1,040.53
3840 · RCLS	0.00	0.00	0.00	300.00	300.00	300.00
Total Income	13.31	260.00	661.74	2,849.14	3,510.88	3,784.19
Gross Profit	13.31	260.00	661.74	2,849.14	3,510.88	3,784.19
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	18,529.94	18,529.94	18,529.94
142 · Salary-Clerical	0.00	0.00	0.00	32,066.54	32,066.54	32,066.54
143 · Salary-Treasurer	0.00	0.00	0.00	384.62	384.62	384.62
Total 410 · Books	0.00	0.00	0.00	6,234.71	6,234.71	6,234.71
Total 412 · Video/Music/Books on Tape	0.00	0.00	0.00	1,276.18	1,276.18	1,276.18
Total 413 · Serials/Reference	0.00	0.00	0.00	1,853.20	1,853.20	1,853.20
430 · Supplies						
430.1 · Library supplies	0.00	0.00	78.70	409.59	488.29	488.29
430.2 · Office supplies	0.00	0.00	0.00	324.34	324.34	324.34
Total 430.3 · Program supplies	0.00	0.00	0.00	306.09	306.09	306.09
Total 430 · Supplies	0.00	0.00	78.70	1,040.02	1,118.72	1,118.72
431 · Telephone	0.00	0.00	0.00	589.68	589.68	589.68
433 · Postage	0.00	0.00	0.00	176.13	176.13	176.13
434 · Publicity & Printing	0.00	0.00	0.00	815.98	815.98	815.98
435 · Travel/Conference	0.00	0.00	0.00	235.57	235.57	235.57
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	911.04	911.04	911.04
437.2 · Prof fees-Adult programs	0.00	0.00	500.00	400.00	900.00	900.00
437.3 · Prof fees-YA programs	0.00	0.00	150.00	100.00	250.00	250.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	210.00	210.00	210.00
Total 437 · Professional Fees	0.00	0.00	650.00	1,621.04	2,271.04	2,271.04
440 · Contracts w/ Books Co.	0.00	0.00	0.00	24.60	24.60	24.60
450 · Fuel/Utilities	0.00	0.00	0.00	1,824.25	1,824.25	1,824.25
451 · Custodial Supplies	0.00	0.00	0.00	155.93	155.93	155.93
452 · Repairs to Building	0.00	0.00	0.00	641.10	641.10	641.10
455 · RCLS ANSER & Telecommunication	0.00	0.00	0.00	12,396.78	12,396.78	12,396.78
469 · Service Contracts	0.00	0.00	0.00	4,459.92	4,459.92	4,459.92
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	4,516.24	4,516.24	4,516.24
9090.8 · Health Insurance	0.00	0.00	0.00	10,247.29	10,247.29	10,247.29
Total Expense	0.00	0.00	728.70	99,089.72	99,818.42	99,818.42
Net Income	13.31	260.00	-66.96	-96,240.58	-96,307.54	-96,034.23

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July 2018

Budget 8.3%	YTD Budget			Full 2017-2018 Budget		
	Jul 18	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income						
2002 · Local Public Funds	0.00	0.00	0.00	1,197,757.00	-1,197,757.00	0.0%
2082 · Library Fines	2,422.13	2,583.37	-161.24	31,000.00	-28,577.87	7.81%
2401 · Income from Investments	8.22	41.63	-33.41	500.00	-491.78	1.64%
2706 · Gifts & Endowments	780.53	0.00	780.53	0.00	780.53	100.0%
3840 · RCLS	300.00	250.00	50.00	8,000.00	-7,700.00	3.75%
Total Income	3,510.88	2,875.00	635.88	1,237,257.00	-1,233,746.12	0.28%
Gross Profit	3,510.88	2,875.00	635.88	1,237,257.00	-1,233,746.12	0.28%
Expense						
141 · Salary-Certified Librarian	18,529.94	19,382.25	-852.31	232,587.00	-214,057.06	7.97%
142 · Salary-Clerical	32,066.54	34,299.50	-2,232.96	411,594.00	-379,527.46	7.79%
143 · Salary-Treasurer	384.62	416.63	-32.01	5,000.00	-4,615.38	7.69%
203b · Capital Equipment	0.00	340.00	-340.00	4,080.00	-4,080.00	0.0%
410 · Books	6,234.71	5,350.25	884.46	64,203.00	-57,968.29	9.71%
411 · Film	0.00	0.00	0.00	650.00	-650.00	0.0%
412 · Video/Music/Books on Tape	1,276.18	2,356.52	-1,080.34	28,280.00	-27,003.82	4.51%
413 · Serials/Reference	1,853.20	842.76	1,010.44	10,114.00	-8,260.80	18.32%
430 · Supplies						
430.1 · Library supplies	488.29	450.00	38.29	5,400.00	-4,911.71	9.04%
430.2 · Office supplies	324.34	700.00	-375.66	8,400.00	-8,075.66	3.86%
430.3 · Program supplies	306.09	359.25	-53.16	4,311.00	-4,004.91	7.1%
Total 430 · Supplies	1,118.72	1,509.25	-390.53	18,111.00	-16,992.28	6.18%
431 · Telephone	589.68	574.25	15.43	6,891.00	-6,301.32	8.56%
433 · Postage	176.13	333.37	-157.24	4,000.00	-3,823.87	4.4%
434 · Publicity & Printing	815.98	625.00	190.98	7,500.00	-6,684.02	10.88%
435 · Travel/Conference	235.57	375.00	-139.43	4,500.00	-4,264.43	5.24%
437 · Professional Fees						
437.1 · Prof fees-Office	911.04	1,315.00	-403.96	15,780.00	-14,868.96	5.77%
437.2 · Prof fees-Adult programs	900.00	233.37	666.63	2,800.00	-1,900.00	32.14%
437.3 · Prof fees-YA programs	250.00	145.87	104.13	1,750.00	-1,500.00	14.29%
437.4 · Prof fees-Juvenile	0.00	333.37	-333.37	4,000.00	-4,000.00	0.0%
437.5 · Prof fees-SRP	210.00	141.63	68.37	1,700.00	-1,490.00	12.35%
437.6 · Prof fees-Outreach	0.00	41.63	-41.63	500.00	-500.00	0.0%
Total 437 · Professional Fees	2,271.04	2,210.87	60.17	26,530.00	-24,258.96	8.56%
438 · Dues	0.00	108.37	-108.37	1,300.00	-1,300.00	0.0%
439 · Equipment Repair	0.00	16.63	-16.63	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	24.60	216.63	-192.03	2,600.00	-2,575.40	0.95%
450 · Fuel/Utilities	1,824.25	2,500.00	-675.75	30,000.00	-28,175.75	6.08%
451 · Custodial Supplies	155.93	100.00	55.93	1,200.00	-1,044.07	12.99%
452 · Repairs to Building	641.10	965.00	-323.90	11,580.00	-10,938.90	5.54%
454 · Building Insurance	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
455 · RCLS ANSER & Telecommunication	12,396.78	13,007.50	-610.72	52,030.00	-39,633.22	23.83%
469 · Service Contracts	4,459.92	4,011.38	448.54	48,137.00	-43,677.08	9.27%
490 · Refund of PY Tax Assessment	0.00	250.00	-250.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	0.00	4,684.63	-4,684.63	56,216.00	-56,216.00	0.0%
9030.8 · FICA/Medicare Expense	4,516.24	4,872.87	-356.63	58,474.00	-53,957.76	7.72%
9060.8 · Workers' Comp	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
9090.8 · Health Insurance	10,247.29	10,706.63	-459.34	128,480.00	-118,232.71	7.98%
Total Expense	99,818.42	110,055.29	-10,236.87	1,237,257.00	-1,137,438.58	8.07%
Net Income	-96,307.54	-107,180.29	10,872.75	0.00	-96,307.54	-7.78%