

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.
- IV. Public Remarks:** none.
- 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

January 5, 2018

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

Paving Project –completed November 4th. Signs in place. Book drop installed. Flag Pole relocated.

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

	Friends	Furniture grant (Grants)	Skoufis grant - phone & microfi (Grants)	NYS SED - pkg lot, elec, space (Grants)	Grants - Other (Grants)	Total Grants	Operating	TOTAL
Income								
EXPECTED FUNDS - not yet received	12,532.19		8,900.00	3,666.36		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	12,245.87	12,245.87
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	2,329.65	7,593.46
2760 · Grants	0.00	12,000.00	0.00	0.00	2,550.00	14,550.00	3,088.00	
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	8,900.00	3,666.36	2,550.00	27,116.36	1,184,151.83	1,229,064.19
Gross Profit	17,796.00	12,000.00	8,900.00	3,666.36	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	3,594.94	0.00	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	0.00	10,475.31	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	0.00	10,475.31	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	3,594.94	10,475.31	0.00	26,070.25	582,236.65	613,683.68
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

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

	Budget 41.67%	Jul - Nov 17	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	-3,000.00	3,000.00	0.0%
2005 · Appropriated Fund Balance		0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines		12,245.87	31,000.00	-18,754.13	39.5%
2401 · Income from Investments		83.99	500.00	-416.01	16.8%
2670 · Sale of Library Materials		711.62			
2701 · Refunds		0.00	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments		2,329.65	8,300.00	-5,970.35	28.07%
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>1,184,151.83</u>	<u>1,239,606.00</u>	<u>-55,454.17</u>	<u>95.53%</u>
Gross Profit		1,184,151.83	1,239,606.00	-55,454.17	95.53%
Expense					
141 · Salary-Certified Librarian		97,975.74	220,937.29	-122,961.55	44.35%
142 · Salary-Clerical		171,003.70	434,190.71	-263,187.01	39.38%
143 · Salary-Treasurer		1,538.48	5,000.00	-3,461.52	30.77%
203b · Capital Equipment		7,330.31	300.00	7,030.31	2,443.44%
410 · Books		29,813.12	69,885.00	-40,071.88	42.66%
411 · Film		616.03	550.00	66.03	112.01%
412 · Video/Music/Books on Tape		9,083.59	30,158.00	-21,074.41	30.12%
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		3,402.13	8,000.00	-4,597.87	42.53%
430.3 · Program supplies		1,687.92	7,800.00	-6,112.08	21.64%
430 · Supplies - Other		7,145.15			
Total 430 · Supplies		<u>17,959.70</u>	<u>20,800.00</u>	<u>-2,840.30</u>	<u>86.35%</u>
431 · Telephone		3,171.00	14,000.00	-10,829.00	22.65%
433 · Postage		610.90	4,000.00	-3,389.10	15.27%
434 · Publicity & Printing		2,035.32	10,000.00	-7,964.68	20.35%
435 · Travel/Conference		2,845.95	4,500.00	-1,654.05	63.24%
436 · Friends Expense		0.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees					
437.1 · Prof fees-Office		12,844.64	25,280.00	-12,435.36	50.81%
437.2 · Prof fees-Adult programs		1,910.00	7,000.00	-5,090.00	27.29%
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>15,834.64</u>	<u>40,780.00</u>	<u>-24,945.36</u>	<u>38.83%</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		883.96	2,000.00	-1,116.04	44.2%
452 · Repairs to Building		14,284.22	10,000.00	4,284.22	142.84%
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%
9010.8 · Retirement		52,601.00	49,258.00	3,343.00	106.79%
9030.8 · FICA/Medicare Expense		24,814.17	50,117.00	-25,302.83	49.51%
9060.8 · Workers' Comp		7,491.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance		45,577.68	121,930.00	-76,352.32	37.38%
Total Expense		<u>582,236.65</u>	<u>1,239,606.00</u>	<u>-657,369.35</u>	<u>46.97%</u>
Net Income		<u>601,915.18</u>	<u>0.00</u>	<u>601,915.18</u>	<u>100.0%</u>

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

	Friends	Furniture grant (Grants)	Skoufis grant - phone & microfi (Grants)	Total Grants	Operating	TOTAL
Income						
EXPECTED FUNDS - not yet received	16,573.64		8,900.00	8,900.00		25,473.64
2082 · Library Fines	0.00	0.00	0.00	0.00	9,404.12	9,404.12
2401 · Income from Investments	0.00	0.00	0.00	0.00	28.93	28.93
2670 · Sale of Library Materials	0.00	0.00	0.00	0.00	706.72	706.72
2706 · Gifts & Endowments						
2706.1 · Gifts-Friends	1,222.36	0.00	0.00	0.00	0.00	1,222.36
2706.2 · Gifts-Other	0.00	0.00	0.00	0.00	2,268.90	2,268.90
Total 2706 · Gifts & Endowments	1,222.36	0.00	0.00	0.00	2,268.90	3,491.26
2760 · Grants	0.00	12,000.00	0.00	12,000.00	3,088.00	15,088.00
Total 3840 · RCLS	0.00	0.00	0.00	0.00	4,886.70	4,886.70
Total Income	17,796.00	12,000.00	8,900.00	20,900.00	20,383.37	59,079.37
Gross Profit	17,796.00	12,000.00	8,900.00	20,900.00	20,383.37	59,079.37
Expense						
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	79,809.85	79,809.85
142 · Salary-Clerical	0.00	0.00	0.00	0.00	139,279.57	139,279.57
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	1,153.86	1,153.86
203b · Capital Equipment	0.00	0.00	0.00	0.00	163.88	163.88
Total 410 · Books	0.00	0.00	0.00	0.00	24,518.00	24,518.00
Total 412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	8,219.36	8,219.36
Total 413 · Serials/Reference	0.00	0.00	0.00	0.00	3,585.74	3,585.74
430 · Supplies						
430.1 · Library supplies	3,500.00	0.00	0.00	0.00	5,467.77	8,967.77
430.2 · Office supplies	0.00	0.00	0.00	0.00	2,757.05	2,757.05
Total 430.3 · Program supplies	570.64	0.00	0.00	0.00	1,130.81	1,701.45
430 · Supplies - Other	0.00	12,000.00	0.00	12,000.00	7,145.15	19,145.15
Total 430 · Supplies	4,070.64	12,000.00	0.00	12,000.00	16,500.78	32,571.42
431 · Telephone	0.00	0.00	3,594.94	3,594.94	2,599.62	6,194.56
433 · Postage	0.00	0.00	0.00	0.00	472.83	472.83
434 · Publicity & Printing	29.91	0.00	0.00	0.00	1,121.08	1,150.99
435 · Travel/Conference	0.00	0.00	0.00	0.00	1,746.22	1,746.22
437 · Professional Fees						
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	11,704.29	11,704.29
437.2 · Prof fees-Adult programs	770.00	0.00	0.00	0.00	1,910.00	2,680.00
437.3 · Prof fees-YA programs	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	840.00	840.00
Total 437 · Professional Fees	770.00	0.00	0.00	0.00	14,694.29	15,464.29
438 · Dues	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	653.48	653.48
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	7,021.45	7,021.45
451 · Custodial Supplies	0.00	0.00	0.00	0.00	560.36	560.36
452 · Repairs to Building	0.00	0.00	0.00	0.00	3,054.69	3,054.69
454 · Building Insurance	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	24,537.12	24,537.12
469 · Service Contracts	0.00	0.00	0.00	0.00	19,340.67	19,340.67
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	20,143.01	20,143.01
9060.8 · Workers' Comp	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	34,876.92	34,876.92
Total Expense	4,870.55	12,000.00	3,594.94	15,594.94	423,728.39	444,193.88
Net Income	12,925.45	0.00	5,305.06	5,305.06	-403,345.02	-385,114.51

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

Budget % 33%	YTD Budget			Full 2017-2018 Budget		
	Jul - Oct 17	Budget	\$ Over Budget	Full Budget	\$ Over Budget	% of Budget
Income						
2002 · Local Public Funds	0.00	0.00	0.00	1,160,806.00	-1,160,806.00	0.0%
2003 · Refund of Tax assessment	0.00	-1,000.00	1,000.00	-3,000.00	3,000.00	0.0%
2005 · Appropriated Fund Balance	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
2082 · Library Fines	9,404.12	10,333.36	-929.24	31,000.00	-21,595.88	30.34%
2401 · Income from Investments	28.93	166.64	-137.71	500.00	-471.07	5.79%
2670 · Sale of Library Materials	706.72					
2701 · Refunds	0.00	333.36	-333.36	1,000.00	-1,000.00	0.0%
2706 · Gifts & Endowments	2,268.90	2,766.64	-497.74	8,300.00	-6,031.10	27.34%
2760 · Grants	3,088.00	4,000.00	-912.00	12,000.00	-8,912.00	25.73%
3840 · RCLS	4,886.70	1,333.36	3,553.34	4,000.00	886.70	122.17%
Total Income	20,383.37	17,933.36	2,450.01	1,239,606.00	-1,219,222.63	1.64%
Gross Profit	20,383.37	17,933.36	2,450.01	1,239,606.00	-1,219,222.63	1.64%
Expense						
141 · Salary-Certified Librarian	79,809.85	76,478.68	3,331.17	220,937.29	-141,127.44	36.12%
142 · Salary-Clerical	139,279.57	150,296.83	-11,017.26	434,190.71	-294,911.14	32.08%
143 · Salary-Treasurer	1,153.86	1,730.76	-576.90	5,000.00	-3,846.14	23.08%
203b · Capital Equipment	163.88	300.00	-136.12	300.00	-136.12	54.63%
410 · Books	24,518.00	23,295.08	1,222.92	69,885.00	-45,367.00	35.08%
411 · Film	0.00	0.00	0.00	550.00	-550.00	0.0%
412 · Video/Music/Books on Tape	8,219.36	10,052.64	-1,833.28	30,158.00	-21,938.64	27.25%
413 · Serials/Reference	3,585.74	4,433.28	-847.54	13,300.00	-9,714.26	26.96%
430 · Supplies						
430.1 · Library supplies	5,467.77	1,666.64	3,801.13	5,000.00	467.77	109.36%
430.2 · Office supplies	2,757.05	2,666.64	90.41	8,000.00	-5,242.95	34.46%
430.3 · Program supplies	1,130.81	3,016.72	-1,885.91	7,800.00	-6,669.19	14.5%
430 · Supplies - Other	7,145.15					
Total 430 · Supplies	16,500.78	7,350.00	9,150.78	20,800.00	-4,299.22	79.33%
431 · Telephone	2,599.62	4,666.64	-2,067.02	14,000.00	-11,400.38	18.57%
433 · Postage	472.83	1,333.36	-860.53	4,000.00	-3,527.17	11.82%
434 · Publicity & Printing	1,121.08	3,333.36	-2,212.28	10,000.00	-8,878.92	11.21%
435 · Travel/Conference	1,746.22	1,500.00	246.22	4,500.00	-2,753.78	38.81%
436 · Friends Expense	0.00	-5,932.00	5,932.00	-17,796.00	17,796.00	0.0%
437 · Professional Fees						
437.1 · Prof fees-Office	11,704.29	8,426.64	3,277.65	25,280.00	-13,575.71	46.3%
437.2 · Prof fees-Adult programs	1,910.00	2,333.36	-423.36	7,000.00	-5,090.00	27.29%
437.3 · Prof fees-YA programs	240.00	500.00	-260.00	1,500.00	-1,260.00	16.0%
437.4 · Prof fees-Juvenile	840.00	1,333.36	-493.36	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	14,694.29	14,093.36	600.93	40,780.00	-26,085.71	36.03%
438 · Dues	277.00	500.00	-223.00	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.	653.48	866.64	-213.16	2,600.00	-1,946.52	25.13%
450 · Fuel/Utilities	7,021.45	10,666.64	-3,645.19	32,000.00	-24,978.55	21.94%
451 · Custodial Supplies	560.36	666.64	-106.28	2,000.00	-1,439.64	28.02%
452 · Repairs to Building	3,054.69	3,333.36	-278.67	10,000.00	-6,945.31	30.55%
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	19,340.67	15,532.00	3,808.67	46,596.00	-27,255.33	41.51%
9010.8 · Retirement	0.00	49,258.00	-49,258.00	49,258.00	-49,258.00	0.0%
9030.8 · FICA/Medicare Expense	20,143.01	17,348.22	2,794.79	50,117.00	-29,973.99	40.19%
9060.8 · Workers' Comp	7,491.00	8,000.00	-509.00	8,000.00	-509.00	93.64%
9090.8 · Health Insurance	34,876.92	40,643.36	-5,766.44	121,930.00	-87,053.08	28.6%
Total Expense	423,728.39	478,446.85	-54,718.46	1,239,606.00	-815,877.61	34.18%
Net Income	-403,345.02	-460,513.49	57,168.47	0.00	-403,345.02	-32.54%

Cornwall Public Library
Warrant # 5
As of November 30, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Audio Editions						
Bill	11/27/2017	Inv 1653434	Inv 1653434	412.3 · Books-on-Tape	Unpaid	25.61
Bill	11/27/2017	Inv 1652975	Inv 1652975	412.3 · Books-on-Tape	Unpaid	69.58
Total Audio Editions						95.19
Brodart Co. - Juv						
Bill	11/08/2017	Inv B5148519	Inv B5148519	-SPLIT-	Unpaid	10.49
Bill	11/08/2017	Inv B5148515	Inv B5148515	-SPLIT-	Unpaid	31.33
Bill	11/08/2017	Inv B5148498	Inv B5148498	-SPLIT-	Unpaid	41.38
Bill	11/08/2017	Inv B5148510	Inv B5148510	-SPLIT-	Unpaid	125.20
Bill	11/08/2017	Inv B5148516	Inv B5148516	-SPLIT-	Unpaid	14.87
Bill	11/08/2017	Inv B5148499	Inv B5148499	-SPLIT-	Unpaid	173.28
Bill	11/08/2017	Inv B5148601	Inv B5148601	410.4 · Juvenile Fiction	Unpaid	10.87
Bill	11/08/2017	Inv B5148606	Inv B5148606	410.4 · Juvenile Fiction	Unpaid	27.47
Bill	11/08/2017	Inv B5148607	Inv B5148607	410.4 · Juvenile Fiction	Unpaid	5.49
Bill	11/08/2017	Inv B5148115	Inv B5148115	-SPLIT-	Unpaid	28.22
Bill	11/13/2017	Inv B5153398	Inv B5153398	410.5 · Juvenile Non Fiction	Unpaid	17.16
Bill	11/13/2017	Inv B5153476	Inv B5153476	410.5 · Juvenile Non Fiction	Unpaid	8.24
Bill	11/21/2017	Inv B5161998	Inv B5161998	410.4 · Juvenile Fiction	Unpaid	45.32
Bill	11/21/2017	Inv B5165015	Inv B5165015	-SPLIT-	Unpaid	14.90
Bill	11/21/2017	Inv B5164709	Inv B5164709	410.4 · Juvenile Fiction	Unpaid	152.63
Bill	11/21/2017	Inv B5165073	Inv B5165073	-SPLIT-	Unpaid	99.46
Bill	11/21/2017	Inv B5165061	Inv B5165061	-SPLIT-	Unpaid	97.12
Bill	11/21/2017	Inv B5164978	Inv B5164978	410.4 · Juvenile Fiction	Unpaid	28.09
Bill	11/21/2017	Inv B5164983	Inv B5164983	-SPLIT-	Unpaid	51.42
Bill	11/27/2017	Inv B5163505	Inv B5163505	-SPLIT-	Unpaid	10.49
Bill	11/30/2017	Inv B5175228	Inv B5175228	410.5 · Juvenile Non Fiction	Unpaid	16.68
Bill	11/30/2017	Inv B5175229	Inv B5175229	410.4 · Juvenile Fiction	Unpaid	15.80
Bill	11/30/2017	Inv B5170172	Inv B5170172	410.4 · Juvenile Fiction	Unpaid	6.15
Bill	11/30/2017	Inv B5176940	Inv B5176940	-SPLIT-	Unpaid	12.00
Bill	11/30/2017	Inv B5178384	Inv B5178384	-SPLIT-	Unpaid	102.14
Bill	11/30/2017	Inv B5178217	Inv B5178217	-SPLIT-	Unpaid	83.10
Bill	11/30/2017	Inv B5178517	Inv B5178517	-SPLIT-	Unpaid	67.05
Bill	11/30/2017	Inv B5178520	Inv B5178520	410.4 · Juvenile Fiction	Unpaid	18.05
Bill	11/30/2017	Inv B5178216	Inv B5178216	410.4 · Juvenile Fiction	Unpaid	5.49
Total Brodart Co. - Juv						1,319.89
Brodart Co. (McN)						
Bill	11/08/2017	Inv M154264	Service for Feb 2018	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Butler Rowland Mays						
Bill	11/08/2017	Project 17 40 32	Services provided for Parking Lot improv...	437.1 · Prof fees-Office	Unpaid	10,475.31
Total Butler Rowland Mays						10,475.31
Cengage Learning/Gale						
Bill	11/16/2017	Inv 62218639	Inv 62218639	410.11 · Adult Fiction Standi...	Unpaid	46.50
Bill	11/30/2017	Inv 62291910	Inv 62291910	410.11 · Adult Fiction Standi...	Unpaid	118.48
Total Cengage Learning/Gale						164.98
Central Hudson Gas & Electric Corp						
Bill	11/30/2017	8661-0120-00-7	10/23/17-11/20/17	450 · Fuel/Utilities	Unpaid	2,234.31
Total Central Hudson Gas & Electric Corp						2,234.31
Charles B. Merrill Office Equip & Supplie						
Bill	11/16/2017	Inv 472277-0	Toilet tissue, Facial tissue, Paper towels	451 · Custodial Supplies	Unpaid	121.45
Bill	11/30/2017	Inv 472238-0	Paper, folders, purell, sanitizing wipes	-SPLIT-	Unpaid	127.44
Bill	11/30/2017	Inv 472887-0	Paper & labels	-SPLIT-	Unpaid	66.44
Bill	11/30/2017	Inv 473185-1	Folders	430.2 · Office supplies	Unpaid	30.99
Bill	11/30/2017	Inv 473214-0	Inv 473214-0	430.2 · Office supplies	Unpaid	12.99
Bill	11/30/2017	Inv 473185-0	Envelopes, clipboards, pencils	430.2 · Office supplies	Unpaid	40.54
Total Charles B. Merrill Office Equip & Supplie						399.85
Charlotte Dunaief						
Bill	11/30/2017	Employee Reimbu...	110.8 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	59.29
Total Charlotte Dunaief						59.29

Cornwall Public Library
Warrant # 5
As of November 30, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Checks Unlimited						
Bill	11/08/2017	Deposit slips	Deposit slips for OCT General Fund	430.2 · Office supplies	Paid	85.76
Total Checks Unlimited						85.76
Cornwall Public Library - Payroll						
Bill	11/06/2017	Pay per end 11/3/17	Pay per end 11/3 pay date 11/10	1012 · OCT Payroll Checking	Paid	17,685.60
Bill	11/21/2017	Pay per end 11/17...	Pay per end 11/17 pay date 11/24	1012 · OCT Payroll Checking	Paid	18,324.98
Total Cornwall Public Library - Payroll						36,010.58
Cornwall Public Library - Trust & Agency						
Bill	11/06/2017	Pay per end 11/3/17	Pay per end 11/3 paydate 11/10/17	1003 · Due from Trust & Age...	Paid	8,990.64
Bill	11/21/2017	Pay per end 11/17...	Pay per end 11/17 paydate 11/24/17	1003 · Due from Trust & Age...	Paid	9,105.37
Bill	11/13/2017	Nov Health Ins	Nov Health Ins	1003 · Due from Trust & Age...	Paid	8,922.07
Total Cornwall Public Library - Trust & Agency						27,018.08
Demco, Inc.						
Bill	11/16/2017	Inv 6252178	Classification labels, headphones	-SPLIT-	Unpaid	263.02
Bill	11/27/2017	Inv 6254163	Bookmarks & kindness cards	430.2 · Office supplies	Unpaid	70.81
Total Demco, Inc.						333.83
Dowser Spring Water						
Bill	11/27/2017	Inv 1715446	Nov water delivery	430.2 · Office supplies	Unpaid	30.00
Total Dowser Spring Water						30.00
Elizabeth K. Fisher						
Bill	11/30/2017	Employee Reimbu...	74 miles @ \$.535/mi	435 · Travel/Conference	Unpaid	39.59
Total Elizabeth K. Fisher						39.59
Ellen M Winchell						
Bill	11/30/2017	Employee Reimbu...	102.4 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	54.78
Total Ellen M Winchell						54.78
Erik Lichack						
Bill	11/30/2017	Dec 7 Music Progr...	12/7/17 Colonial Holiday Music program	437.2 · Prof fees-Adult progr...	Paid	350.00
Total Erik Lichack						350.00
Grainger						
Bill	11/27/2017	Inv 9618318688	Fluorescent bulbs	451 · Custodial Supplies	Unpaid	61.20
Total Grainger						61.20
Guardian						
Bill	11/27/2017	Policy 00964906-0...	Disability Insurance 12/1/17-11/30/18	9090.8 · Health Insurance	Paid	1,559.96
Total Guardian						1,559.96
Hannaford Bros. Co.						
Bill	11/21/2017	Purchases 11/9	Veteran's Day program supplies	430.34 · Special/Outreach	Unpaid	9.40
Bill	11/21/2017	Purchases 11/20	Mock Newbury meeting supplies	430.32 · Juvenile	Unpaid	4.23
Bill	11/28/2017	Purchases 11/17	Coffee supplies	430.2 · Office supplies	Unpaid	18.77
Bill	11/30/2017	Purchases 11/28	Wreath making program goodies	430.2 · Office supplies	Unpaid	17.96
Total Hannaford Bros. Co.						50.36
Ingram Library Services						
Bill	11/16/2017	Inv 31246703	Inv 31246703	-SPLIT-	Unpaid	252.60
Bill	11/21/2017	Inv 31357264	Inv 31357264	-SPLIT-	Unpaid	50.65
Bill	11/30/2017	Inv 31436393	Inv 31436393	-SPLIT-	Unpaid	2,399.67
Bill	11/30/2017	Inv 31507922	Inv 31507922	-SPLIT-	Unpaid	69.08
Bill	11/30/2017	Inv 31436394	Inv 31436394	-SPLIT-	Unpaid	33.34
Total Ingram Library Services						2,805.34
Library Ideas						
Bill	11/30/2017	Inv 59401	Inv 59401	410.5 · Juvenile Non Fiction	Unpaid	46.82
Total Library Ideas						46.82
Lisa Sinclair						

Cornwall Public Library
Warrant # 5
As of November 30, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/30/2017	Employee Reimbu...	38 mi @ \$.535/mi	435 · Travel/Conference	Unpaid	20.33
Total Lisa Sinclair						20.33
Lock Around the Clock						
Bill	11/13/2017	Dec 2017 storage ...	Dec 2017 storage unit fee	469 · Service Contracts	Paid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	11/30/2017	inv 4613769	Contract amount 11/25-12/24/17	431 · Telephone	Unpaid	365.26
Total Magna5						365.26
Marangi Disposal						
Bill	11/30/2017	Inv 7C101539	December service	469 · Service Contracts	Unpaid	92.90
Total Marangi Disposal						92.90
Mary Lou Carolan						
Bill	11/21/2017	Employee Reimbu...	Reimbursements for Conference	435 · Travel/Conference	Unpaid	76.59
Bill	11/30/2017	Employee Reimbu...	72 mi @ \$.535 + reimbursements	-SPLIT-	Unpaid	100.02
Total Mary Lou Carolan						176.61
Media Solstice Marketing/Public Relations						
Bill	11/08/2017	Inv 2463	Website programming - Event Espresso	437.1 · Prof fees-Office	Unpaid	420.00
Bill	11/30/2017	Inv 2473	Quarterly Website update + plug-in purch...	434 · Publicity & Printing	Unpaid	286.00
Total Media Solstice Marketing/Public Relations						706.00
MPLC						
Bill	11/13/2017	Inv 504117451	Movie Licensing 1/1/18-1/1/19	411 · Film	Unpaid	163.40
Total MPLC						163.40
Nickel Electric Inc						
Bill	11/30/2017	Inv 510	Labor & Materials to install parking lot lig...	452 · Repairs to Building	Unpaid	1,649.53
Total Nickel Electric Inc						1,649.53
NYS & Local Retirement						
Bill	11/08/2017	51247 ERS 2018 inv	2018 Annual invoice with pre-pay discount	9010.8 · Retirement	Unpaid	52,601.00
Total NYS & Local Retirement						52,601.00
Orange Bank & Trust Cardmember Services						
Bill	11/30/2017	Stmt dated 11/24/17	Stmt Dated 11/24/17	-SPLIT-	Unpaid	9,039.93
Total Orange Bank & Trust Cardmember Services						9,039.93
Paychex, Inc.						
Bill	11/08/2017	Stmt 17149228	Oct Employee Usage & Mobile fee	437.1 · Prof fees-Office	Paid	195.00
Bill	11/08/2017	Inv 2017102600	Oct Small Business package	437.1 · Prof fees-Office	Paid	525.35
Total Paychex, Inc.						720.35
Perry Heating & Cooling Inc						
Bill	11/30/2017	Inv 15084	Replace Hot/Cold stems in men's lavator...	452 · Repairs to Building	Unpaid	325.00
Total Perry Heating & Cooling Inc						325.00
ProQuest LLC						
Bill	11/30/2017	2018 renewal	Ancestry.com 2018 annual fee	413.3 · Reference-Adult elect...	Unpaid	1,310.00
Total ProQuest LLC						1,310.00
Randazzo's Landscaping Inc.						
Bill	11/27/2017	Inv 18744	Nov Monthly Maint	469 · Service Contracts	Unpaid	516.00
Total Randazzo's Landscaping Inc.						516.00
RCLS						
Bill	11/21/2017	Inv 26125	Electronic Legal Forms subscription 12/2...	413.3 · Reference-Adult elect...	Unpaid	1,504.00
Bill	11/30/2017	Inv 26168	Movie Licensing USA 2018	411 · Film	Unpaid	452.63
Bill	11/30/2017	Inv 26208	Scanner with stand	203b · Capital Equipment	Unpaid	215.00

Cornwall Public Library
Warrant # 5
As of November 30, 2017

Type	Date	Num	Memo	Split	Paid	Amount
Bill	11/30/2017	Inv 26210	Set up Jamex	203b · Capital Equipment	Unpaid	424.43
Total RCLS						2,596.06
Ron Kaiser						
Bill	11/08/2017	Work on 11/8	6 hours labor	452 · Repairs to Building	Unpaid	180.00
Bill	11/21/2017	Work on 11/16	3 hours labor + materials	452 · Repairs to Building	Unpaid	110.00
Bill	11/30/2017	Work on 11/28	3 hours labor	452 · Repairs to Building	Unpaid	90.00
Total Ron Kaiser						380.00
Shop Rite Supermarkets Inc.						
Bill	11/08/2017	Purchases 11/8/17	Items for "Tea & A Classic"	430.30 · Adult	Unpaid	7.99
Bill	11/08/2017	Purchases 11/3/17	Paper towel holder	451 · Custodial Supplies	Unpaid	2.99
Bill	11/16/2017	Purchases 10/6/17	Items for Art Show reception	430.34 · Special/Outreach	Unpaid	39.91
Bill	11/16/2017	Purchases 11/2/17	Items for Art Show reception	430.34 · Special/Outreach	Unpaid	31.20
Total Shop Rite Supermarkets Inc.						82.09
The New Yorker						
Bill	11/30/2017	1 year renewal	1 year renewal - Exp 12/2018	413.6 · Serials	Unpaid	89.99
Total The New Yorker						89.99
Toshiba Business Solutions - NY						
Bill	11/16/2017	Inv 1808378	Controller board & labor for Jamex upgra...	203b · Capital Equipment	Unpaid	1,189.00
Total Toshiba Business Solutions - NY						1,189.00
Toshiba Financial Services						
Bill	11/30/2017	Inv 345384275	Service 11/25-12/25/17 + overage	469 · Service Contracts	Unpaid	967.08
Total Toshiba Financial Services						967.08
United A/C Refrigeration, Inc						
Bill	11/16/2017	Inv 415595	Circulator pump replacement	452 · Repairs to Building	Unpaid	8,875.00
Bill	11/30/2017	Inv 415647-KD	Nov Preventive Maint	469 · Service Contracts	Unpaid	975.17
Total United A/C Refrigeration, Inc						9,850.17
Vanguard Cleaning Systems of the HV						
Bill	11/30/2017	Inv 24157	December monthly cleaning service	469 · Service Contracts	Unpaid	1,330.00
Bill	11/30/2017	Inv 24077	Inv 24077	451 · Custodial Supplies	Unpaid	33.00
Total Vanguard Cleaning Systems of the HV						1,363.00
Verizon						
Bill	11/21/2017	Acct 6521219490...	Internet service 11/10-12/9/17	431 · Telephone	Paid	156.98
Total Verizon						156.98
Verizon Wireless						
Bill	11/08/2017	Inv 9795532564	Service 11/2-12/1/17	431 · Telephone	Paid	49.14
Total Verizon Wireless						49.14
Village of Cornwall-on-Hudson						
Bill	11/30/2017	Acct 006019055	Water service 9/14-11/17/17	450 · Fuel/Utilities	Unpaid	211.12
Total Village of Cornwall-on-Hudson						211.12
TOTAL						<u>168,481.81</u>